



March 16, 2020

To CCR Staff and Students:

College of Court Reporting (CCR) continues to monitor the rapidly changing situation related to the Coronavirus - COVID-19. We want to assure students that your education and our philosophy and approach to your education has not changed. As an online college, your instructors and administrators will continue to be there for you without interruption.

In order to protect the safety of CCR employees, we have made some very transparent changes to our working conditions. In 2019 the college invested in hardware, software, phone systems, and Virtual Private Network (VPN) technologies for a secure, virtual workplace and technology infrastructure, which allows our team to work remotely from anywhere with an Internet connection while protecting student information and maintaining the security measures in place within the college. These systems also ensure that our phones and other means of communicating operate seamlessly when working remotely. As a result, we can securely access all necessary materials remotely at any time. Instead of in-person meetings, we will continue utilizing video conferencing, phone calls, and other technologies. Along the way, we will continue to follow any new developments and make any adjustments we feel are in the best interest of our students and staff.

We would also like to update you on the college's contingency plan. The health and safety of our colleagues, students, visitors, and their loved ones are extremely important to us. Moreover, we have a robust plan, which includes process and technology safeguards to ensure that data is managed and protected and that our systems, such as the online Learning Management System (LMS) for academic coursework, LMS for live and recorded dictation classes, and EV360 Ultimate for supplemental skill development resources, self-evaluation, and testing, are accessible during any disruption.

In short, we will be able to continue to provide our students the education that they have come to expect from our college. We will be reviewing the situation often and will continue with normal business practices once we feel it is appropriate. We appreciate your understanding in these unprecedented times.

Finally, thank you for your trust and confidence in us. You will continue to receive updates as needed. Most importantly, be safe and stay healthy.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffrey T. Moody', is written over a horizontal line.

Jeffrey T. Moody
President
College of Court Reporting