

Auditable supporting documentation is needed for each CAEC submission. To be considered auditable, documentation must:

- Be unique—duplicate or shared submissions will be automatically rejected.
- Clearly show the event and/or content title.
- Clearly show the certificant’s registered name.
- Clearly show the date and time of the activity.

Below are three (3) tables, please review each table to learn what supporting documentation is required for each CAEC content format.

The first table is for Professional Development, the second table is for Sharing Your Knowledge, and the third table is for Structured Volunteering. Each table has three columns:

- **Column 1: Content Format:** This is where you will find the type/format of the activity you have attended or plan to attend.
- **Column 2: What would be considered supporting documentation?** – This column will tell you exactly what documentation you will need to submit for review with your CAEC submission (s).
- **Column 3: What else is needed in addition to documentation?** – This column will tell you what other information you will need to provide when you are completing the CAEC submission form.

Professional Development

Content Format	What would be considered supporting documentation?	What else is needed in addition to documentation?
Accessibility Related Webinars Example: Live IAAP Webinars	Copy of entire registration confirmation clearly showing: <ul style="list-style-type: none"> • Certificant’s Name • Webinar Name • Webinar Date • Webinar Time Length 	If this is a webinar from a provider not on the Quality Accessibility Content Provider list - Include three learning objectives.
Archived Webinars Example: Webinars found on YouTube OR	This is the only exception to ‘documentation Must show Certificates Registered Name’ because most archived webinars are free to view and do not require registration to access. For these webinars, provide a screen-capture of entire screen clearly showing: <ul style="list-style-type: none"> • Webinar Name/Title Slide • URL 	In the CAEC form: You will need to provide the name of each webinar and the date you viewed it. If this is a webinar from a provider not on the Quality Accessibility Content Provider list - Include three learning objectives.

<p>Webinars viewed after the live date on the IAAP membership dashboard</p>	<ul style="list-style-type: none"> • Time Length of Webinar <p>For IAAP members viewing archived webinars on the IAAP dashboard, provide entire screen-capture of dashboard clearly showing:</p> <ul style="list-style-type: none"> • Webinar Marked as Viewed • Webinar Name • Certificant's Name (found in upper right-hand corner) 	<p>*If you attended multiple webinars from the same provider, please submit them all in one form- Example all IAAP webinars should be submitted in one form*</p>
<p>Accessibility Related Conferences or Summits</p>	<p>Copy of entire registration confirmation clearly showing:</p> <ul style="list-style-type: none"> • Certificant's Name • Event Name • Event Date <p>AND/OR</p> <p>Certificate of Participation clearly showing:</p> <ul style="list-style-type: none"> • Certificant's Name • Event Name • Event Date 	<p>In Text box 3b of the CAEC form- You will need to provide a typed list of each session you attended; include session name and time length.</p> <p>Example of session list:</p> <ul style="list-style-type: none"> • Accessibility 101- One (1) hour • Accessibility 102- One (1) hour • Intro to Accessibility- Thirty (30) minutes <p>*If you attended the same conference multiple years, each year would need its own CAEC form*</p>
<p>Workshops</p>	<p>Copy of entire registration confirmation clearly showing:</p> <ul style="list-style-type: none"> • Certificant's Name • Workshop Name • Workshop Date <p>AND/OR</p> <p>Certificate of Participation clearly showing:</p> <ul style="list-style-type: none"> • Certificant's Name • Workshop Name • Workshop Date 	<p>If this is a webinar from a provider not on the Quality Accessibility Content Provider list - Include three learning objectives.</p> <p>AND/OR</p> <p>If the Certificate doesn't show number of hours - include a URL for IAAP to review the workshop.</p>
<p>University Courses, Sign Language Courses, and other Adult Continuing Education Courses</p> <p>Note: Capped at 15 per course per year</p>	<p>Class Transcript clearly showing:</p> <ul style="list-style-type: none"> • Certificant's Name • Date Course was Started and Completed <p>AND/OR</p> <p>Certificate of course completion clearly showing:</p>	<p>In the CAEC form: Also include a copy of the class syllabus and/or an URL clearly showing the classes content overview.</p> <p>AND/OR</p> <p>If the Certificate doesn't show number of hours - include a URL for IAAP to review the course.</p>

	<ul style="list-style-type: none"> • Certificant’s Name • Course Name • Time Duration of Course • Date of Completion 	
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Sharing Your Knowledge- Must be Unpaid and Non-Promotional

Content Format	What would be considered supporting documentation?	What else is needed in addition to documentation?
Presenting live Webinars, Workshops, and Classes	Copy of entire speaker registration confirmation clearly showing: <ul style="list-style-type: none"> • Certificant’s Name as Presenter • Session/Workshop Name • Presentation Date/ Time AND/OR Email confirmation of presentation from who it was organized by clearly showing: <ul style="list-style-type: none"> • Certificant’s Name as Presenter • Presentation Name • Presentation Date/ Time 	On CAEC form you will provide: Three (3) clear learning objectives from your presentation. AND A copy of the material presented.
Archived Presentations Example: Webinars posted to YouTube	Screen-capture of entire screen clearly showing: <ul style="list-style-type: none"> • Webinar Name/Title Slide • URL • Certificant’s Name listed as Presenter • Time length of Webinar 	On CAEC form you will provide: Three (3) clear learning objectives from your presentation. AND The URL of your archived presentation.
Presentations at Accessibility Related Conferences or Summits	Copy of entire speaker registration confirmation clearly showing: <ul style="list-style-type: none"> • Certificant’s Name listed as Presenter • Session/workshop Name • Presentation Date/ Time AND/OR	On CAEC form you will provide: Three (3) clear learning objectives from your presentation. AND a copy of the material presented.

	<p>Screen-capture of conference/summit agenda clearly showing:</p> <ul style="list-style-type: none"> • Certificant's Name Listed as a Presenter • The Session Name/ Overview • Session Date and Time 	
<p>Working Groups</p> <p>Note: Capped at 15 CAECs per year</p>	<p>Copy of email confirmation from working group organizer clearly showing:</p> <ul style="list-style-type: none"> • Certificant's name • Working Group Overview • Working Group Date Range • Time Duration of Work Completed <p>AND/OR</p> <p>Certificate of participation clearly showing:</p> <ul style="list-style-type: none"> • Certificant's Name • Working Group Overview • Working Group Date Range • Time Duration of Work Completed 	<p>In the CAEC form: You will need to include the date range of the working group and provide an overview of your contributions.</p>
<p>Mentoring</p> <p>Note: Capped at 10 CAECs per year</p>	<p>Email confirmation from the person who was mentored clearly showing volunteer based. Also provide documentation showing:</p> <ul style="list-style-type: none"> • Detailed Schedule of Learning and Mentorship Goals • All Meeting Dates and Times 	<p>On CAEC form you will provide clear learning objectives and goals of the mentorship.</p>
<p>A Published Series of at least 5 Non-Promotional Blogs</p> <p>Note: Capped at one blog series per year. One blog series is worth 5 CAECs.</p>	<p>Five (5) screen-captures showing the live website where blogs are published clearly showing:</p> <ul style="list-style-type: none"> • Certificant's Name Listed as Author • Name of Each Blog • Date Each Blog was Published 	<p>Include a URL for IAAP's team to review all blogs and location they are published.</p>
<p>Published Scholarly Articles or Professional Journals</p>	<p>A screen-capture showing the live website where the article is published clearly showing:</p> <ul style="list-style-type: none"> • Certificant's Name Listed as Author • Name of Article • Date Published 	<p>Include a URL for our team to review the published article</p>

Structured Volunteering- Capped at 10 CAECs per year

Content Format	What would be considered supporting documentation?	What else is needed in addition to documentation?
IAAP Structured Volunteer Service Note: Translation of any IAAP exam is capped at 10 CAECs	Copy of email confirmation from IAAP's Certification team clearly showing your name.	
Committee Work/ Coalitions Note: Capped at 5 CAECs per committee	Copy of email confirmation from Committee/ Coalition chair or organizer(s) clearly showing: <ul style="list-style-type: none"> • Certificant's Name listed as a Member/ Participant • Committee/ Coalition Overview • Date Range of Participation • Time Duration of Participation AND/OR Screen-capture and URL of Committee/ Coalitions webpage clearly showing: <ul style="list-style-type: none"> • Certificant's Name listed as a Member/ Participant • Date Range or Participation • Time Duration of Participation 	On CAEC form you will provide: The date range of participation and an overview of the extent of your involvement.
Organizing Accessibility Meetups or Conferences Note: 2 CAEC per meetup. Capped at 6 total CAECs per year	Screen-capture of event information clearly showing: <ul style="list-style-type: none"> • Meetup/Conference Date • Meetup/Conference Time • Certificant's Name Listed as an Organizer 	On CAEC form you will provide: The hours spent, URL of event information and the extent of your involvement.
Organizing Accessibility Conferences Example: A11yTO Conference	Screen-capture of event information clearly showing: <ul style="list-style-type: none"> • Conference Date • Conference Time • You listed on agenda as an organizer 	On CAEC form you will provide: The hours spent, URL of event information and the extent of your involvement.

<p>Note: Capped at 5 CAECs per event</p>		
<p>Structured Volunteer Service Outside IAAP</p>	<p>Email confirmation form structured volunteer organizer(s) clearly showing:</p> <ul style="list-style-type: none"> • Certificant’s Name as a Participant • Volunteer Work Overview • Date Range/Time Duration of Participation 	<p>In the CAEC form: You will need to include the date range of the volunteering and provide an overview of your contributions.</p>