

FLETA COVID-19 Guidance

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.
 - 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.
 - 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.