



Temporary Distance Education/ Online Request Waiver

Many schools have requested additional guidance regarding the feasibility and legality of providing online learning in the event of an extended school closure. Taking a traditional school environment online is not a simple task – nor is it one that should be attempted without serious consideration of the practicality and risk.

The Workforce Board does not recommend closed schools transition to an online distance model unless the institution can ensure each of the considerations below can be met.

1. School Name: _____
2. Address: _____
3. Phone Number: _____ Email: _____
4. Start Date: _____ *Anticipated End Date: _____

* If an extension is needed, please contact your Program Specialist at least 7 days before your projected end date.

5. Attach a plan containing the following information:

These include, but are not limited to:

- Provide a list of programs/courses that will temporarily be taught distance education/online.
- Ensure students have access to the online learning and required materials (What is the school’s policy if a student doesn’t have internet or computer/phone?)
- Does the class have a clinical/lab component? If so, how will social distancing be implemented?
- How will you ensure there is a standard of progress being maintained?
- Information on how student attendance is being tracked.
- Ensure the systems in use are secure and will not allow for the release of protected information.
- Amend enrollment agreement with the updated mode of delivery and distance education/hybrid refund policy, as well as any potential changes to program training dates.
- If your program has approval from another agency, please ensure you’ve contacted them as well.

As a reminder, some programs have state required minimum hours. Schools must have a plan to address make-up days and lost instructional hours due to the school closure, including extending the school year or allowing the student to restart the program at a future start date.

If you are a VA approved school, veterans may be negatively impacted if non-degree granting private vocational schools switches to online delivery. We are waiting for clarifying information.

Signature of School Director/Owner

Printed Name of School Director/Owner

Date: _____