



STATE BOARD OF CAREER COLLEGES AND SCHOOLS

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MEMORANDUM

To: All Registered Schools

From: John Ware, Executive Director
State Board of Career Colleges and Schools

Subject: COVID-19 (Coronavirus) Updated Distance Education Guidance

Date: October 1, 2020

On March 13, 2020 the Ohio State Board of Career Colleges and Schools (State Board) authorized approved institutions to temporarily offer alternative off site instruction methods where the institution deemed online or remote distance education instruction necessary and feasible to comply with the restrictions imposed during the COVID-19 pandemic. At that time, the State Board did not require formal notification or approval of any changes made to accommodate distance/remote education during the temporary authorization period. At its September board meeting, the State Board voted to extend the temporary authorization period through January 31, 2021 and thereafter, require any institution that seeks to continue offering distance/remote education beyond that period must have the distance remote education approved through the normal the State Board approval process. (Some schools have already submitted and obtained this formal approval).

Thus, if your institution transitioned any part of an approved program to distance/remote education as a result of the temporary pandemic authorization granted by the State Board in March and you plan to continue this distance/remote education past January 31, 2021, you must submit for approval by completing the formal approval process that requires the submission of an online Program Change document through the Edvera system for every program where you will be offering any courses via remote distance education. In the Program Change document you will need to complete the following steps:

1. Identify all courses in the program that will be offered by distance education.
2. "Check the box" that asks "Will any part of the program be offered via distance education?"
3. Answer and complete all the questions that pertain to how the distance education will be offered.

After you have submitted the Program Change documents they will be reviewed by the State Board staff and if there any questions and concerns you may be asked for further

documentation and clarification. Please note that all distance education courses/programs must meet the standards of Ohio Administrative Code sections 3332-1-06 and 3332-1-16. In the event that you do not submit for formal approval to offer distance education through the process outlined above (or if your request for approval is denied) you must cease offering distance/remote education after January 31, 2021. As a reminder, for programs that also require approval by accreditors, other state agencies, or the US Department of Education, schools may also need to review guidance provided by those regulatory entities as well.

If you have questions or need further information please contact John Ware at john.ware@scr.state.oh.us