<center>**Certificate of Closed Captioning Compliance**</center>

Required closed caption quality standards

A basic overview of these areas for pre-recorded programs airing more than 24 hours beyond finalization of program is as follows:

- o **Accuracy:** Closed captioning MUST match the spoken words in the original language without paraphrasing. Song lyrics and nonverbal information, such as the <u>identity of the speaker</u> and any <u>sound effects</u> or <u>audience reactions</u> present in the program, will be captioned. Captions shall contain proper spelling, appropriate punctuation and capitalization, correct tense and use of singular or plural forms, and accurate representation of numbers with appropriate symbols or words. De minimis quality; Virtually NO ERRORS.

    Acknowledgement (Initial)

- o **Synchronicity** Captions need to be accurately synchronized to match the video and audio content displayed at a readable speed. NO live-style captioning on post-produced content.

    Acknowledgement (Initial)

- o **Program Completeness:** Captions are required to be complete and present through the full length of the program.

    Acknowledgement (Initial)

- o **Placement:** Proper placement dictates that captions must NOT BLOCK important visual content such as speaker's faces and ANY graphics or text on the screen.

    Acknowledgement (Initial)

Closed Captioning Best Practices

In the television captioning context, video programmers include Video Programming Distributors as well as Video Programming Producers. Video programmers adopting Best Practices will adhere to the following practices:

Agreements with captioning services. Video programmers adopting Best Practices will take the following actions to promote the provision of high quality television closed captions through new or renewed agreements with captioning vendors.
- o **Performance requirements**. Include performance requirements designed to promote the creation of high quality closed captions for video programming, comparable to those described in paragraphs (k)(2), (k)(3) and (k)(4) of this section.
- o **Verification**. Include a means of verifying compliance with such performance requirements, such as through periodic spot checks of captioned programming.
- o **Training**. Include provisions designed to ensure that captioning vendors' employees and contractors who provide caption services have received appropriate training and that there is oversight of individual captioners' performance.

Operational Best Practices. Video programmers adopting Best Practices will take the following actions to promote delivery of high quality television captions through improved operations.
- o **Preparation materials**. To the extent available, provide captioning vendors with advance access to preparation materials such as show scripts, lists of proper names (people and places), and song lyrics used in the program, as well as to any dress rehearsal or rundown that is available and relevant.
- o **Quality audio**. Make commercially reasonable efforts to provide captioning vendors with access to a high quality program audio signal to promote accurate transcription and minimize latency.
- o **Captioning for prerecorded programming**. The presumption is that pre-recorded programs, excluding programs that initially aired with real-time captions, will be captioned offline before air except when, in the exercise of a programmer's commercially reasonable judgment, circumstances require real-time or live display captioning. [Examples of commercially reasonable exceptions](#).

To help satisfy the VPDs best efforts obligation of locating a programmer's certification, the following form has been provided to fulfill those forthcoming request. By filling out this form, the video programmer adopts and follows the Best Practices 79.1(k)(1) in captioning its programming. It is to be made widely available to consumers, Video Programming Distributors, and other interested parties by the content creator.

If the video programmer is exempt from the closed captioning rules under one or more properly obtained exemptions, it must specify the exact exemption.

For more information on FCC closed captioning laws, visit: [eCFR – Code of Federal Regulations](#) or to read the full report submitted in February of 2014: [Closed Captioning Quality Report and Order, Declaratory Ruling, FNPRM](#).

CERTIFICATE OF CLOSED CAPTIONING COMPLIANCE

Video Programmer:

The Federal Communications Commission (FCC) requires Video Programmers to file certifications pursuant to sections 79.1(g)(6) and 79.1(j)(1) with the Commission or make them widely available [in the case of section 79.1(j)(1)].

Section 79.1(j)(1) requires Video Program Distributors to exercise best efforts to obtain a certification from each Video Programmer from which the VPD obtains programming stating one of the following:

The Video Programmer's programming satisfies the required caption quality standards 79.1(j)(2).
(Check this box if you are a Video Programmer using a captioning vender that meets these quality standards.)

In the ordinary course of business, the Video Programmer adopts and follows the Best Practices 79.1(k)(1) in captioning its programming. *(Check this box if you are a Video Programmer captioning your own program with internal resources trained in and following Best Practices.)*

The Video Programmer is exempt from the closed captioning rules, under one or more properly obtained exemptions. *If a Video Programmer claims exemption from the captioning rules, it must specify the exact exemption.*

This certificate verifies compliance of this Video Programmer's content and is to be made widely available to consumers, Video Programming Distributors, and other interested parties.