

# Hearing Loss Accessibility Checklist for Evidence-based Programs

## *Before the Session*

### **Participant Support**

- Ask about communication accommodations during registration
- Send agenda and materials in advance
- Provide clear instructions for attending (location or virtual link)
- Offer optional technology orientation for virtual participants

### *ASL Interpreter Integration*

- Schedule ASL interpreters several weeks before classes begin
- Provide interpreters with curriculum and materials in advance

### **Environment / Platform Setup**

#### *In-Person*

- Choose a quiet room with minimal background noise
- Arrange seating in a circle or U-shape
- Ensure good lighting so faces are visible
- Test microphones or amplification systems

#### *ASL Interpreter Integration*

- Position interpreters where participants can clearly see them

#### *Virtual*

- Use a platform that supports live captioning
- Enable captions before the session begins
- Test audio, video, and screen sharing
- Provide phone-in access if internet is limited

### **Materials**

- Prepare large-print handouts (18–24 pt font)

- Use high-contrast slides and simple layouts
- Ensure videos include captions
- Prepare visual aids (slides, flip chart, diagrams)

### *ASL Interpreter Integration*

- Provide handouts listing workbook page numbers or resources so participants can stay focused on the interpreter

## ***During the Session***

### **Communication**

- Speak clearly and at a moderate pace
- Face participants or keep camera on when speaking
- Repeat or paraphrase participant questions
- Pause regularly to check for understanding

### **Group Discussion**

- Establish a norm to have one speaker at a time
- Encourage hand-raising before speaking
- Limit cross-talk and interruptions
- Summarize key points after discussions

### **Visual & Written Reinforcement**

- Display key points on slides or flip chart
- Refer participants to written materials
- Describe visuals verbally when presenting

### **Assistive Supports**

- Use amplification devices when available
- Confirm captions are visible in virtual sessions
- Adjust seating or audio if participants have difficulty hearing

## ***After the Session***

### **Participant Support**

- Share written summary of key topics
- Send worksheets, slides, or action plans
- Offer clarification by phone or email if needed

### **Program Monitoring**

- Document accommodations provided
- Collect feedback on communication accessibility
- Note barriers and solutions for future sessions
- Include accessibility practices in program reporting