# Sample Letter on Section 508 Compliance

TO: EMI SECTION 508 Coordinator

FROM: Course Manager

DATE: Day/Month/Year

RE: Section 508 Compliance-Course Code and Course Title

1. USE THIS PARAGRAPH FOR **IS** COURSE MATERIALS- The materials were tested in accordance with the DHS Section 508 Compliance Test Process for Applications.
2. USE THIS PARAGRAPH FOR **E/G/K/L/V** COURSE MATERIALS-The materials were tested in accordance with Accessible Electronic Document Community of Practice Test Processes for Word, Excel, PowerPoint, and Adobe PDF, and Emergency Management Institute Requirements. All identified issues were corrected to current standards as they were identified by testers.
3. Materials description: “(Insert Course Title)” independent study course.
   1. Person preparing evaluation:
      1. Insert Name (Developer, Course Manager, Contractor, etc.)
      2. Location
      3. Contact Information
4. Date(s) evaluated: (Insert Date)

**Evaluator Signature**:

Name

Date

Position

Address

Phone number

Email

**EMI DHS Trusted Tester Endorsement: (Signature of Trusted Tester Evaluating Course Materials)**

Name

Date

Position

Address

Phone number

Email