To Directors of Clinical Training and APA CoA Site Visitors:

All site visits scheduled between March 12, 2020 and June 30, 2020 have been postponed. Extending the time frame has been done to minimize exposure risk to the novel coronavirus and comply with no travel orders in many states.

The CoA will review the situation in mid-June to determine if the postponement will be continued beyond June 30. At this time, site visitors are asked to postpone scheduling flights for visits scheduled to occur after June 30 until this reassessment can occur. When a date has been decided to begin scheduling site visits again, the OPCA will work with programs and site visitors to reschedule the visit. Program directors and members of the site visit team should contact the OPCA if there are questions surrounding this matter.

Site visitors are also asked to cancel all travel arrangements for visits previous scheduled through June 30, 2020. Instructions to do so for air travel follow.

If hotel reservations were made, please cancel them by contacting the hotel directly.

**Air Travel Cancellation Instructions**

**FLIGHT WAS BOOKED THROUGH DEEM, THE ONLINE BOOKING TOOL**
If you booked through Deem you should cancel your reservation in Deem. You will be able to see and reuse your unused ticket the next time you travel for APA within a year from the original ticket date. Please contact your staff liaison if you do not have any future travel for APA occurring within this timeframe.

**FLIGHT WAS BOOKED THROUGH AN AGENT AT ATC, APA’S TRAVEL AGENCY**
If you booked with an ATC agent either by phone or email, it is best to go to your airline carrier’s website and cancel your flight online. You can use your unused ticket the next time you travel for APA within a year from the original ticket date. Please contact your staff liaison if you do not have any future travel for APA occurring within this timeframe. If necessary, you can contact ATC at reservations@atcmeetings.com and ask them to cancel your reservation. If you need to speak with an agent at ATC, call (703) 720-9008 or (800) 458-9383

**FLIGHT WAS BOOKED DIRECTLY WITH AN AIRLINE**
You will need to contact your airline directly. It is best to go to your carrier’s website and cancel online. ATC or APA cannot assist with cancelling reservations that were booked directly with an airline. You can use your unused ticket the next time you travel for APA within a year from the original ticket date. Please contact your staff liaison if you do not have any future travel for APA occurring within this timeframe.

Questions? Please contact the OPCA at apasitevisit@apa.org.

Remaining vigilant in preventing the spread of communicable illnesses — including COVID-19, the flu, and the common cold — is critical. Protect yourself and others through daily preventative actions (please see the [CDC](https://www.cdc.gov) for recommended prevention steps).
Best Regards,

Jacquie Wall, PhD