

**EDUCATION PROVIDER/COURSE CONVERSION APPLICATION****Convert In-Person/Classroom Training Approved Course to Distance Education/Virtual Course due to COVID-19**

**INSTRUCTIONS:** Email a copy of the Board Course Approval Letter, along with this completed form, to [st-appraise@pa.gov](mailto:st-appraise@pa.gov) for consideration to convert the approved Classroom training course to a Distance Learning/Virtual course due to COVID-19. All Distance Learning/Virtual courses will expire 12/31/2021, according to the AQB/ASC COVID-19 guidelines.

**COURSE MAY NOT BE PRESENTED VIRTUALLY PRIOR TO RECEIPT OF A LETTER FROM THE BOARD APPROVING THE EDUCATION PROVIDER/COURSE CONVERSION APPLICATION**

EDUCATION PROVIDERS OF QUALIFYING EDUCATION COURSES MAY CONVERT FROM TRADITIONAL IN-PERSON CLASSROOM TRAINING TO DISTANCE EDUCATION UNDER THE AQB/ASC COVID-19 GUIDANCE SUBJECT TO THE FOLLOWING:

1. The educational offering under consideration is approved for traditional classroom Presentation.
2. The platform utilized for distance education is live and interactive;
3. The instructor verifies photo identification of the students; and
4. The instructor maintains an attendance roster, which includes verifying 100% classroom attendance by, for example, taking attendance at various established times during the course.

Change from Classroom Training to Distance Education/Virtual Training due to COVID-19

**SECTION 1 – Provider Information**

	PRINT OR TYPE	
<b>PROVIDER NAME:</b>		
<b>ADDRESS:</b>		
<b>TELEPHONE:</b>	<b>Office:</b>	<b>Fax:</b>
<b>CONTACT PERSON:</b>		
<b>EMAIL ADDRESS:</b>		
<b>EXISTING PROVIDER – LIST #:</b>		

**SECTION 2 – Course Information:**

**TITLE OF APPROVED COURSE/SEMINAR:** \_\_\_\_\_

**TOTAL NUMBER OF HOURS:** \_\_\_\_\_ **NUMBER OF EXAM HOURS (if applicable)** \_\_\_\_\_

**COURSE APPROVAL DATE:** \_\_\_\_\_ **COURSE EXPIRATION DATE** \_\_\_\_\_

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