



**COVID-19 Update: Reauthorization and Certification Cards  
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On April 9, 2020 HSI extended the Instructor and Instructor Trainer authorization period by 120 days. Also, on April 9, 2020 HSI recommended the expiration date of a legitimately issued certification card be extended 120 days. You can read the full April 9<sup>th</sup> statement [here](#).

On August 1, 2020 HSI will return to the normal authorization and certification periods. Please see the tables below.

Table 1: Instructor and Instructor Trainer Reauthorization

Current Expiration of Authorization (Month)	Extended Expiration of Authorization (Month)
April 2020	August 2020
May 2020	September 2020
June 2020	October 2020
July 2020	November 2020
August 2020	December 2020
September 2020	No Extension
October 2020	No Extension
November 2020	No Extension
December 2020	No Extension

Table 2: Certification Cards

Current Expiration of Certification (Month)	<i>Recommended</i> Extended Expiration of Certification (Month)
April 2020	August 2020
May 2020	September 2020
June 2020	October 2020
July 2020	November 2020
August 2020	December 2020
September 2020	No Extension
October 2020	No Extension
November 2020	No Extension
December 2020	No Extension

Regarding Instructor and Instructor Trainer Reauthorization, the authorization card in the Otis Learning Manager Portal will automatically reflect the extended expiration date. Regarding student certification cards, instructors do not need to change to the expiration date of a certification card to reflect an extra 120 days. The extension on the expiration is a recommendation. It is up to the employer or regulatory agency to determine if they will accept an expired certification card with HSI’s recommended 120-day extension. The expiration date for a new certification card should not exceed two years from the month of issue.



To help authorized TCs and Instructors maintain these guidelines, HSI has a range of convenient options for courses that reduce or eliminate classroom contact hours.

### **Blended Learning**

Blended learning gives Training Centers (TCs) and Instructors a flexible, convenient scheduling option that reduces classroom contact hours by combining online cognitive learning and in-person hands-on skills practice for certification.

Students can take their training whenever it best fits into their schedule, wherever they are located. Plus, there's no need to complete the online component all in one session. The Otis platform allows students to return to where they left off at their next log in. TCs only need to arrange an in-class session for the required skills session. To offer the blended format, simply log into Otis to purchase your blended learning credits.

### **Remote Skills Verification (RSV)**

RSV is a fully integrated portal that delivers remote hands-on skills verification with blended training options. With RSV, students benefit from real-time feedback and guidance from instructors to correctly demonstrate the required skills and complete certification, all without unnecessary travel.

RSV is entirely remote and handled completely through your Otis 3.0 platform. HSI handles the scheduling, email notifications and digital certification delivery upon completion. Depending on the course, you can provide the hands-on skills components, or you can let HSI handle shipping those to your students.

RSV gives TCs the ultimate flexibility in training, allowing you to choose which RSV option makes the most sense for you and your students. Find out more [here](#).

### **In-Person Training Guidelines**

HSI has developed in-person training guidelines using a TEACH COVID SAFE approach that emphasizes social distancing, proper Instructor and student protection, and thorough cleaning of equipment. Be sure to review these guidelines prior to returning to in-person classroom training.

[Click here](#) to see the full TEACH COVID SAFE guidelines.