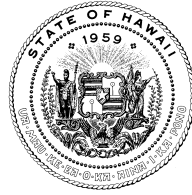


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JOSH GREEN  
LIEUTENANT GOVERNOR



CATHERINE P. AWAKUNI COLÓN  
DIRECTOR

CHARLENE L.K. TAMANAHA  
LICENSING ADMINISTRATOR

## BOARD OF PRIVATE DETECTIVES AND GUARDS

STATE OF HAWAII  
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
P.O. BOX 3469  
HONOLULU, HAWAII 96801  
[cca.hawaii.gov/pvl](http://cca.hawaii.gov/pvl)

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## Remote Technology Guidelines

In response to the COVID-19 pandemic, previously approved instructors and curriculum providers may submit requests for the approval of the use of remote technologies to conduct their trainings for both the initial Guard Employee Training Curriculum and the Continuing Education Training Curriculum. Pursuant to section 463-10.5 (c)(2) Hawaii Revised Statutes, which states in relevant part, “classroom instruction’ may include two-way teleconferencing and other interactive educational formats approved by the board.” All proposals submitted to the Board for interim approval by the Curriculum Committee, must address the requirements below. (Please note that interim approval is intended for ratification at a future board meeting.)

### Remote Technology Requirements

#### 1) **Confirming a Student’s Identity**

- a. Demonstrate and explain how the Board approved provider intends to verify that the student who registers for their course is the same student who participates and completes the course.

#### 2) **Live Instruction and Testing**

- a. Instruction and testing shall be provided live, in real-time, by Board approved instructors, using a two-way interactive video conferencing feed.

### **3) Distribution and Proctoring of Tests**

- a. Demonstrate and explain how the Board approved provider intends to distribute, proctor, and safeguard testing procedures to guard against cheating.
- b. Demonstrate and explain how the Board approved provider intends to collect examinations from students for grading in a way that verifies the student's identity.

### **4) Distribution of Certificates of Completion**

- a. Demonstrate and explain how the Board approved provider intends to distribute certificates of completion.

### **5) Retaining Tests and Certificates for Audit**

- a. In the event of an audit, demonstrate and explain how the Board approved provider intends to retain tests and certificates for board review and to explain the procedure for students to provide proof that they have met the requirements to complete the training.

#### Guidelines for Submission

Please format your digital submissions to include a screen shot and video clip with a brief explanation of how the Board approved curriculum provider and Board approved instructor teaching an approved curriculum will meet the requirements above.

A detailed letter may be submitted in lieu of a digital submission as long it sufficiently explains how the proposed program will meet the requirements above. Please also make note of any hardware, software, plug-in applications, or connectivity requirements needed for both instructors and students. Technology applications used for remote or distance learning must be capable of displaying instructional content including, but not limited to: the live instructor, PowerPoint presentations, video, text, and all other content that may comprise each module of instruction.