



Mississippi Commission on Proprietary Schools and College Registration

3825 Ridgewood Road

Jackson, MS 39211

(601) 432-6185

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In light of uncertainties surrounding the spread and impact of the coronavirus (COVID-19), CPSCR requests that schools provide an update via email **when the school determines** that a change in the delivery of vocational programs is warranted for their students.

Should a school need to suspend classes, please provide the following:

1. Effective date with an estimate of how long classes will be suspended and when the school will re-evaluate.
2. A copy of the notification to students, including the effective date and how the school will communicate the start of classes post-emergency.
3. How the missed time will be made up (e.g., increase the length of term; increase time/day over the period of the remainder of the term, etc.).
4. The school's plan for providing any information due to the Commission during the suspended term of instruction (i.e., reporting, self-evaluation report, etc.).

Disruption of Clinical, Practicum, or Externship Experiences

If a clinical, practicum or externship experience is impacted, please provide the following:

1. Expected timeline for the suspended term of instruction, including re-evaluation of suspension.
2. A copy of the school's plan to make up time and/or options for students. Options may include, but are not limited to, the following:
 - a. Clinical Simulations if available (per programmatic accreditor's acceptance or recommendation);
 - b. The rescheduling of the experience after the classes return to normal; and
 - c. Options to move students to sites that are still available and willing to accept students, even with reduced procedures.

Extended Absences for Students Should a school have students who need to self-quarantine or need time for recovery, please provide the following:

1. A copy of the school's plan to accommodate students who may be unable to attend classes due to exposure to COVID-19 or illness from the virus, including Leave of Absence and/or waiver of the attendance policy.
2. How the school will assist students in returning to classes to make up the work missed.