The Education Professional Standards Board and all of our educator preparation programs appreciate your willingness to support educator preparation by serving as a cooperating teacher. As teachers ourselves, we share your interest in developing the best teachers for Kentucky's children.

Kentucky is recognized as a national leader in preparing effective educators and supporting the teaching profession; the 2012 Quality Counts report by *Education Week* ranked Kentucky 5th among the states in the Teaching Profession, an index that includes many factors related to teacher preparation, support, and performance.

Like preparation for many other professions, educator preparation relies on practicing professionals to provide experiences for pre-service teachers. Although it is doubtful any pre-service experience can fully prepare a new teacher for that first day in front of his or her own class, high quality clinical experiences are critical for achieving the best preparation possible. Your role in providing those experiences is essential. Thank you for your willingness to serve as a cooperating teacher and to contribute to our profession by guiding, mentoring, and supporting a pre-service teacher.

To ensure that you are aware of the expectations set out for educator preparation programs, student teachers, and cooperating teachers regarding the student teaching experience, we have prepared a review of key portions of the regulation governing student teaching in Kentucky, 16 KAR 5:040. A short assessment is included in this module to ensure the information was provided in a way that enabled you to understand all the expectations. You will need to print out the attachment, which includes the text of 16 KAR 5:040 and the explanatory notes: Some of the questions refer to the explanatory notes. You are welcome to refer to this information as you complete the assessment. A score of 100% is required. If a 100% is not received the first time, you may take any of the posted assessments in Edmodo until you receive an 18/18.

The assessment is located on the **University Supervisors** page in Edmodo. Section A of below provides directions for creating an EPSB account to receive a certificate of completion once an 18/18 is earned. Section B will provide the directions for creating an Edmodo account, accessing the 16 KAR 5:040 text and explanation document (in case you did not receive the document through email), accessing the quiz, and viewing your results.

***Section A**: Directions for creating an EPSB account to receive a certificate of completion (Note: You must achieve a score of 18/18 to complete the training.)*

Already have an EPSB account?
Go to http://www.epsb.ky.gov/
Click the Login to EPSB under the EPSB Web Portal.
Enter your username and password.
Your EPSB ID# is located in the top left corner next to your username. This should be included in the email to Sharon.Salsman@ky.gov.
If you do not have an EPSB account:
Go to http://www.epsb.ky.gov/
Click the Login to EPSB under the EPSB Web Portal.
Click New User? Create an Account Here. Follow instructions.

Your EPSB ID# is located in the top left corner next to your username. This should be included in the email to Sharon.Salsman@ky.gov.

When you score an 18/18 (100%), please send an email to Sharon.Salsman@ky.gov and include the following details in the email.
Subject Line: Edmodo Assessment Confirmation (This must be the specific wording in the subject line of the email.)
Body: Your full name
EPSB ID#

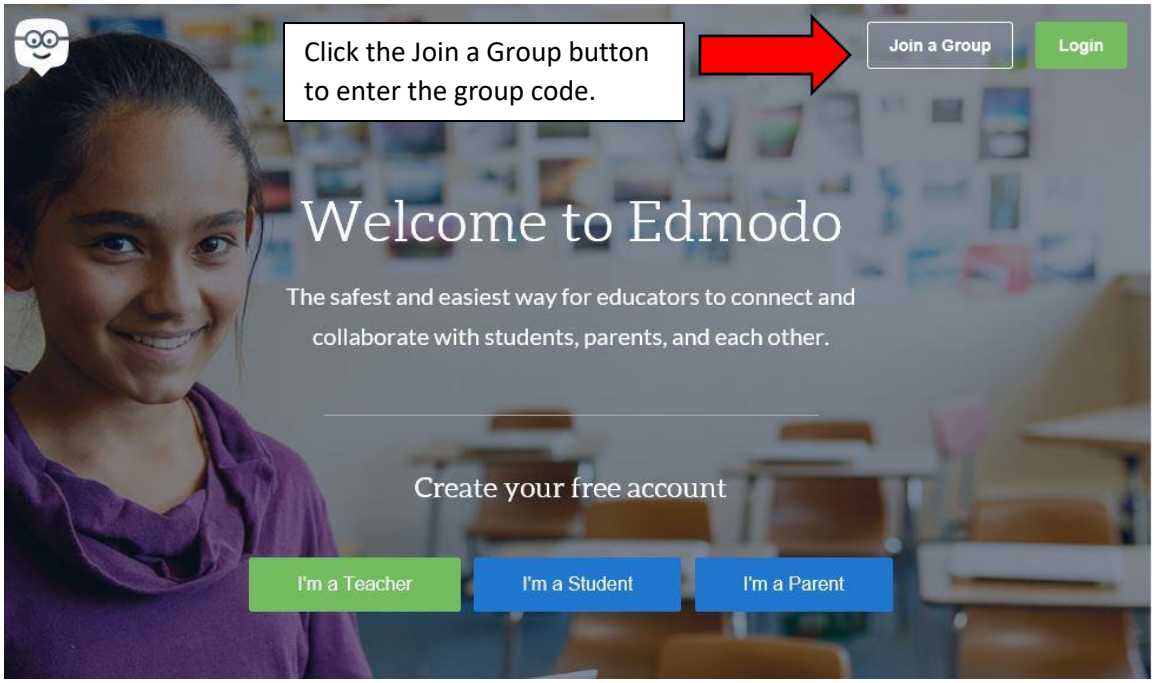
Once we receive this information, a Certificate of Completion will be sent to your email address. This certificate is valid only for the EPSB required portion of the cooperating teacher and university supervisor training completed through the online Edmodo Assessment created and verified by EPSB staff. Additional required cooperating teacher and university supervisor training will be coordinated by university based educator preparation programs. Please share this information with others who may not check Edmodo on a regular basis.

Please allow 7-10 business days to receive your certificate of completion through email.

Section B: Edmodo Walkthrough

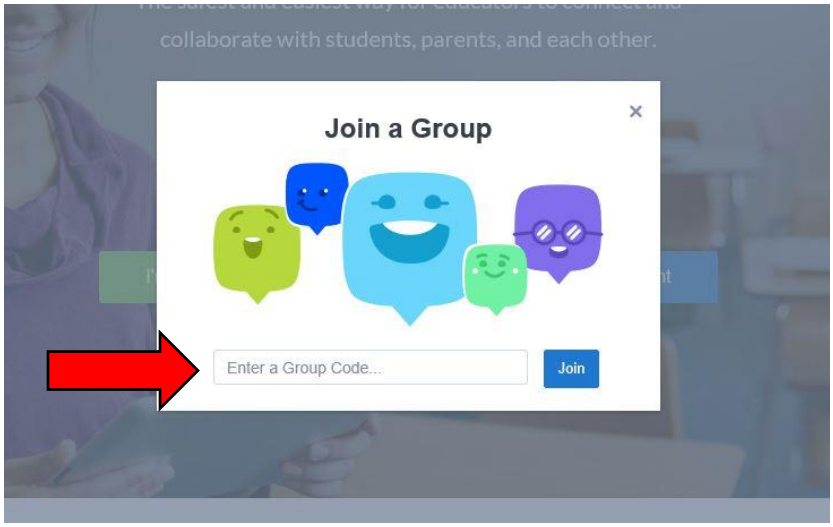
How to Get Set-up on Edmodo

STEP 1



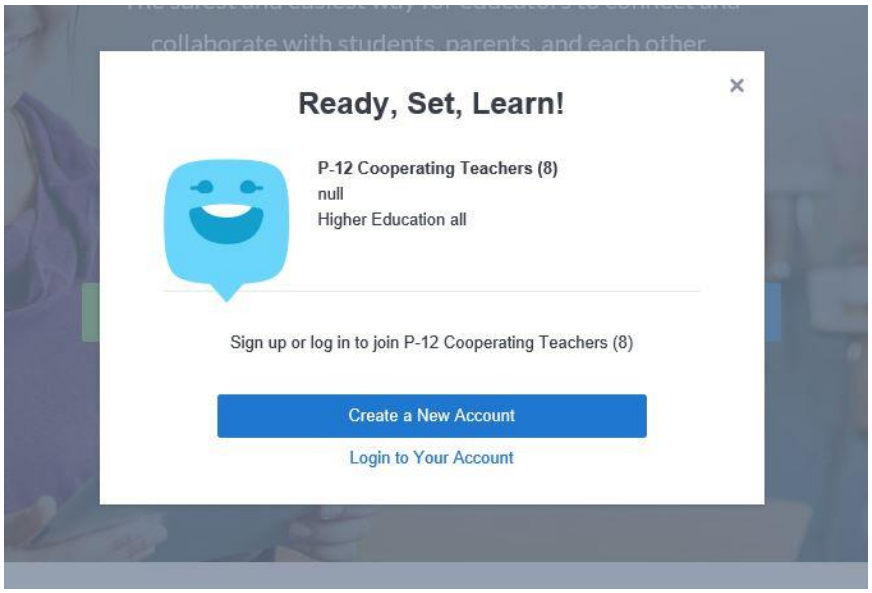
STEP 2

Enter the University Supervisors group code: 89hq3o



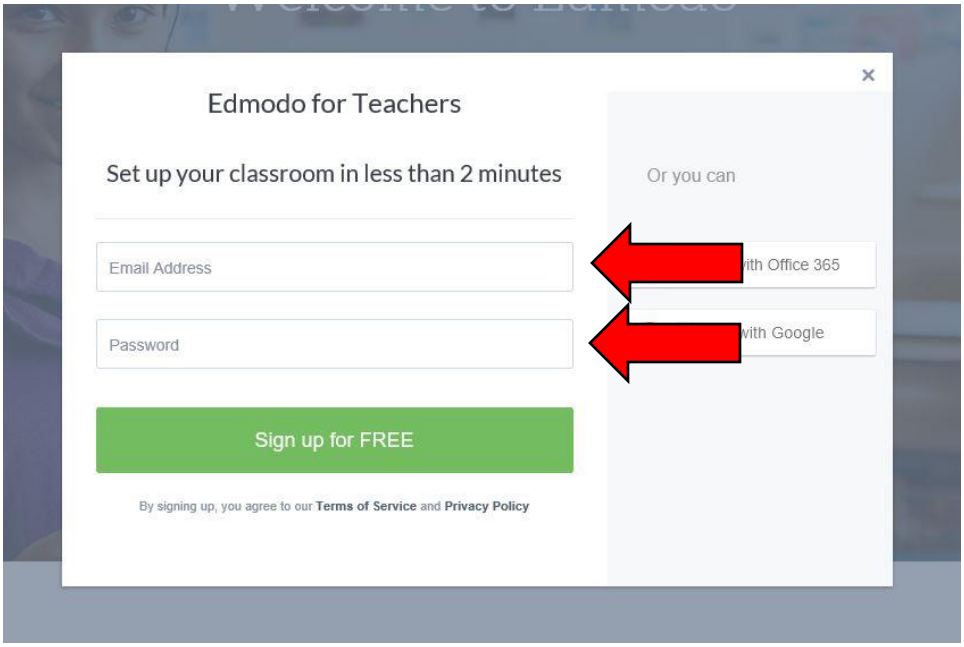
STEP 3

Select “Create a New Account” if you are new to Edmodo. If you already have any account on Edmodo, you may select the “Login” option. Please note this is not the same as an EPSB account.



STEP 4

Complete the fields to create your account.



STEP 5

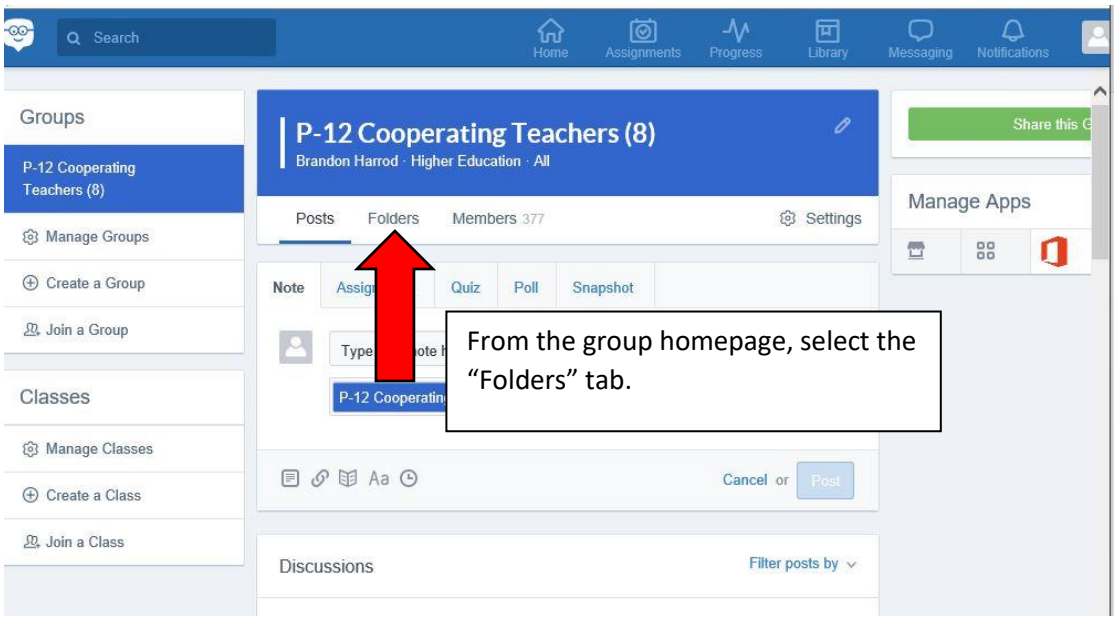
Select the “I am a teacher” option.

STEP 6

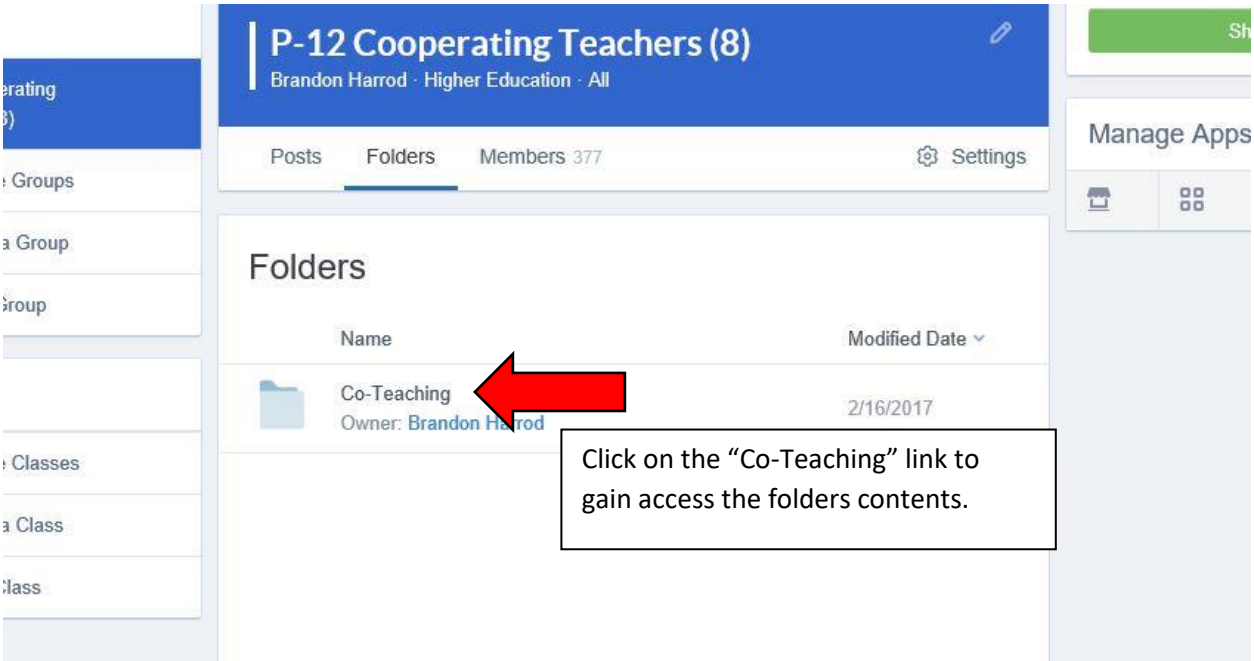
You should be re-directed to the group homepage.

How to View the Training Materials

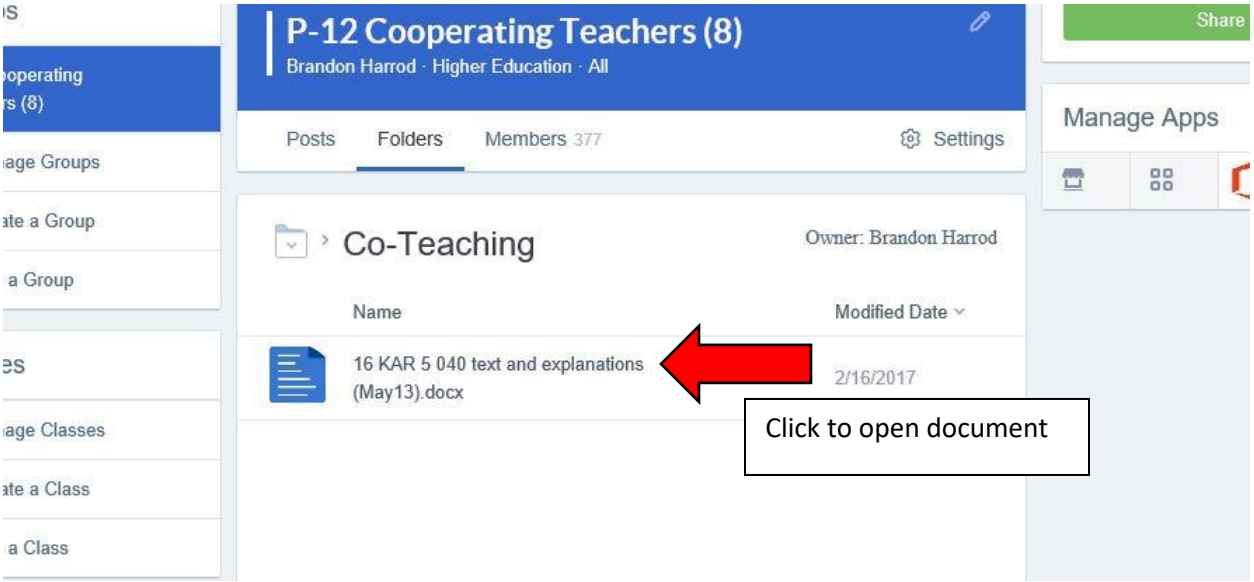
STEP 1



STEP 2



STEP 2



This document may be used during the quiz.

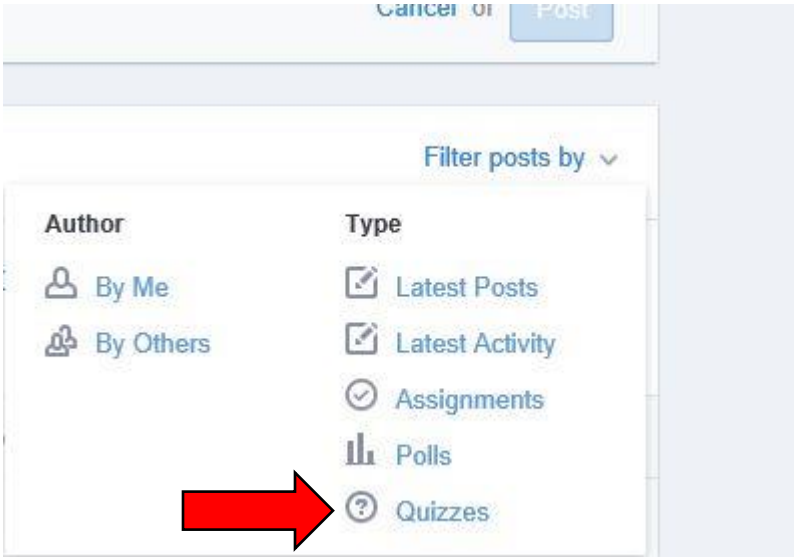
How to Take A Quiz and View the Results

Step 1

Go to the homepage and select "Filter posts by" in the discussions window.

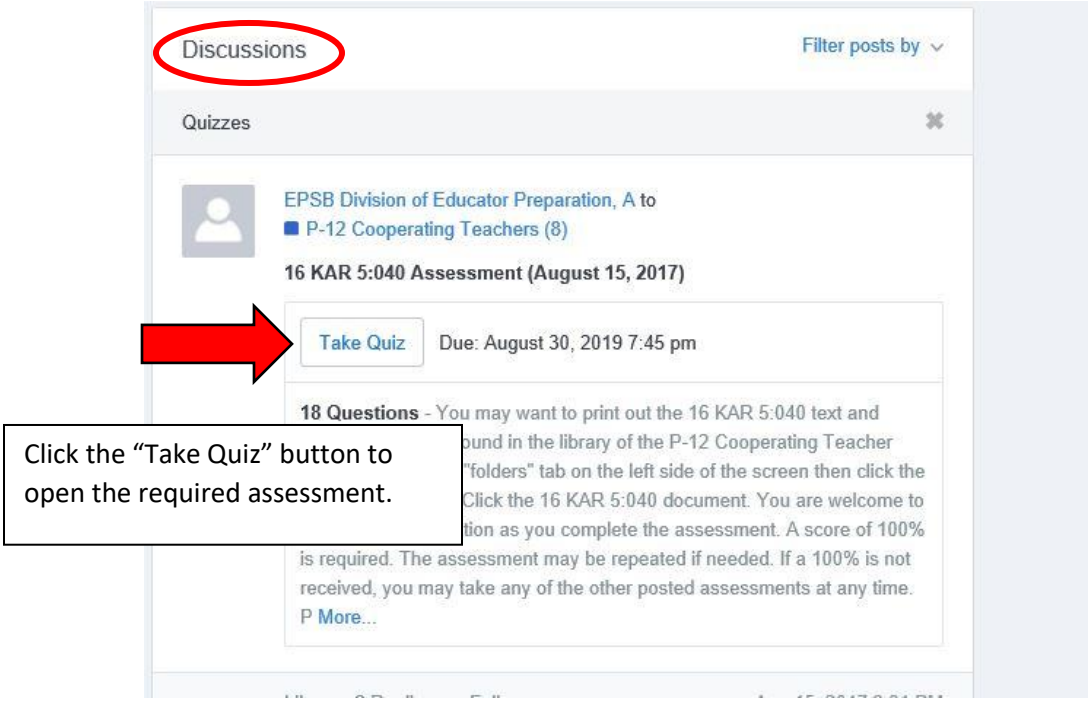
STEP 2

Select "Quizzes".

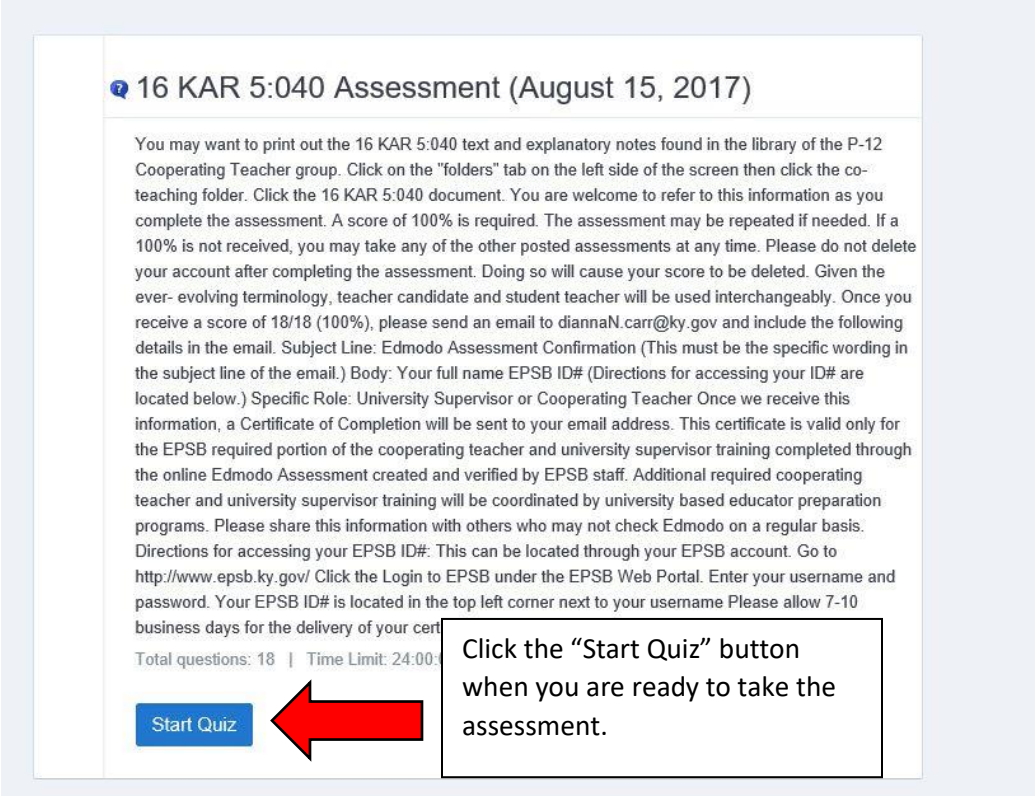


STEP 3

The required assessments will be displayed the discussion window.

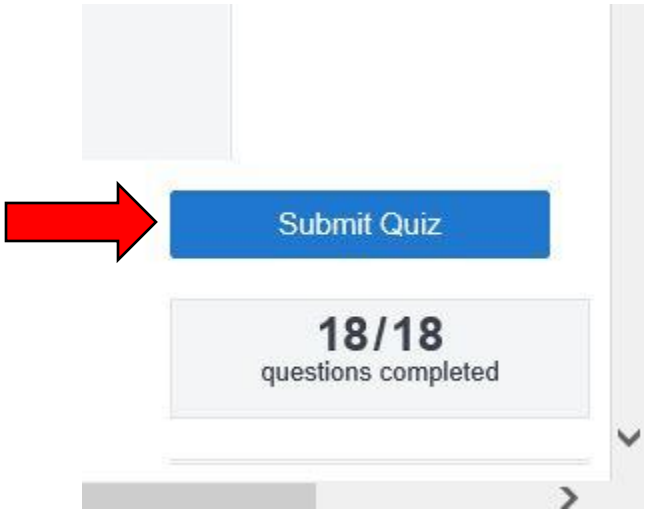


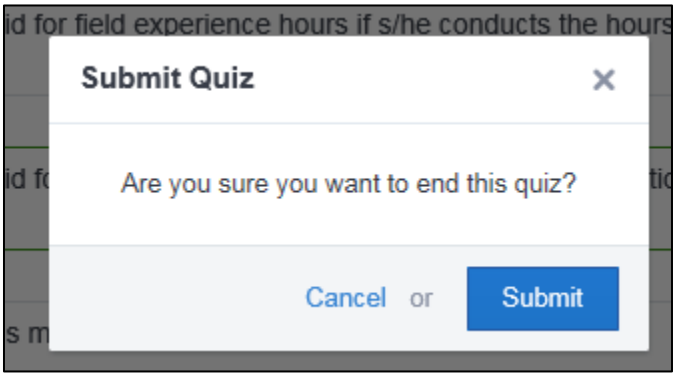
STEP 4



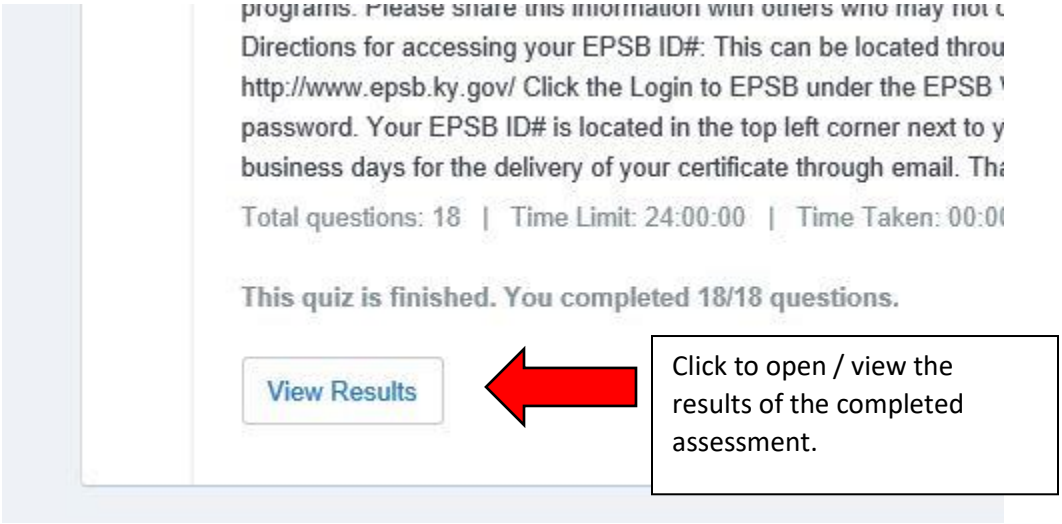
STEP 5

Click Submit if you are ready to view your results. Click Cancel to go back to the quiz.

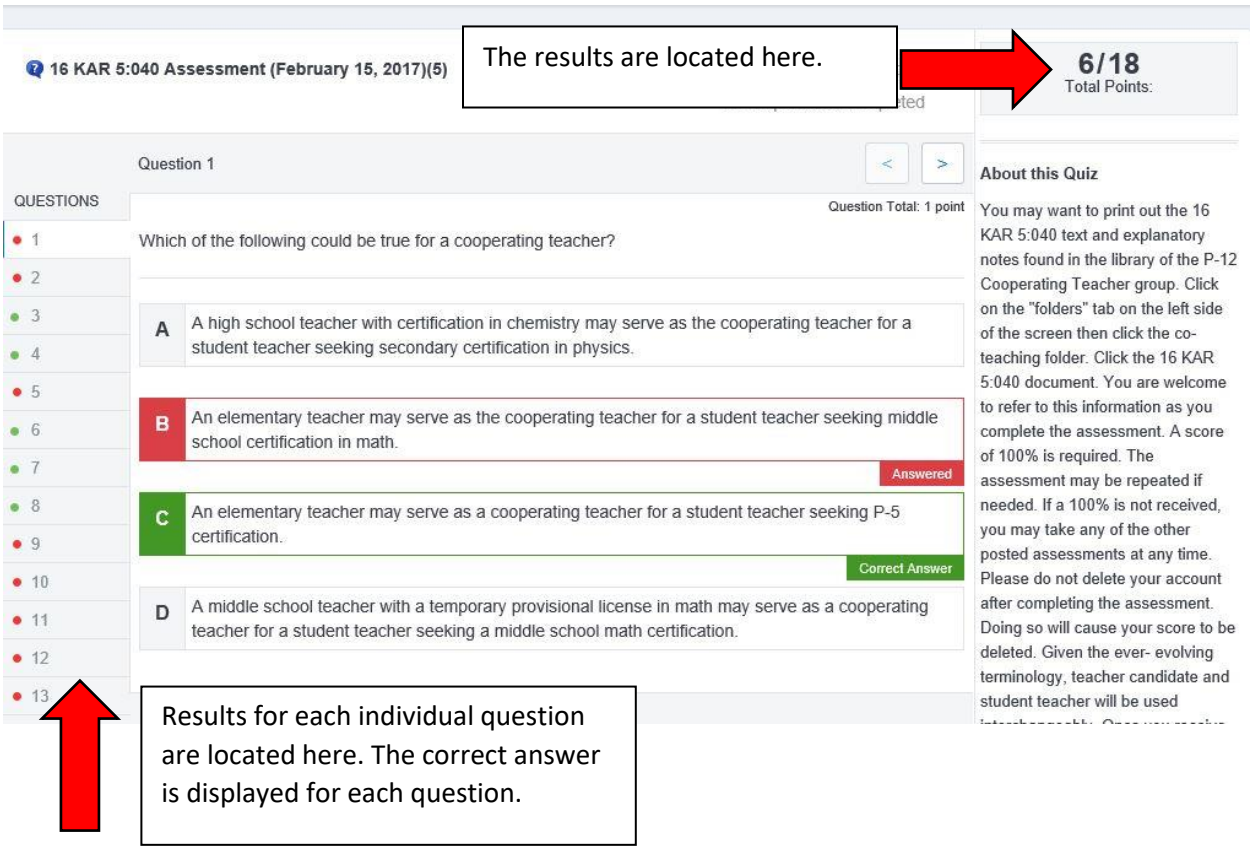




STEP 6



STEP 7



The quiz may be taken until an 18/18 is earned. Follow the instructions for accessing a quiz and click on any other posted 16 KAR 5:040 assessments that say *Take Quiz*. A quiz that has been submitted cannot be taken again but multiple assessments are posted and may be taken at any time.

CONFIRM YOUR COMPLETION!

Email Sharon.Salsman@ky.gov with your EPSB ID # to confirm your completion and receive a certificate via email. Please note this may take up to 7-10 business days.