

Dear CTAS Instructors,

In response to the COVID-19 outbreak, CTAS NENA representatives are recommending the following for CTAS Courses due to the restrictions employers may have on hosting face to face education sessions and social distancing:

- 1) Delivering CTAS using technology such as WebEx, videoconferencing, zoom
- 2) If Instructors who have their one course for this year scheduled between now and the end of June, and are having to postpone/ cancel due to COVID-19, the deadline for courses will be extended to July 31st at this time. This deadline will be revisited to see if this needs extending as the COVID-19 situation progresses in the future weeks/months
- 3) If you are cancelling or postponing courses that are already booked, please notify CAEP at [ctas@CAEP.ca](mailto:ctas@CAEP.ca)

Thank you,

Margaret Dymond  
Colleen Brayman  
NENA