



TO: ACCET Vocational Institutions

From: Judy Hendrickson, Interim Executive Director

Date: April 6, 2020

RE: Additional ACCET Guidance – COVID-19 Temporary Flexibilities

As promised in ACCET's March 9, 2020 notice, ACCET is closely monitoring the situation regarding the coronavirus (COVID-19) and providing our member institutions additional guidance as it becomes available.

During the April 2020 Commission meeting, the Commission approved ACCET's Plan (April 4, 2020) to address the coronavirus crisis and its impact on ACCET institutions. Public health and public safety remain foremost during this uncertain and ever-changing coronavirus threat. To that end, the Commission directed the following guidance and additional temporary flexibilities to vocational institutions:

- **2020 Annual Completion and Placement Reporting:** The May 1st, 2020 deadline for the submission of Document 12.c - Annual Completion and Placement Report will be postponed to **July 1st, 2020**, and institutions will only be required, at a minimum, to provide a partial year report for 2019 (January 1 – September 30), a period before the effect of COVID-19. Institutions may elect to submit a 2019 report that extends beyond September 30, 2019, such as a 12-month report for 2019 (January 1 – December 31).
- **Temporary IDL Instruction:** The temporary flexibilities authorized by the U.S. Department of Education to ACCET institutions during the COVID-19 threat are finite. At this time, institutions are only permitted (without program approval) to temporarily offer distance learning (IDL) to new students enrolled through June 1, 2020. Therefore, ACCET is streamlining and facilitating the IDL program approval process to institutions seeking to continue their temporary IDL instructional delivery (after June 1, 2020) as follows:

ACCET institutions that are temporarily offering interactive distance learning (IDL) in response to COVID-19 will be eligible to:

1. Complete and submit a new streamlined IDL program application (available on the ACCET website by April 15, 2020); and
2. Pay a reduced application fee (\$1,050 instead of the regular \$2,000 fee), if the IDL program application and fee are **submitted before June 1, 2020**.

Additionally, the required program visits following the grant of Interim Approval for IDL program delivery may be conducted virtually (electronically through Zoom) for a reduced visit fee (\$2,400 instead of the regular \$4,800).

- **Additional IDL Webinars:** In April 2020, ACCET staff will conduct additional IDL webinars on IDL best practices and the IDL program approval process. These webinars will be offered at little or no cost to member institutions. Shortly, the ACCET website will provide the dates/times of these webinars and a link to register for the webinars.

Further, 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*”. (**Exhibit 1**)
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. (**Exhibit 2**)

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>

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 wish your institution the best during these difficult and unprecedented times. Please stay safe and healthy.

Sincerely,



Judy Hendrickson
Interim Executive Director