

SUPPORTING STATEMENT

Part A

Proposed Information Collection Technical Assistance Training Request Form

Date: 11/20/2025

United States Access Board

PART A: JUSTIFICATION

1. Circumstances Making the Collection of Information Necessary

Under section 502(b)(2) of the Rehabilitation Act of 1973, as amended (29 U.S.C. 762(b)(1)), the United States Access Board (“Access Board” or “Board”), sometimes referred to by its former name, “Architectural and Transportation Barriers Compliance Board”, is statutorily charged with providing technical assistance to entities with rights or duties under the guidelines and standards it issues. To effectuate this technical assistance the Access Board provides a helpline for the public to call to obtain information on accessibility guidelines and standards, issues various technical assistance documents that explain the current requirements to and offers virtual and in-person training on the accessibility guidelines and standards to many different organizations, groups, and government agencies across the country and internationally. This information collection will allow the agency to streamline the process for organizations, groups and government agencies to request virtual and in-person training, by creating a form for the Access Board website that will allow requestors to submit all necessary information at one time. This will improve efficiency for both the agency and the requestor as it will prevent multiple emails and phone conversations that currently occur to determine if the agency can provide the requested training.

2. Purpose and Use of the Information Collection

The Access Board tailors its trainings to the particular needs and interest of each audience. Board trainings are of particular interest to design professionals and architects, facility operators and managers, the transportation industry, the disability community, and members of other professions and groups that work with any of the Board’s guidelines and standards. To provide this training, the Board must obtain information from the requesting entity, such as the intended audience, location, date, training topics, and presentation time. Additionally, the Board will need to know if the training is associated with continuing education credits, whether supporting documents need to be developed, the number of attendees, and the level of proficiency of those attendees. This information helps the agency develop the appropriate training, choose an appropriate trainer, determine if the training is within the Board’s authority, does not present a conflict of interest, and is within the Board’s resources to provide. Currently, this information is obtained through multiple emails and phone conversations with the requestor.

3. Consideration Given to Information Technology

This online technical assistance training request form is, by definition, a digitally native mode of form submission. This web-based form is user-friendly and accessible. It assists requesters in providing the necessary information to request virtual or in-person training by providing fields for the information the Access Board needs to evaluate whether the training is within our authority and resources, and is free from any ethical concerns. Additionally, if the training is approved, the information provided will be used to develop an appropriate training. Finally, this form will require less time than the current process. Requesters also have the convenience of completing this form at any time of day or night.

4. Duplication of Information

No similar data is gathered or maintained by the Access Board or available from other sources known to the agency.

5. Reducing the Burden on Small Entities

Small business or other small entities may be involved in these information collections, if they request training from the Access Board. The Board believes this form will reduce the burden on these small entities as it will ensure they provide all the necessary information at the outset of the request, greatly reducing the likelihood of the Board having to request additional information.

6. Consequences of Not Conducting Collection

Without the technical assistance training request form, the Access Board would continue its current process of receiving incomplete requests via email or telephone, which requires additional follow up and delays the agency's response to the requester.

7. Special Circumstances

There are no special circumstances. The information collected will be voluntary and will not be used for statistical purposes.

8. Consultations with Persons Outside the Agency

In accordance with 5 C.F.R. § 1320.8(d), the Access Board published a 60-day notice for public comment in the *Federal Register* on July 15, 2024 (89 Fed. Reg. 57388). One comment we received was not responsive to the information collection request. On December 04, 2025, the Access Board published a 30-day notice for public comment in the *Federal Register*. (90 FR 55845).

9. Payment or Gift

The Access Board does not anticipate providing payment or other forms of remuneration to respondents for information collections under this training request form

10. Confidentiality

There are no assurances of confidentiality assigned to this collection. A System of Records Notice (SORN) is not necessary as this collection does not qualify as a system of records and does not fall under the purview of the Privacy Act. Information regarding requests will be maintained by year of request, date, and potentially name of organization or governmental entity.

11. Sensitive Nature

No questions will be asked that are of a personal or sensitive nature.

12. Burden of Information Collection

The projected annual burden hours for this new information collection is informed by the training requests currently received by the Access Board and the expected increase to the number of requests with an online form. Typically, the agency receives 5-10 requests per week for training. With the development of an online form versus having to compose an email we anticipate an increase in requests for training. We estimate completion of the online form to take users about five minutes.

To calculate the annualized cost burden to respondents the Access Board averaged the BLS wage data¹ for the following job categories, which we believe most closely represent the types of individuals and entities who most frequently request training: architecture and engineering occupations (17-00000, hourly mean wage \$49.99); construction and building inspectors (47-4011, hourly mean wage \$36.75); web and digital interface designers (15-1255, hourly mean wage \$53.58). In order to determine the average hourly mean wage, the Access Board calculated the average of the three hourly mean wages of the job categories described above. Table A below presents the Access Board estimates of the annual reporting burden for the online technical assistance training request form.

Table A: Estimated Annual Reporting Burden

¹ The Access Board relied on the Occupational Employment and Wage Statistics Data from the U.S. Bureau of Labor Statistics. Industry: Cross-Industry, Private, Federal, State, and Local Government, Period: May 2024. Available at [Occupational Employment and Wage Statistics](#) (last visited April 2, 2026).

Type of Collection	Number of respondents	Frequency of response (per year)	Average response time (mins.)	Total burden (hours)	Average hourly mean wage	Annualized burden cost to respondent.
Technical Assistance Training Request	1,000	1	5	84	\$46.77	\$3,929

(Note: Estimates for annual time burdens are rounded to the nearest hour.)

13. Costs to Respondents

Not applicable. Use of the online technical assistance request form imposes no costs on respondents.

14. Costs to Federal Government

The costs to the Access Board associated with this information collection is salary time of the employee reviewing the forms. The employee conducting the review of these forms is the training coordinator which is a GS 14 position. We estimate that the employee will spend five minutes evaluating each form, which would be an annual burden of 84 hours. The estimated cost of salary to review this form would be \$5,792.

15. Reason for Change

Not applicable. This is a request for new information collection request.

16. Tabulation of Results, Schedule, Analysis Plans

Not applicable. As discussed above, the purpose of this form is for members of the public to request individualized training for their respective organizations.

17. Display of OMB Approval Date

We are not requesting an exemption with regard to display of OMB control number and expiration date.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

The activities related to this information collection comply with the requirements in 5 C.F.R. § 1320.9. We do not anticipate seeking any exceptions.