



TO: ACCET Vocational Institutions

From: Judy Hendrickson, Interim Executive Director

Date: April 15, 2020

RE: Further ACCET Guidance – COVID-19 Additional Temporary Flexibilities

As promised, ACCET is closely monitoring the situation regarding the coronavirus (COVID-19) and providing our member institutions additional guidance as it becomes available. To that end, ACCET is notifying vocational institutions of the following additional guidance and temporary flexibilities during the COVID-19 threat (the period of March 5, 2020 – June 1, 2020):

Additional Temporary Flexibilities for Vocational Institutions:

Externships: Allow institutions the temporary flexibility of offering students whose scheduled internship/externship is disrupted during the period of March 5, 2020 – June 1, 2020 due to COVID-19 their (each student's) choice to either:

1. complete a rescheduled externship/internship, which may require the student to take a leave of absence; or
2. complete, in lieu of internship/externship, a capstone course comparable in length (clock hours or credit hours) to the internship/externship, unless prohibited by any applicable licensing boards and/or other approval or certifying authorities.

Labs: Allow institutions the temporary flexibility of offering students whose scheduled labs are disrupted during the period of March 5, 2020 – June 1, 2020 due to COVID-19 their (each student's) choice to either:

1. complete rescheduled labs, which may require students to take a leave of absence;
2. complete simulated labs that: (a) provide synchronous (real time) sharing of hands-on practice using video conferencing, and (b) assess students' skills based on observed levels of performance during lab time. Note that this option is not permissible if prohibited by any applicable licensing boards and/or other approval or certifying authorities; or
3. Complete didactic classes comparable in length (clock hours or credit hours) to the labs missed due to COVID-19 on the condition that the institutions schedule make-up labs in the future to provide students the opportunity to subsequently complete labs necessary for students to develop and practice their hands-on skills. Note that this option is not permissible if prohibited by any applicable licensing boards and/or other approval or certifying authorities.

Additional IDL Webinars:

ACCET staff will conduct additional free webinars on IDL best practices and the IDL program approval process to member vocational institutions, as follows:

- IDL Webinar #2 - Best Practices (**Friday, April 24 at 3:30 – 5:00 pm EDT**)
- IDL Webinar #3 - Best Practices/Lesson Modeling (**Monday, April 27 at 3:30 – 5:00 pm EDT**)
- IDL Webinar #4 - Preparing the ACCET IDL Streamlined Application (**Friday May 1 at 3:30 – 5:00 pm EDT**)

NOTE: If you registered for the IDL webinar on April 13th, you do **NOT** need to register again. A confirmation will be sent to you with the new link. If this is your first IDL webinar, please e-mail Christina D’Antoni at cdantoni@accet.org with your name and affiliated institution, and she will e-mail you a confirmation.

Coronavirus Aid, Relief, and Economic Security Act (CARES Act):

ACCET is alerting institutions to federal funding available through the recently enacted Coronavirus Aid, Relief, and Economic Security Act (CARES Act), including the following:

1. ACCET Title IV institutions are scheduled to receive funding from the “*Higher Education Emergency Relief Fund*” to “*cover any costs associated with significant changes to the delivery of instruction due to the coronavirus*”, except for specific exclusions identified. Note that institutions are to “*use not less than 50% of such funds to provide emergency financial aid grants to students*”.

Funding will be disbursed in two payments, with the first disbursement for emergency financial aid grants to students and the second for institutions. To receive funding, institutions must: (1) sign and submit the required Certification and Agreement form and (2) sign up for Grants.gov. For additional instructions, go to <https://www.ed.gov/coronavirus>.

2. Small businesses (e.g. ACCET institutions) may be eligible to apply for loans through the “*Paycheck Protection Program*” by submitting applications through Small Business Administration (SBA) Participating Lenders.

ACCET will continue to provide information to ACCET institutions as warranted. Additional resources that institutions may find useful regarding COVID-19 include the following:

- <https://www.ed.gov/coronavirus>
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- <https://who.int/health-topics/coronavirus>

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In the meantime, you are invited to contact ACCET staff for additional guidance, including:

- C&P Annual Reporting – Mary Clare DiGiacomo (mcdigiaco@accet.org)
- IDL program applications – Donna Hutchison (dhutchison@accet.org)
- IDL webinars – John Shaheen (jshaheen@accet.org) and Mary Clare DiGiacomo (mcdigiaco@accet.org)

We appreciate all that you are doing to support and assist your students during this difficult and unprecedented time.

Sincerely,



Judy Hendrickson
Interim Executive Director