



March 19, 2020

Dear valued EEI Training Customer,

EEI Training is committed to maintaining a safe and healthy workplace for our employees and helping our customers to do the same. We are closely monitoring the ongoing COVID-19 Coronavirus outbreak according to the guidelines and recommendations of the CDC (Centers for Disease Control and Prevention).

Effective immediately, classes scheduled from March 23rd through April 30th will be rescheduled to classes starting in May. For students who already have classes scheduled, you will be contacted by, Training Center Coordinator, Jessica Wilson, to reschedule a new date.

IPC has released an update last week regarding training and certifications. Effective immediately and upon request, IPC will temporarily authorize 90-day extensions to those who have expiring certificates. CITs and MITs need to request an extension to an expiring certification through the [Certification Help Desk](#). When completing the form, please select the "Extension Request" in the Request Type field.

CISs that are seeking an extension should make a request to CIT or MIT that conducted their training. For a list of our Trainers, please go to <https://www.eeimfg.com/training/training-staff/index>. The CIT or MIT will complete the CIS Extension Form that has been added to the Training Resources sections on IPC EDGE. Forms must be filled out completely and emailed to certification@ipc.org. The certification expiration date will still follow the current policy for all certifications that were obtained by the temporary extension.

IPC will currently only process extensions for certifications that expire within March or April. IPC will reevaluate the situation in early April. To read more about the update please visit <http://www.ipc.org/emails/tech/COVID-19Reponse-Final.pdf>.

As always, the health, safety, and well-being of our customers, our associates, and our communities is of paramount concern. We continue to monitor this quickly evolving situation and are here to assist our customers as needed. Thank you for being an EEI Training customer!

Sincerely,

Sue Englander
President
EEI Manufacturing Services