



### Online Distance Learning Agreement COVID- 19 Pilot

CAOHC understands that the current pandemic and resultant physical distancing requirements has put a hold on many of your hearing conservation activities including the Occupational Hearing Conservationist (OHC) Workshops. CAOHC has recently explored the use of distance learning for OHC Workshops due to an identified need for expanding the reach of OHC training in remote and underserved areas of the nation. CAOHC has expedited approval of a distance learning OHC Workshop pilot program to meet this need. Further, the decision on distance learning is timely as it will support continued education while facilitating adherence to public health guidance for preventing Coronavirus Disease transmission. **Participation is voluntary and CAOHC will assess the pilot program and determine its viability for use in future classes.**

1. Only the didactic curriculum is approved through a distance-learning platform of the Course Directors choosing.
2. The proctored standardized examination and both the audiometric and hearing protector practicum portions of the course will remain **face-to-face**.
3. The exam is offered only via the LMS online as the CAOHC staff are working remotely and not able to mail paper copies. The exam must be proctored.
4. Providing Wi-Fi is the responsibility of the Course Director for all students.
5. The Course Director will inform students a device is required to take the online exam.
6. Students are responsible for bringing their own devices to access the exam.
7. Course Directors are to structure the practicums and examination such that physical distancing is followed.
8. CAOHC further requires that Course Directors enforce the practice of good hand and respiratory hygiene, the use of cloth face coverings, and requests that Course Directors prohibit anyone from appearing to the practicum site who is experiencing respiratory symptoms.
9. Course Directors must remain current on the COVID-19 prevention guidelines published by the Centers for Disease Control and Prevention available at:  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

You will need to provide CAOHC staff with a complete roster of students at least 24 hours prior to the exam start time. Please provide the following to [administrativesupport@caohc.org](mailto:administrativesupport@caohc.org).

1. **Student Prefix (Mr., Mrs., Title or Rank)**
2. **Student Full Name**
3. **Student's Email Address\***

**\*This address is where the exam link will be delivered, where they will receive their results and any follow up communication. It is imperative that they have access to this email address and that it is fully functional. \*** We ask that, prior to the exam, you notify [administrativesupport@caohc.org](mailto:administrativesupport@caohc.org) if there are any “no shows,” or if any holds need to be placed on a student’s account for such things a failed practicum or failure to pay the course fee.

Name (Printed) \_\_\_\_\_

Date \_\_\_\_\_