



**2008 KTIP/TPA TRAINING RESERVATION**

*\*PLEASE PRINT CLEARLY\**

NAME: \_\_\_\_\_

SS#: \_\_\_\_\_  
(LAST FOUR DIGITS)

ADDRESS: \_\_\_\_\_  
(STREET)

PHONE: \_\_\_\_\_

\_\_\_\_\_  
(CITY) (STATE) (ZIP)

CELL  
PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SCHOOL & DISTRICT: \_\_\_\_\_ SCHOOL PHONE: \_\_\_\_\_

**POSITION:**  
(CIRCLE ONE)

PRINCIPAL ASST. PRINCIPAL SUPERVISOR TEACHER TEACHER EDUCATOR

**TRAINING DATE REQUESTED:**  
(SELECT ONE)

**REMINDER:** The homework assignment certificate of completion must be presented for admission into the training session. Complete the directions for the Online Homework Assignment (Page 2).

**LOCATION: NKU HIGHLAND HEIGHTS CAMPUS**  
**TIME: 8:30AM - 4:30PM**

**The following dates are open for registration:**

Tuesday, August 12th  
Room: BEP 294

**RETURN INSTRUCTIONS & CONTACT INFORMATION:**

Return this form to Melissa Decker via e-mail: [deckerm@nku.edu](mailto:deckerm@nku.edu) or fax to: 859-572-1504 Attn/Melissa. Training sessions are subject to change depending upon the number of registrations received for that date and you will be notified immediately of any cancellations. If you have any questions feel free to contact me at 859-572-5632 or Jill Niemeyer at 859-572-6320.

## Online Homework Assignment Directions

Thanks for your interest in the *KTIP Face-to-Face Training Homework (TPA)* on [KyEducators.org](http://www.kyeducators.org). Registration is free and you can complete the online homework at your own pace. Successful completion is required for participation in the KTIP TPA Face-to-Face training.

To enroll in *KTIP Face-to-Face Training Homework (TPA)*:

- Go to <http://www.kyeducators.org>.
- Bookmark or add to favorites.
- Click on the words "Assessment and Internships."
- Choose *KTIP Face-to-Face Training Homework (TPA) (KTIP 200-05)* from the course list.
- Click on "Add to EduCart."
- Answer YES to "Live or work in KY?"
- At the "Your EduCart" page, click on CONTINUE.
- At the "New or Returning Learner" page, choose "Continue to the New Learner Course Request Form."

NOTE: If you have enrolled in a KyEducators, KYVU, or KCTCS online course before-- choose "Returning Learner," then insert your Username and Password and click on "Login." The demographic data that displays on the next page will be yours. Make any corrections and click the SUBMIT button at the bottom.

TIP: Your Username is in the form: "first initial last name last 4 digits of your Social Security Number."

EXAMPLE: John Smith, SSN: 999-999-1234 has the Username of *jsmith1234* and his initial password is *1234*.

- Follow the online registration instructions.
- Fill in the required fields and click SUBMIT.
- You will receive a Username and Password in your email.
- Return to <http://www.kyeducators.org> and log in with your Username and Password.
- If this is your first time logging in, you will be prompted to change your password.
  - Type your new password twice.
- At "My Page" under "Courses" you'll see the course name. Click on it. You're there!
- If you need help, call the Help Desk at 1-877-740-4357 or go to or go to: <http://www.kyeducators.org/help.asp>

The *KTIP Face-to-Face Training Homework (TPA)* has 3 quizzes. You must pass each quiz with 90% in order to move to the next quiz.

On successful completion of the *KTIP Face-to-Face Training Homework (TPA)*, you will receive an email. Print the email and take to the face-to-face workshop as your entry ticket.

After attending the KTIP Face-to-Face Training, return to [KyEducators.org](http://www.kyeducators.org) and log into the course. Complete the post-training assessment, and then print your Certificate of Completion.