



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

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Good morning,

As the coronavirus (COVID-19) continues to spread across the state and country, Governor Hogan and many state and national health organizations, are discouraging the gathering of large groups of people and encouraging social distancing. I am aware that you may have a conference and/or PDI approved for March and April.

If you plan to cancel, other than notifying me, you do not need to do anything else. If you plan to postpone, please notify me as soon as possible of the new date(s). You will only need to resubmit the application if any of the following occur:

- Change in hours
- Change of keynote speaker
- Change of workshops being presented

I understand that this is a tough situation and I am hopeful that venues will be willing to work with you. When making your decision, please keep in mind that it is not just the health and safety of the child care professionals who will attend, but also the potential for them to affect the children and families in their programs.

Thank you for your cooperation,

Sincerely,

Debbie Langer  
Training Approval Specialist  
DEC-Office of Child Care  
Credentialing Branch