

## **PARTICIPANT INSTRUCTIONS AFTER COMPLETING FACE-TO-FACE KTIP-TPA TRAINING**

### ***TWO WORKING DAYS AFTER TRAINING:***

- ❖ Re-enter the KyEducators.org website using your username and password in the boxes at the top of the page.
- ❖ Click on the KTIP Face-to-Face Training Homework course you completed – the choices at this time are KTIP 200-04 or 200-05.
- ❖ This will take you to the “Lessons” page.
- ❖ Click on “Evaluation of KTIP TPA Face-to-Face Training”.
- ❖ Click on “Post Face-to-Face Training Quiz”.
- ❖ Click on “Certificate of Completion”.
- ❖ Completion of all tasks will be required before a district is able to assign principals or resource teachers or for university coordinators to assign teacher educators to an intern committee.
- ❖ Your certificate will include your name, role on the committee, as well as the EIL number for PD or leadership credit.
- ❖ If you are having technical issues, please contact the help desk at KyEducators.org at 1-877-740-4357.