When: Effective date March 31, 2020
Revised: December 4, 2020 to include CSPs

Who: Scrum Alliance CSPs, CSTs, CECs, CTCs and REPs

Why: Updated Virtual Course Requirements to include CSPs

Please find below updated virtual course requirements. These are being put in place to help continue to ensure an excellent student experience by our Certified Scrum Professionals, Certified Scrum Trainers, Certified Agile Coaches and Registered Education Providers.

1. 30-person capacity for any course. The system will not allow you to upload any student beyond 30. (If you presently have registrations for a future course of over 30 in a course, please contact me for an exception.)

2. No more than 2 courses of any kind can be posted within a 7-day window, per authorized trainer. You are now free to post new virtual courses. (Please limit virtual postings to the next few months as we aren't sure when this crisis will be over.)

3. No more than 30% of a course's total time can be pre-recorded content. If there is pre-recorded content, there must be a de-brief /discussion opportunity afterwards with the instructor for the course. Pre-recorded content is best in a LMS-type system where the trainer can ensure the students participation.

4. Pre-recorded content means: higher quality recordings of the CST (or other CSTs) teaching short segments of the course, or recordings of Scrum ceremonies for visualization purposes, or publicly available content videos (e.g. Dan Pink's "Drive" RSA Animate).

5. To help student's find appropriate courses for their region, the time zone of the course must be included in each post, as well as the course scheduled time.

6. Each virtual session should not exceed 2 hours without adequate breaks between sessions. Breaks between sessions should be a minimum of 15-30 min.

7. Course contact time may be over multiple days or multiple weeks.

8. Total contact time a student should spend in a CST-led Virtual CSM/CSPO course should be <u>at least</u> 14 hours. Contact time includes: live online interactions with the trainer; live, facilitated online interactions with the other students; specific assigned pre-recorded videos, worksheets, reading assignments, and application exercises. Course time DOES NOT include: time it takes for the student to take the test, session breaks, transition time from one tool to another, etc. (previous guidance of 16 hours included breaks and lunch).

9. Student upload fees will be the same globally, as virtual classes are now in a global economy. If you have an exception case (e.g. free course for veterans) please feel free to request a

variance. Please consider the tax implications of accepting global students. We encourage you to consult with your personal tax advisors for rules specific to your jurisdiction