

If the COVID-19 is impacting your FLETA accredited training program(s) and/or academy, please answer the following questions:

1. Will the training be suspended? Yes No
 - a. If **yes**, follow your policy and include evidence for 1.06/A1.15 for the time period of suspension. Yes No
 - b. If **no**, will the training program(s) continue to be offered at the same location with no modifications? Yes No
 - i. If **yes**, continue to collect evidence as usual. Yes No
 - ii. If **no**, will the training be offered in a modified format? (e.g., different training venue, modified curriculum, eTraining* implemented, etc.) Yes No
 - c. For modified training programs, will a certificate of training be issued? Yes No
 - i. If **yes**, will it be the same certificate issued for the accredited training program(s)? *Please refer to the additional guidance below and work with your assigned FLETA Program Manager (PM).* Yes No
 - ii. If **no**, will a different certificate be issued? (e.g., modified program name)? *If a different certificate will be issued, this should not impact your FLETA accredited training program(s) or academy.* Yes No

ADDITIONAL GUIDANCE for MODIFIED TRAINING PROGRAM(S)

- Draft an email or MFR (directive in nature) to go out from the Authorizing Official, or under his/her signature, to the staff explaining that during this time, some accredited training programs will be offered in a modified format and that guidance emails/MFRs during this time may supersede agency policy.
- Then, through email or a formal memo, document the modification(s) to the training program(s) (e.g., different training venue, eTraining*, non-certified instructors, modified exams, etc.).
- If any modifications stray outside of the current policy requirements, the above two items would serve as the agency policy during the COVID-19 crisis.
- Evidence collected from this time-period would be based on the new guidance.
- For agencies with training programs that are within *years 1-4* of the reaccreditation cycle, use the Annual Reporting process to document standards that were impacted.
- For agencies in the *5th* year of the reaccreditation cycle, contact your assigned PM for additional guidance.
- For agencies seeking *initial* accreditation, contact your assigned PM for additional guidance.

***eTraining** proposed definition (from 2020 Procedures and Standards Manual) –

Training sessions delivered, in whole or in part (blended), with technology and accessed through a network (intra or internet) or experienced via portable media, for a specific audience on a recurring basis. eTraining:

- may be supported synchronously or asynchronously by an instructor/facilitator who is not in the same location as the student(s);
- is tested online or in-person, and the results of the evaluated material are a requirement for successful completion of the program;
- has an expectation that learning will occur and/or performance will improve, or that a prescribed level of proficiency will be achieved, as evidenced by an appropriate evaluation tool; but
- does not apply to electronic materials, systems, or technologies used only to support and/or enhance in-person delivery.

ASSESSMENT TEAM GUIDANCE for MODIFIED TRAINING PROGRAM(S)

Beginning February 2020, the US began experiencing the effects of COVID-19, which resulted in the modification of federal law enforcement training based on social distancing guidelines and stay at-home orders. The federal law enforcement training community responded to this unprecedented situation using the resources and tools available to them at the time. The FLETA Board recognized this, and the Office of Accreditation provided guidance to organizations that continued training operations. This guidance allowed for greater flexibility in the manner these organizations could modify existing policy and document modifications to the training.

When assessments resume, Assessors/Team Leaders will be directed to use the widest interpretation of the standards, while also allowing for deviations from traditional methods for issuing policy/directives and documenting processes as evidence. Acceptable policy/directives may include, but are not limited to, emails that are directive in nature, directive memoranda, guidance posted to websites, and memoranda that document verbal instruction and requirements given during the time. Types of evidence may include, but are not limited to, emails outlining changes to delivery programs, screen shots showing online webinars or training, memorandum or other summary documents that outlined the actions taken and changes to the program.

All assessment teams are expected to comply with this guidance. If you have any questions as you review the proofs of compliance for an academy/program, please contact the OA Program Manager.

Questions

1. What is the status of the summer assessments for agencies and teams?

As of May 5, 2020, the OA will be piloting two online/electronic FLETA assessments that will occur in June, 2020. We will evaluate how these two assessments go and there could be a possibility of other online/electronic FLETA assessments occurring. We understand that some agencies will not be able to support this process. If that's the case, we will look at rescheduling those agencies. Some agencies have indicated that they will need an extension to the next cycle citing various reasons.

2. An agency has asked if there are any agencies in the FLETA community that are all virtual. If so, what platform are they using? This agency would be interested in chatting with them to discuss their successes and challenges.

List any agencies that are able to operate entirely online/electronic. Provide their contact information POC. Email your information to J.J. Hensley (james.j.hensley@fletc.dhs.gov)

3. A training program has been modified to be presented online and in the field until students can return for in-person training. Most of the objectives will be taught/evaluated; however, some objectives cannot be evaluated. The students will receive a modified certificate of training. Students who complete the modified training program will not be required to complete the accredited version. How should the modifications be documented?

Please see the FLETA COVID-19 Guidance document disseminated by the FLETA OA. This example would be documented as a suspension of training and impact standards 1.06 and A1.15. Although training will continue in a modified format, students will not receive a certificate of training for the accredited training program.

4. A basic training program that is several weeks long was ended a few weeks early due to COVID 19. The students were sent home or to their field office. Rather than bring the students back to complete the training program, the agency will present the remaining material online; however, most of the performance objectives will have to be removed. Any labs and PEs that students would have received in person will be removed. The students will receive the same certificate of training as if they had attended the entire program in person and will not be required to return. How should the modifications be documented?

Please see the FLETA COVID-19 Guidance document disseminated by the FLETA OA. This is a modification to training that will impact multiple standards because students will receive the same certificate of training. The modifications should be documented in a memo or email signed by the Authorizing Official and reference the policies and standards that will be impacted. Because training was suspended for a time period, this will also impact standards 1.06/A1.15 and should be documented in accordance with agency policy

5. What are the plans for the November 3-5 FLETA Board meeting?

At this time, we are still planning to conduct the November meeting at the FLETC, Glynco. The FLETA Board and the Office of Accreditation are exploring different technology options to conduct an online meeting, if the in-person meeting is canceled.

- 6. As FLETA grows, and Board Meetings get cancelled for one reason or another, has there been any discussion on returning to 3 BRCs a year?**

The OA and Board are currently discussing several options for future Board Meetings.

- 7. Joe, as you know we often host Assessors in our Conference Room. Any rules out for using or not using Conference Rooms? I maintain Calendar for use of our Conference Room.**

There are no "rules" from the OA, but agencies should plan on following social distancing guidelines and any agency specific guidance.

- 8. Do you plan to continue using OJT Assessors even with "virtual" assessments that may be the "norm" for the foreseeable future? What about a "blended approach" using both in-person assessors and remote participants where some agencies may have a travel ban for their staff members that could last longer than others?**

Part 1: For the first two online/electronic FLETA assessments, we will not utilize OJTs. We want to see how the process works and receive feedback from those team members to determine if having OJTs is feasible.

Part 2: Different options are currently being discussed for conducting future assessments. The OA is exploring all options.