

**FOR:** DOL-DET Staff, WIOA Partners, Existing and Prospective ITA Providers Providers

**FROM:** Executive Director, Delaware Workforce Investment Board (DWDB)

**DATE:** July 30, 2020

**SUBJECT:** #Policy 2020004 Use of Hybrid or Virtual Training for ITA Programs

**1. Purpose.** This memo provides specific guidance for Training Providers as they migrate to virtual/online platforms.

**2. Background.** The COVID-19 Pandemic has changed how we deliver skills training. Many have moved to online training strategies, or some mix of those strategies with hands-on training. Even so, it is essential that we maintain our focus that success is measured by people receiving industry recognized credentials that lead to employment.

**3. Problem/Credentialing.** The DWDB is concerned current initiatives to leverage online training might inadvertently invalidate credentials, especially for those programs requiring a hands-on component. For example, if a phlebotomy training program requires a certain number of sticks, or a diesel program requires a diagnostic and repair how can those things be done online? If a required hands-on component can't be completed, is the credentialing still valid? Says who?

**5. Action Step.** The DWDB encourages providers to contact the governing credentialing body and ensure changes made to training curriculum are approved and meet the minimum requirements. Failure to ensure training programs grant approved credentials could result in removal from the Eligible Training Provider List (ETPL)

6. I am the point of contact for this memo at 302-650-4386 or [William.potter@delaware.gov](mailto:William.potter@delaware.gov).



William J. Potter  
Executive Director  
Delaware Workforce Development Board