



**Karen B. Salmon, Ph.D.**  
State Superintendent of Schools

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## MEMORANDUM

**TO:** Child Care Approved Trainers and Training Organizations

**FROM:** Nancy Cahlink-Seidler  
Training Approval Coordinator

**DATE:** May 1, 2020

**SUBJECT:** Virtual Training Class Size- Update

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The purpose of this memo is to provide updated guidance on virtual training and class sizes. In order to ensure the integrity of each training, and to ensure that participants are actively engaged, we are limiting the number of providers that can enroll in an online/virtual training session. This does not pertain to virtual conferences.

Effective May 15, 2020, interactive, real time, WebEx related training will be limited to 50 participants per session. This comes as a recommendation from the National Center of Education Statistics Division under the US Department of Education. An organization will be permitted to provide training for up to 100 participants if there is a second trainer to co-facilitate. For every 50 participants there needs to be a facilitator to help manage the training.

Please direct all questions to Nancy Cashlink-Seidler, Training Approval Coordinator, at [nancy.cahlink-seidler@maryland.gov](mailto:nancy.cahlink-seidler@maryland.gov).