Accessible Document Training Series

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
OFFICE OF ACCESS AND FUNCTIONAL NEEDS

Learn how to create accessible documents that can be accessed and used by all Californians, including people with disabilities. These free instructor-led virtual courses provide practical guidance on creating Microsoft Office documents, PDFs, and electronic forms that meet accessibility standards and support effective communication with the whole community.

Fall Training Schedule 2026

How to Create Accessible Office Documents

Time: 10:00 AM – 4:00 PM

Training Dates:

- November 4, 2026
- December 2, 2026
- January 6, 2027

Register here:
How to Create Accessible Office Documents



How to Create Accessible PDF Documents

Time: 10:00 AM – 4:00 PM

Training Dates:

- November 17-18, 2026
- December 8-9, 2026
- January 12 & 13, 2027

Register here:
How to Create Accessible PDF Documents



How to Create Accessible Forms

Time: 10:00 AM – 4:00 PM

Training Dates:

- November 25, 2026
- December 16, 2026
- January 20, 2027

Register here:
How to Create Accessible Forms



Reasonable accommodation for people with disabilities is available upon request. Make your request as early as possible as last-minute requests will be accepted but may be impossible to fill. For all requests, contact the training coordinator via email at angel.perez@caloes.ca.gov for the particular course offering.