



Education Professional Standards Board
Commonwealth of Kentucky

Intern Management System (IMS)

User Manual

Version 5.0

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Overview

One of the programs the Kentucky Education Professional Standards Board (EPSB) utilizes to govern teacher certification is the Kentucky Teacher Internship Program (KTIP). KTIP is designed to provide assistance to new teachers and assist them in experiencing a successful first year in the classroom. The program strives to strengthen effective teaching skills and assist the intern teacher in recognizing behaviors that are ineffective or counterproductive to student learning.

The Intern Management System (IMS) is a tool used by KTIP to electronically gather and track information relating to a teacher's internship period. IMS has been designed to facilitate KTIP's policies and procedures. It is an electronic means to monitor the internship process. It requires recording committee memberships, teacher intern information and status, performance standards scores, mentoring activities and a verification process for program milestones.

KTIP Responsibilities

PROGRAM MANAGERS AND COORDINATORS

EPSB Staff

Responsibilities include;

- Approve/deny Confirmations of Employment, Records of Teacher Internship Year, Resource Teacher Time Sheets
- Modify committee assignments
- Provide training regarding IMS and KTIP policies and procedures to principals, resource teachers and district coordinators

District Coordinators

The district coordinator is the primary contact for school personnel regarding matters associated with KTIP.

Responsibilities include;

- Ensure principals and resource teachers receive KTIP training prior to working with the intern
- Provide orientation to interns, principals, resource teachers, and district staff on EPSB policies, procedures and deadlines regarding KTIP
- Ensure the intern has a valid Statement of Eligibility or Temporary Provisional certificate in the content area and grade level for which he/she was hired
- Submit electronically the intern's Confirmation of Employment (original and subsequent modifications) to the EPSB according to published timelines
- Ensure that the EPSB is notified of intern resignation requests and superintendent/Board of Education responses
- Recruit resource teachers for KTIP participation
- Assist principals in the assignment of resource teachers to interns
- Submit Substitute Teacher Reimbursement Request forms to the EPSB quarterly
- Submit electronically the resource teacher's original time sheets to the EPSB according to published timelines
- Work with the regional coordinator to define KTIP training needs, request teacher educator assignments, and refer questions/concerns regarding KTIP training, materials and teacher educator assignments
- Electronically submit Record of Teacher Internship Year (RTIY) to the EPSB according to published timelines
- Train principal and resource teachers on how to use IMS
- Submit all required original documents to EPSB Staff for unsuccessful internships

Regional Coordinators

The regional coordinator manages the matching and assignment of a teacher educator to an Internship Committee.

Responsibilities include;

- Finding a teacher educator with the background and skills necessary to assist the intern in their area of expertise
- Coordinating KTIP training for all teacher educators, principals, and resource teachers in the university's service area who will serve on a KTIP committee

INTERNSHIP COMMITTEE

The internship committee is made up of the principal, resource teacher, and teacher educator. The committee's purpose is to ensure the accurate completion of the program, timely submission of required forms, adherence to timelines, and assurance that the teacher intern is fully apprised of their progress throughout the process.

The Principal (PR)

The principal serves as chair of the internship committee and ensures that all program policies and procedures are followed correctly.

Responsibilities include;

- Successfully completing training in supervising and assessing intern progress
- Scheduling all committee meetings and observation visits
- Making three official one-hour or one class period observation visits to the intern's classroom and conducting a post-observation conference after each observation
- Conducting a lesson plan review prior to each of the three observations
- Reporting progress observed and/or concerns to the committee at the scheduled committee meetings
- Monitoring in and out-of-class time the resource teacher spends with the intern and signing the Resource Teacher Time Sheets
- Entering and submitting electronically all forms necessary for the KTIP process

The Resource Teacher (RT)

The resource teacher serves as the primary guide in the intern's growth process.

Responsibilities include;

- Meeting all requirements to serve as a resource teacher
- Successfully completing training in supervising and assessing intern progress
- Making sure the intern has submitted a Statement of Eligibility/Confirmation of Employment Form to his/her employer

- Making sure the KTIP District Coordinator submitted the Statement of Eligibility/Confirmation of Employment Form to the EPSB
- Making sure the intern had his/her KTIP Orientation with all three committee members prior to the first observation visit
- Completing the required 20 hours of in-class observation for the internship year in the intern's classroom setting.
- Completing the required 50 hours of out-of-class mentoring for the internship year
- Conducting a pre-observation conference with the intern prior to each formal observation
- Assisting the intern in the development of the intern's Professional Growth Plan
- Making three official one-hour or one class period observation visits to the intern's classroom and conducting a post-observation conference after each observation
- Conducting a lesson plan review prior to each of the three observations
- Reporting progress observed and/or concerns to the committee at the scheduled committee meetings
- Entering and submitting electronically all forms necessary for the KTIP process
- Electronically signing all forms necessary for the KTIP process
- Completing and electronically signing the Resource Teacher Time Sheet

The Teacher Educator (TE)

The teacher educator serves as the college or university representative who helps the intern access research and other resources related to Kentucky's New Teacher Standards.

Responsibilities include;

- Successfully completing training in supervising and assessing intern progress
- Making three official one-hour or one class period observation visits to the intern's classroom and conducting a post-observation conference after each observation
- Conducting a lesson plan review prior to each of the three observations
- Reporting progress observed and/or concerns to the committee at the scheduled committee meetings
- Serving as a resource regarding information about instructional theory and techniques, literature, and material
- Clarifying the connection between the intern's classroom performance and the content of the teacher education program, both to the intern and to the other members of the committee

- Reporting information about the intern's performance when working with other program faculty in order to assess and modify teacher education programs
- Entering and submitting electronically all forms necessary for the KTIP process
- Electronically signing all forms necessary for the KTIP process

The Intern

The intern serves as the focal point of the committee's work and must complete all program requirements as outlined in the administrative regulation under the supervision of the committee.

Responsibilities include;

- Receiving a Statement of Eligibility
- Giving the employer the Statement of Eligibility/Confirmation of Employment Form
- Receiving the name of the resource teacher and teacher educator who have been assigned to the committee
- Participating in the orientation with the resource teacher, principal and teacher educator
- Spending the required 20 hours of in-class observation with the resource teacher for the internship year in the intern's classroom setting
- Spending the required 50 hours of out-of-class mentoring for the internship year
- Preparing for a total of nine official one-hour or one class period observations by committee members during the year including submitting a written lesson plan to the observer in a timely fashion before each visit
- Participating in pre-observation and post-observation conferences with individual committee members in conjunction with each observation visit, as deemed appropriate
- Developing a portfolio for presentation and review at committee meetings
- Developing the Professional Growth Plan with the assistance of the resource teacher and presenting it to the committee members for review and approval
- Participating in each of the four committee meetings as scheduled by the principal
- Entering and submitting electronically all forms necessary for the KTIP process
- Electronically signing all forms necessary for the KTIP process

IMS Responsibilities

The IMS application consists of differing levels of screen access determined by user role assignment. Each user's role(s) in the system correspond to their responsibilities in the KTIP process.

EPSB Staff

Responsibilities include;

- Approve/deny Confirmations of Employment (COE), Records of Teacher Internship Year (RTIY), Resource Teacher Time Sheets (RTT)
- Modify committee assignments
- Approve/deny all Cycle reports on the RTIY
- Approve/modify/deny RTT activities
- Process payments

District Coordinator

Responsibilities include;

- Entry of information into the Confirmation of Employment (COE) process
- Assign principal and resource teacher to the internship committee
- Approve/deny all Cycle reports on the Record of Teacher Internship Year (RTIY)
- Approve/deny Resource Teacher Time Sheets (RTT)
- Sign the Record of Teacher Internship Year (RTIY)

Regional Coordinator

Responsibilities include;

- Assign/refer Teacher Educator (TE) to the internship committee
- Modify TE committee assignment (prior to Orientation)
- Enter and manage training records

The Principal

Responsibilities include;

- Entry of information into the Record of Teacher Internship Year (RTIY)
- Sign all Cycle reports on the RTIY
- Submit RTIY to the KTIP Coordinator or EPSB
- Review, sign, and submit the Resource Teacher Time Sheet (RTT) information to the KTIP Coordinator or EPSB
- Designate an Internship (COE) as 'Pending Resignation'

The Resource Teacher (RT)

Responsibilities include;

- Enter in-class and out-of-class activities on the RTT
- Sign the RTT
- Sign all Cycle reports on the RTIY

The Teacher Educator (TE)

Responsibilities include;

- Sign all Cycle reports on the RTIY

The Intern

Responsibilities include;

- Review and sign RTT if approve the activities;
If you question some activities, return time sheet to resource teacher
- Sign all Cycle reports on the RTIY

Procedures for Entry by Process

There are four major processes involved in the entry and tracking of internship information into and through the IMS application. The process begins with the entry and submission of the intern's Confirmation of Employment (COE). Once the COE is verified and approved, the Teacher Educator (TE) is assigned and the full committee membership is established, the Record of Teacher Internship Year (RTIY) information is detailed and the Resource Teacher Time Sheet (RTT) information is submitted to complete the application requirements.

A fifth process that has been added to the IMS application will allow the Regional Coordinator (RC) to publish their institution's KTIP training schedules to the EPSB website and also provide confirmation that potential committee members have completed the required training.

Section 1 – Confirmation of Employment (COE).

COE - District Coordinator enters a teacher intern's COE to begin an IMS record.

Prerequisites:

- The intern must not be associated with a current internship
- The intern must not have failed two previous internships
- The intern must possess the proper credentials
- The resource teacher (RT) must not be associated with a current internship
- The resource teacher and principal must have completed training in supervising and assessing intern progress

Process to create a COE [Show Create COE Pages](#)

The district coordinator must;

- Login to the IMS application. [Show IMS Login Page](#)
- Click on the “**Create or Edit COEs**” link or “**Intern Management System**” link from the left hand side to display the Intern Search page.
- Click on the “**Create COE**” button to display the Step 1: Intern Information screen.
- Step 1 – Intern Information [Show Initial Entry Screens](#)
 - Enter intern's ssn, click the “**Get Intern Info**” button. The system will display the Intern Information screen if the intern has met the prerequisites. [Show Intern Information Screen](#)
 - Enter or verify intern's general information; last name, email address, mailing address. If multiple cities are associated with a single zip code, the system will present a drop down listing of those cities. Choose the appropriate city.
 - Select appropriate school from the drop down lists
 - Select internship type; KTIP, IECE or TPA
 - Select semester of internship
 - Type in beginning date of internship for current semester
 - If all information is not available, click the “**Save and Exit**” button. Missing information can be added at a later time by editing the COE.

- If all information is complete, click “**Save and Continue**” to proceed to the next step in the process.
- Step 2 – Assign Committee [Show Assign Committee Screens](#)
 - Enter SSN of Resource Teacher (RT).
 - Select the Principal of the school where the intern is employed from the drop down list.
 - Click the “**Validate and Assign Committee**” button.
 - IMS will validate that the RT exists in the system. It will also verify that the RT and principal have met the requirements necessary to serve on an internship committee.
 - Review the Current Committee information for accuracy. Verify the required email addresses for the RT and principal. Edit as necessary by typing in another RT SSN and/or selecting another Principal from the drop down list. Click “**Validate and Assign Committee**” if changes have been made.
 - Click “**Save and Exit**” to continue the COE process at another time. The committee assignments can be modified by the district coordinator until the COE has been submitted to the EPSB.
 - Click “**Save and Continue**” to proceed to Step 3.
- Step 3 – Job Information. [Show Job Information Screens](#)

The intern may teach more than one content and population – each is listed as a separate job assignment. Values in the drop down lists are determined by the type of certification held by the intern.

 - Select the appropriate information for each job assignment from the drop down lists.
 - Job Function
 - Content
 - Population
 - Grade Low
 - Grade High
 - Hrs/day
 - Days/wk
 - Click “**Insert Above Data**” to populate the LEAD Course Information portion of the screen. This will be completed for each job assignment.
 - If a job assignment listed under the LEAD Course Information section is no longer needed, click the “**Remove**” button to delete it.
 - If a job assignment listed under the LEAD Course Information section is not correct, click the “**Edit**” button to make modifications and then click the “**Insert Above Data**” button to save the changes to the LEAD Course Information portion of the screen.
 - Click “**Save and Exit**” to continue at a later time. *Job information can be modified at a later time by editing the COE and selecting “Step 3: Job Information” from the drop down list at the top of the “Step 2: Assign Committee” page.*
 - Click “**Save and Continue**” to proceed to Step 4.

- Step 4 – Generate COE [Show Generate COE Screens](#)
 - Click on the report icon to view the completed COE report. Review and print a copy for your records.
 - Click “**Save and Exit**” to continue at a later time. The COE is saved but is not submitted to EPSB for approval.
 - Click “**Submit to EPSB for Approval**” to notify EPSB of the completion of the COE entry process. The system will display a message to verify that the COE has been submitted to EPSB for approval.

Once the COE has been approved by the EPSB, the internship information will be available to the regional coordinator so that a teacher educator (TE) can be assigned to complete the committee membership.

Process to modify a COE

The District Coordinator can modify the COE and principal and RT committee assignments until the COE has been submitted to the EPSB for approval. Once the COE has been submitted to the EPSB, all modifications will need to be made in writing to the EPSB who will then make those changes.

Modification process by District Coordinator

- Login to the IMS application.
- Click on the “**Create or Edit COEs**” link or “**Intern Management System**” link from the left hand side to display the Intern Search page.
- Search for intern by SSN or name.
- Click on the “**Edit**” button under the COE Status column to display the Step 1: Intern Information screen.
- Step 1 – Intern Information
 - Modify or verify intern’s general and internship information.
 - If all information is not available, click the “**Save and Exit**” button. Missing information can be added at a later time by again editing the COE.
 - If all information is complete, click “**Save and Continue**” to proceed to the next step in the process.
- Step 2 – Assign Committee
 - Modify the Resource Teacher assignment by entering the SSN of another RT.
 - Modify the Principal of the school where the intern is employed by making another selection from the drop down list.
 - Click the “**Validate and Assign Committee**” button.
 - IMS will validate that the RT exists in the system. It will also verify that the RT and principal have met the requirements necessary to serve on an internship committee.
 - Review the Current Committee information for accuracy. Verify the required email addresses for the RT and principal. Edit as necessary by typing in another RT SSN and/or selecting another Principal from the drop down list. Click “**Validate and Assign Committee**” if changes have been made.

- Click “**Save and Exit**” to continue the COE process at another time. The committee assignments can be modified by the district coordinator until the COE has been officially approved by the EPSB.
- Click “**Save and Continue**” to proceed to Step 3.
- Step 3 – Job Information.
The intern may teach more than one content and population – each is listed as a separate job assignment. Values in the drop down lists are determined by the type of certification held by the intern.
 - Select the appropriate information for each job assignment from the drop down lists.
 - Job Function
 - Content
 - Population
 - Grade Low
 - Grade High
 - Hrs/day
 - Days/wk
 - Click “**Insert Above Data**” to populate the LEAD Course Information portion of the screen. This will be completed for each job assignment.
 - If a job assignment listed under the LEAD Course Information section is no longer needed, click the “**Remove**” button to delete it.
 - If a job assignment listed under the LEAD Course Information section is not correct, click the “**Edit**” button to make modifications and then click the “**Insert Above Data**” button to save the changes to the LEAD Course Information portion of the screen.
 - Click “**Save and Exit**” to continue at a later time. *Job information can be modified at a later time by editing the COE and selecting “Step 3: Job Information” from the drop down list at the top of the “Step 2: Assign Committee” page.*
 - Click “**Save and Continue**” to proceed to Step 4.
- Step 4 – Generate COE
 - Click on the report icon to view the completed COE report. Review and print a copy for your records.
 - Click “**Save and Exit**” to continue at a later time. The COE is saved but is not submitted to EPSB for approval.
 - Click “**Submit to EPSB for Approval**” to notify EPSB of the completion of the COE entry process. The system will display a message to verify that the COE has been submitted to EPSB for approval.

Once the COE has been approved by the EPSB, the internship information will be available to the regional coordinator so that a teacher educator (TE) can be assigned to complete the committee membership.

Section 2 – Teacher Educator (TE) Assignment

The approved COE record enters a queue for the appropriate regional coordinator to assign or refer the teacher educator to the intern’s committee. TE assignment must occur before the KTIP process can begin. The regional coordinator should complete TE assignment modifications before the Orientation meeting is held.

Prerequisites:

- The internship committee membership must contain a principal and resource teacher.
- The TE must have completed training in supervising and assessing intern progress.

Process to assign TE [Show TE Assignment Screens](#)

The regional coordinator must;

- Login to the IMS application to display the regional coordinator’s home page. [Show IMS Login Page](#)
- The home page contains
 - an intern search area,
 - a listing of the region’s interns awaiting the committee assignment of a TE,
 - a link “**TE Assigned**” to display a list of internships with a TE already assigned,
 - and a report link “**TE List**” to display a list of the region’s TEs and the trainings attended. [Show TE List](#)
- Select an internship by clicking on the intern’s name to view the COE information.
- Enter TE’s SSN in the “**Enter SSN of the desired TE:**” field and click the “**Get TE Info**” button to display the TE’s general information. [Show TE SSN Entry Screen](#)
- Verify/edit the email address and click the “**Assign TE**” button. The system will verify the TE meets the requirements and adds the TE to the internship committee. [Show TE General Information Screen](#)
- The TE assignment process is complete. Email notification is sent to the committee’s principal and the TE.

Process to refer a TE

The regional coordinator must;

- Login to the IMS application to display the regional coordinator’s home page.
- Select an internship by clicking on the intern’s name to view the COE information.
- In the **Assign a Teacher Educator:** section of the screen, select a region from the “**Select a region:**” drop down list and click the “**Refer**” button. [Show TE Referral Screen](#)
- The internship record is electronically transferred to the new region and will display in the new regional coordinator’s home page, awaiting TE assignment.

Process to modify a TE assignment

The Regional Coordinator can modify the TE committee assignment at any time.

Modification process by Regional Coordinator

- Login to the IMS application to display the regional coordinator's home page.
- Click the "**TE Assigned**" button to display the region's list of TE assignments.
- Select an internship by clicking on the intern's name to view the COE information. [*Show Intern Selection Screen*](#)
- Modify TE's SSN in the "**Enter SSN of the desired TE:**" field and click the "**Get TE Info**" button to display the TE's general information. [*Show TE Assignment Modification Screen*](#)
- Verify/edit the email address and click the "**Save Changes**" button. The system will verify the TE meets the requirements and adds the TE to the internship committee.
- The TE assignment process is complete. Email notification is sent to the committee's principal and the TE.

Section 3 – Record of Teacher Internship Year (RTIY)

RTIY – The Principal is responsible for the Record of Teacher Internship Year (RTIY) information. The KTIP process consists of an orientation report and between 1 and 4 cycle reports.

Based on the semester chosen during the COE creation process, the RTIY may be produced for either an Interim (spring semester) or Final (full year) report. The Interim report consists of the Orientation and Cycle I. The full year report consists of the Orientation through Cycle III or IV. If the internship is deemed unsuccessful in Cycle III, the committee may initiate a Cycle IV.

Each report must be completed in consecutive order and during the cycle of internship.

Prerequisites:

- The internship must have an approved COE in the system

Process to produce RTIY reports [Show Current Committee Screen](#)

The principal must;

- Login to the IMS application to display the list of current interns and their status. [Show IMS Login Page](#)
- Click on “**Create**” beside the appropriate report to begin the process.
 - The intern’s information will be displayed for verification. [Show Intern Screen](#)
 - Click on “**Verify and Exit**” to continue later
 - Click on “**Verify and Go On**” to continue the process
- Orientation Report.
 - Enter the committee orientation meeting date [Show Orientation Meeting Screen](#)
 - Each listed activity must be discussed with the intern during the orientation meeting. Place a check mark beside each activity before proceeding.
 - Click “**Save and Continue**” to proceed to the next step
 - Click on the icon to view and/or print the completed orientation report
 - After review, the principal may approve the report by entering the password for the displayed User ID, verifying their Full Name and clicking “**Click Here To Agree And Digitally Sign**” [Show Signoff Screens](#)
 - Each committee member (principal, intern, RT, TE) must digitally sign the orientation report before the status is changed to complete and the Cycle I report will become available. Signatures may be obtained all at once, such as at the Orientation meeting or on an individual basis at a later time. [Show Confirmation Screen](#)
- Cycle I Report.
 - Enter the Cycle I observation dates for the Principal, Resource Teacher and TE/IS [Show Cycle Report Meeting Screen](#)
 - Enter the committee Cycle I meeting date
 - Click “**Save and Continue**” to proceed to the next step

- In the Summary of Cycle I Performance section of the screen, enter the Standard scores from the principal, RT and TE/IS. Valid scores are 1, 2, or 3. [Show Cycle Report Performance Screen](#)
- In the Committee Consensus section of the screen, enter the Strengths related to the New Teacher Standards and the Priority Areas for Professional Growth
- Click **“Save and Continue”** to proceed to the next step
- Each listed activity under the Cycle I Committee Meeting Checklist must be checked before proceeding. Click **“Save and Continue”** to proceed to the next step. [Show Cycle Report Checklist](#)
- If this is an Interim (spring semester) report; [Show Instructional Days Entry Screen](#)
 - Verify intern’s general information and enter the “Number of instructional days completed”. *There is no minimum requirement for number of days completed for an interim report.*
- Click **“Save and Continue”** to generate the Cycle I report
- Click on the icon to view and/or print the completed Cycle I report
- After review, the principal may approve the report by entering the password for the displayed User ID, verifying their Full Name and clicking **“Click Here To Agree And Digitally Sign”**
- Each committee member (principal, intern, RT, TE) must digitally sign the Cycle I report before the status is changed to complete. If this is a Full internship, the Cycle II report will become available.
- Cycle II Report.
 - Enter the Cycle II observation dates for the Principal, Resource Teacher and TE/IS
 - Enter the committee Cycle II meeting date
 - Click **“Save and Continue”** to proceed to the next step
 - In the Summary of Cycle II Performance section of the screen, enter the Standard scores from the principal, RT and TE/IS. Valid scores are 1, 2, or 3.
 - In the Committee Consensus section of the screen, enter the Strengths related to the New Teacher Standards and the Priority Areas for Professional Growth
 - Click **“Save and Continue”** to proceed to the next step
 - Each listed activity under the Cycle II Committee Meeting Checklist must be checked before proceeding.
 - Click **“Save and Continue”** to generate the Cycle II report
 - Click on the icon to view and/or print the completed Cycle II report
 - After review, the principal may approve the report by entering the password for the displayed User ID, verifying their Full Name and clicking **“Click Here To Agree And Digitally Sign”**
 - Each committee member (principal, intern, RT, TE) must digitally sign the Cycle II report before the status is changed to complete and the Cycle III report will become available.
- Cycle III Report.
 - Enter the Cycle III observation dates for the Principal, Resource Teacher and TE/IS
 - Enter the committee Cycle III meeting date

- Click **“Save and Continue”** to proceed to the next step
- In the Summary of Cycle III Performance section of the screen, enter the Standard scores from the principal, RT and TE/IS. Valid scores are 1, 2, or 3. Two of the three committee members must give a holistic score of 3 on each Standard for the internship to be deemed successful. The system will display Met or Not Met for each Standard (*except Standard X*) after the scores have been entered.
- In the Committee Consensus section of the screen, enter the Strengths related to the New Teacher Standards and the Priority Areas for Professional Growth
- Click **“Save and Continue”** to proceed to the next step
- If the status is determined to be successful;
 - Verify and/or update the intern’s address information
 - Enter the number of instructional days completed under the Instructional Days section of the screen. This number must be at least 140 for a Full year internship.
 - Click **“Save and Continue”** to generate the Cycle III report
 - Click on the icon to view and/or print the completed Cycle III report
 - After review, the principal may approve the report by entering the password for the displayed User ID, verifying their Full Name and clicking **“Click Here To Agree And Digitally Sign”**
 - Each committee member (principal, intern, RT, TE) must digitally sign the Cycle III report before the status is determined.
- If the status is determined to be unsuccessful, the committee has two options.
 - Click **“Complete this report as a final report with an unsuccessful status, or”**
 - Click **“Permit the intern to complete an additional cycle”**
 - Click **“Save and Continue”** to proceed to the next step
- If the option was selected to **“Produce a final report with an unsuccessful status”**, the principal will;
 - Verify and/or update the intern’s address
 - Type in the number of instructional days completed
 - Click **“Save and Continue”** to generate the final report
 - After review, the principal will digitally sign approving the report.
 - Enter the password for the displayed User ID and verify the Full Name.
 - Click **“Click Here To Agree And Digitally Sign”** to officially approve the Cycle III report
 - Each committee member must digitally sign the Cycle III report before the status is changed to complete.
- If the option was selected to **“Permit the intern to complete an additional cycle”**, the principal will be able to create a Cycle IV report.
- Cycle IV Report.
 - Enter the Cycle IV observation dates for the Principal, Resource Teacher and TE/IS
 - Enter the committee Cycle IV meeting date
 - Click **“Save and Continue”** to proceed to the next step
 - In the Summary of Cycle IV Performance section of the screen, enter the Standard scores from the principal, RT and TE/IS. Valid scores are 1, 2, or 3.

- In the Committee Consensus section of the screen, enter the Strengths related to the New Teacher Standards and the Priority Areas for Professional Growth
 - Click “**Save and Continue**” to proceed to the next step
 - Each listed activity under the Cycle IV Committee Meeting Checklist must be checked before proceeding.
 - Click “**Save and Continue**” to proceed to the next step
 - Verify and/or update the intern’s address information
 - Enter the number of instructional days completed under the Instructional Days section of the screen. This number must be at least 140 for a Full year internship.
 - Click “**Save and Continue**” to generate the Cycle IV report
 - Click on the icon to view and/or print the completed Cycle IV report
 - After review, the principal may approve the report by entering the password for the displayed User ID, verifying their Full Name and clicking “**Click Here To Agree And Digitally Sign**”
 - Each committee member (principal, intern, RT, TE) must digitally sign the Cycle IV report before the status is changed to complete.
- RTIY to EPSB. Once all cycle reports have been completed, the district coordinator will be required to review, sign and submit to the EPSB for approval.

District Coordinator approval

The district coordinator must;

- Login to the IMS application.
- Click on “**Signoff on Final RTIYs**” button to display the list of pending and approved RTIY reports. [Show DC Review/Approval Screens](#)
- Place a check in the Submit box under the Submit column or check “Check All” to enable all internships listed to be submitted to the EPSB for approval.
- Agree and digitally sign by entering a valid password, verifying their full name and clicking the “**Click Here to Agree and Digitally Sign**” button.
- The selected reports are made available to the EPSB for approval and are now listed at the bottom of the screen with the other approved RTIY reports.
- Once approved by EPSB, the internship status will display “**EPSB Approved**”. [Show RTIY Status](#)

Returned RTIY reports

The district coordinator or the EPSB staff may *return* any Cycle report for review or modification. The principal must review each step in the returned cycle, make necessary modifications, and all committee (principal, intern, RT, TE) signatures must be obtained. The district coordinator must also approve the returned report and re-submit it to the EPSB.

Section 4 – Resource Teacher Time Sheet (RTT)

RTT – The resource teacher is responsible for entering data into their time sheet. The RTT is used to document the observation and mentoring activities and interaction between the RT and the teacher intern during the internship period.

Prerequisites:

- The internship must have an approved COE in the system

Process to Complete RTT

The resource teacher must;

- Login to the IMS application. [Show IMS Login Page](#)
- Click on “**Create/Edit my Resource Teacher Timesheet**” or “**Intern Management System**” from the left hand side to display the initial RTT screen. This screen will display the name of the intern, time sheet status, and RTIY status. [Show Initial RTT Screens](#) [Show RTT Status Screen](#)
- Click “**Click Here to Create Time Sheet**” in the Time Sheet Status portion of the screen to proceed to the first step
- Step 1 – Verify Internship Information
 - Under the Time Sheet section, select the appropriate time sheet period; Fall (to receive 2 checks), Spring (to receive 2 checks), Full Year (to receive 1 check at the end of internship year). This will display the Verify Internship Info screen. [Show Intern Info Screen](#)
 - Click “**Verify and Exit**” to continue at a later time
 - Click “**Verify and Go On**” to proceed to the next step
- Step 2 – Enter Activities for (Fall, Spring, Full Year) Semester [Show Activities Screens](#)
 - Under the Add Activity section of the screen, enter information for each activity performed.
 - Date of activity
 - Select the number of hours from the drop down list
 - Select the Location from the drop down list; In-Class, Out-of-Class
 - Check the appropriate Standard(s)
 - Type in a detailed description of the activity; describe the activity and how it relates to student learning and teacher professional growth. The description must be between 50 and 1,000 characters long.
 - Click “**Add Activity**”. Total hours for each activity added will be displayed under the appropriate section. Each activity may be edited or deleted as needed. [Show Activities Example](#)
 - When finished adding activities, click “**SignOff**” to proceed to generation of the time sheet
 - Click on the icon to review and print the time sheet [Show RTT Signoff Screen](#)
 - Click “**Exit TimeSheet**” if all activities have not been entered and the time sheet is not yet complete

- Enter Password, verify Full Name and click “**Click Here To Agree And Digitally Sign**” to signify that all activities for in-class and out-of-class have been entered and the time sheet is complete and ready for the review process.
- Time Sheet Reviews. After signoff by the RT, the system initiates the review process by making the time sheet available to the intern for approval.
 - The intern reviews the time sheet [Show Intern Review/Approval Screens](#)
 - If the time sheet is not approved, the intern will click on “**Return to Resource Teacher for Editing**” for modifications. The RT must modify and re-sign.
 - If approved, the intern must sign the time sheet by typing in their password, verifying their full name and clicking “**Click Here to Agree and Digitally Sign**”.
 - The principal reviews the time sheet [Show Principal Review/Approval Screens](#)
 - If the time sheet is not approved, the principal will click on “**Return to Resource Teacher for Editing**” for modifications. The RT must modify and re-sign. The intern must also approve and re-sign.
 - If approved, the principal must sign the time sheet by typing in their password, verifying their full name and clicking “**Click Here to Agree and Digitally Sign**”.
 - The district coordinator reviews the time sheet [Show DC Review/Approval Screens](#)
 - If the time sheet is not approved, the district coordinator will click on “**Return to Resource Teacher for Editing**” for modifications. The RT must modify and re-sign. The intern and principal must also approve and re-sign.
 - If approved, the district coordinator must sign the time sheet by typing in their password, verifying their full name and clicking “**Click Here to Agree and Digitally Sign**”.
 - EPSB reviews the time sheet
 - If the time sheet is not approved, EPSB suggests modifications and returns the altered time sheet to the RT. The RT can choose to edit or accept all modifications.
 - If the RT has made revisions, all signatures (RT, intern, principal, district coordinator) will be required. If the RT accepts all modifications then it will be submitted to EPSB for payment.
 - The DC must review/approve/return and re-submit to EPSB for approval if edits were made.
 - If approved, EPSB generates payment to the RT.

Section 5 – Regional Coordinator Training Module

This feature will be used by the Regional Coordinators (RC) to publish their internship training information and schedules to the EPSB website and to confirm the training attendees.

Prerequisites:

- The RC must be associated with an institution providing internship trainings

Process to Enter or Update Regional Contact Information [Show Contact Information Screen](#)

The RC must enter contact information for each type of training provided by;

- Login to the IMS application to display the regional coordinator’s home page
- Click on the “**IMS-Add Training**” button
- Select “**Training Contacts**” from the Select Activity drop down list
 - The name of the RC’s region is displayed
 - Select the Internship Type from the drop down list – *KTIP, IECE, KPIP, TPA*
 - Enter/Update Contact information – *the First and Last Names are required*
 - Click “**Update Record**” button to display this information on the EPSB website

Process to Enter or Update Other Related Information [Show Training Information Screen](#)

The RC must;

- Login to the IMS application to display the regional coordinator’s home page
- Click on the “**IMS-Add Training**” button
- Select “**Training Information**” from the Select Activity drop down list
 - The name of the RC’s region is displayed
 - Enter/Update the Region’s website link
 - Enter/Update the web address of the Region’s on-line registration
 - Click “**Update Record**” button to display this information on the EPSB website

Process to Post Training Schedule to the EPSB Website [Show Schedule Screen](#)

The RC must;

- Login to the IMS application to display the regional coordinator’s home page.
- Click on the “**IMS-Add Training**” button
- Select “**IMS Training Schedule**” from the Select Activity drop down list
 - The name of the RC’s region is displayed
 - Select the Internship Type from the drop down list – *KTIP, IECE, KPIP, TPA*
 - Enter the Training Start and End Dates, Training Location and any necessary Instructions
 - Click “**Add Record**” button to display this information on the EPSB website

Process to Edit or Delete Training Schedule Information

The RC must;

- Login to the IMS application to display the regional coordinator’s home page.
- Click on the “**IMS-Add Training**” button
- Select “**IMS Training Schedule**” from the Select Activity drop down list

- The name of the RC's region is displayed
- Under the “**View Schedule Details**” section, click the icon under either “**Delete**” or “**Edit**”
 - Choosing “**Delete**” will remove the training information from the EPSB database and website
 - Choosing “**Edit**” will display the existing information in the “**IMS Training Schedule**” section for modification. Click the “**Update**” button to display the changed information on the EPSB website

Process to Add Training Attendees [Show Attendee Screen](#)

The RC must;

- Login to the IMS application to display the regional coordinator's home page.
- Click on the “**IMS-Add Training**” button
- Select “**Add IMS Training Attendee**” from the Select Activity drop down list
 - The name of the RC's region is displayed
 - Select Training Type from the drop down list – *KTIP, IECE, KPIP, TPA*
 - Enter the training session Completed Date
 - Enter SSN of the person who completed the training and click the “**Add to List**” button. Perform this step for each participant to complete the roster for the training session.
 - If the attendee's SSN doesn't exist within the EPSB database, the RC will be required to provide additional information before the person can be added to the training roster. The additional information consists of the attendee's First and Last Name (which are required) and the Date of Birth.

Process to Search Training Attendees [Show Search Screen](#)

The RC must;

- Login to the IMS application to display the regional coordinator's home page.
- Click on the “**IMS-Add Training**” button
- Select “**Attendee Search**” from the Select Activity drop down list
 - The name of the RC's region is displayed
 - Select Training Type from the drop down list – *KTIP, IECE, KPIP, TPA, All*
 - Enter the training session Completed Date and click the “**Search**” button to display the list of attendees for this session

Procedures for Entry by Role

There are four major processes involved in the entry of information into and through the IMS application. The process begins with the entry and submission of the intern's Confirmation of Employment (COE). Once the COE is verified and approved, the Teacher Educator (TE) is assigned and the full committee membership is established, the Record of Teacher Internship Year (RTIY) information is detailed and the Resource Teacher Time Sheet (RTT) information is submitted to complete the application requirements.

A fifth process that has been added to the IMS application will allow the Regional Coordinator (RC) to publish their institution's KTIP training schedules to the EPSB website and also provide confirmation that potential committee members have completed the required training.

Section 1 – The District Coordinator (DC)

The district coordinator begins the internship process by creating a Confirmation of Employment (COE) record in the IMS application. Part of this process includes the assignment of the principal and resource teacher to the KTIP Committee.

The district coordinator has the responsibility to approve or deny the final cycle reports in the Record of Teacher Internship Year (RTIY).

The district coordinator is also responsible for the approval or denial of the Resource Teacher Time Sheet (RTT).

District Coordinator Confirmation of Employment (COE) Instructions

Prerequisites:

- The intern must not be associated with a current internship
- The intern must not have failed two previous internships
- The intern must possess the proper credentials
- The resource teacher (RT) must not be associated with a current internship
- The resource teacher and principal must have completed training in supervising and assessing intern progress

Process to create a COE [Show Create COE Pages](#)

The district coordinator must;

- Login to the IMS application. [Show IMS Login Page](#)
- Click on the “**Create or Edit COEs**” link or “**Intern Management System**” link from the left hand side to display the Intern Search page.
- Click on the “**Create COE**” button to display the Step 1: Intern Information screen.
- Step 1 – Intern Information [Show Initial Entry Screens](#)

- Enter intern's ssn, click the **"Get Intern Info"** button. The system will display the Intern Information screen if the intern has met the prerequisites. [Show Intern Information Screen](#)
- Enter or verify intern's general information; last name, email address, mailing address. If multiple cities are associated with a single zip code, the system will present a drop down listing of those cities. Choose the appropriate city.
- Select appropriate school from the drop down lists
- Select internship type; KTIP, IECE, or TPA
- Select semester of internship
- Type in beginning date of internship for current semester
- If all information is not available, click the **"Save and Exit"** button. Missing information can be added at a later time by editing the COE.
- If all information is complete, click **"Save and Continue"** to proceed to the next step in the process.

- Step 2 – Assign Committee [Show Assign Committee Screens](#)
 - Enter SSN of Resource Teacher (RT).
 - Select the Principal of the school where the intern is employed by making another selection from the drop down box.
 - Click the **"Validate and Assign Committee"** button.
 - IMS will validate that the RT exists in the system. It will also verify that the RT and principal have met the requirements necessary to serve on an internship committee.
 - Review the Current Committee information for accuracy. Verify the required email addresses for the RT and principal. Edit as necessary by typing in another RT SSN and/or selecting another Principal from the drop down box. Click **"Validate and Assign Committee"** if changes have been made.
 - Click **"Save and Exit"** to continue the COE process at another time. The committee assignments can be modified by the district coordinator until the COE has been submitted to the EPSB.
 - Click **"Save and Continue"** to proceed to Step 3.

- Step 3 – Job Information. [Show Job Information Screens](#)

The intern may teach more than one content and population – each is listed as a separate job assignment. Values in the drop down lists are determined by the type of certification held by the intern.

 - Select the appropriate information for each job assignment from the drop down lists.
 - Job Function
 - Content
 - Population
 - Grade Low
 - Grade High
 - Hrs/day
 - Days/wk

- Click “**Insert Above Data**” to populate the LEAD Course Information portion of the screen. This will be completed for each job assignment.
- If a job assignment listed under the LEAD Course Information section is not correct or no longer needed, click the “**Remove**” button to delete it.
- Click “**Save and Exit**” to continue at a later time. *Job information can be modified by editing the COE and selecting “Step 3: Job Information” from the drop down list at the top of the “Step 2: Assign Committee” page.*
- Click “**Save and Continue**” to proceed to Step 4.
- Step 4 – Generate COE [Show Generate COE Screens](#)
 - Click on the report icon to view the completed COE report. Review and print a copy for your records.
 - Click “**Save and Exit**” to continue at a later time. The COE is saved but is not submitted to EPSB for approval.
 - Click “**Submit to EPSB for Approval**” to notify EPSB of the completion of the COE entry process. The system will display a message to verify that the COE has been submitted to EPSB for approval.

Once the COE has been approved by the EPSB, the internship information will be available to the regional coordinator so that a teacher educator (TE) can be assigned to complete the committee membership.

Modification process by District Coordinator

- Login to the IMS application.
- Click on the “**Create or Edit COEs**” link or “**Intern Management System**” link from the left hand side to display the Intern Search page.
- Search for intern by SSN or name.
- Click on the “**Edit**” button under the COE Status column to display the Step 1: Intern Information screen.
- Step 1 – Intern Information
 - Modify or verify intern’s general and internship information.
 - If all information is not available, click the “**Save and Exit**” button. Missing information can be added at a later time by again editing the COE.
 - If all information is complete, click “**Save and Continue**” to proceed to the next step in the process.
- Step 2 – Assign Committee
 - Modify the Resource Teacher assignment by entering the SSN of another RT.
 - Modify the Principal of the school where the intern is employed from the drop down list.
 - Click the “**Validate and Assign Committee**” button.
 - IMS will validate that the RT exists in the system. It will also verify that the RT and principal have met the requirements necessary to serve on an internship committee.
 - Review the Current Committee information for accuracy. Verify the required email addresses for the RT and principal. Edit as necessary by typing in another

RT SSN and/or selecting another Principal from the drop down list. Click **“Validate and Assign Committee”** if changes have been made.

- Click **“Save and Exit”** to continue the COE process at another time. The committee assignments can be modified by the district coordinator until the COE has been officially approved by the EPSB.
 - Click **“Save and Continue”** to proceed to Step 3.
- Step 3 – Job Information.

The intern may teach more than one content and population – each is listed as a separate job assignment. Values in the drop down lists may be determined by the type of certification held by the intern.

 - Select the appropriate information for each job assignment from the drop down lists.
 - Job Function
 - Content
 - Population
 - Grade Low
 - Grade High
 - Hrs/day
 - Days/wk
 - Click **“Insert Above Data”** to populate the LEAD Course Information portion of the screen. This will be completed for each job assignment.
 - If a job assignment listed under the LEAD Course Information section is not correct or no longer needed, click the **“Remove”** button to delete it.
 - If a job assignment listed under the LEAD Course Information section is not correct, click the **“Edit”** button to make modifications and then click the **“Insert Above Data”** button to save the changes to the LEAD Course Information portion of the screen.
 - Click **“Save and Exit”** to continue at a later time. *Job information can be modified by editing the COE and selecting “Step 3: Job Information” from the drop down list at the top of the “Step 2: Assign Committee” page.*
 - Click **“Save and Continue”** to proceed to Step 4.
 - Step 4 – Generate COE
 - Click on the report icon to view the completed COE report. Review and print a copy for your records.
 - Click **“Save and Exit”** to continue at a later time. The COE is saved but is not submitted to EPSB for approval.
 - Click **“Submit to EPSB for Approval”** to notify EPSB of the completion of the COE entry process. The system will display a message to verify that the COE has been submitted to EPSB for approval.

Once the COE has been approved by the EPSB, the internship information will be available to the regional coordinator so that a teacher educator (TE) can be assigned to complete the committee membership.

District Coordinator Record of Teacher Internship Year (RTIY) Instructions

Prerequisites:

- Once all cycle reports have been completed and approved by the internship committee members, the district coordinator will be required to review, sign and submit it to the EPSB for approval.

Process to Review RTIY Reports

- Login to the IMS application. [Show IMS Login Page](#)
- Click on the “**Intern Management System**” button to display the district coordinator’s home page. [Show DC Review/Approval Screens](#)
- Click on the “**Signoff on Final RTIYs**” button to display the pending and approved RTIY reports.
- Place a check in the Submit box under the Submit column or check “Check All” to enable all internships listed to be submitted to the EPSB for approval.
- Agree and digitally sign by entering a valid password, verifying their full name and clicking the “**Click Here to Agree and Digitally Sign**” button.
- The selected reports are made available to the EPSB for approval and are now listed at the bottom of the screen with the other approved RTIY reports.
- Once approved by EPSB, the internship status will display “**EPSB Approved**”.

Returned RTIY reports

The district coordinator or the EPSB staff may *return* any Cycle report for review or modification. The principal must review each step in the returned cycle, make necessary modifications, and obtain all committee (principal, intern, RT, TE) signatures. The district coordinator must also approve the returned report and re-submit it to the EPSB.

District Coordinator Resource Teacher Time Sheet (RTT) Instructions

Prerequisites:

- Once the RTT has been completed and approved by the internship committee members, the district coordinator will be required to review, sign and submit it to the EPSB for approval.

Process to Review RTT Reports

- Login to the IMS application. [Show IMS Login Page](#)
- Click on the “**Intern Management System**” button to display the district coordinator’s home page. [Show RTT Review/Approval Screens](#)
- Click on the “**Time Sheet Approval**” button to display the pending reports screen.
- For each RTT listed, under the Status column, click the “**Click here to View, Approve, or Request Revisions to Timesheet**” button to review the time sheet.
 - Request Revisions
 - If the RTT is incomplete or incorrect, click the “**Return to Resource Teacher for Editing**” button. The RTT will be returned to the resource teacher for modification. The RT must modify and re-sign. The intern and principal must also approve and re-sign.
 - To approve and submit the RTT to the EPSB
 - Enter password, verify their full name, and click the “**Click Here to Agree and Digitally Sign**” button.

Section 2 – The Regional Coordinator (RC)

The approved COE record enters a queue for the appropriate regional coordinator to assign or refer the teacher educator (TE) to the intern’s committee. TE assignment must occur before the KTIP process can begin. The regional coordinator should complete TE assignment modifications before the Orientation meeting is held.

Regional Coordinator Teacher Educator (TE) Committee Assignment

Prerequisites:

- The internship committee membership must contain a principal and resource teacher.
- The TE must have completed training in supervising and assessing intern progress.

Process to assign TE [Show IMS Login Page](#)

- Login to the IMS application to display the regional coordinator’s home page.
- Select an internship by clicking on the intern’s name to view the COE information. [Show Assignment List](#)
- Click the “**TE Assigned**” button to display the region’s list of TE assignments.
- Enter TE’s SSN in the “**Enter SSN of the desired TE:**” field and click the “**Get TE Info**” button to display the TE’s general information. [Show TE SSN Entry Screen](#)
- Verify the email address and click the “**Assign TE**” button. The system will verify the TE meets the requirements and adds the TE to the internship committee. [Show TE General Information Screen](#)
- The TE assignment process is complete. Email notification is sent to the committee’s principal and the TE.

Process to refer a TE

- Login to the IMS application to display the regional coordinator’s home page.
- Select an internship by clicking on the intern’s name to view the COE information.
- In the **Assign a Teacher Educator:** section of the screen, select a region from the “**Select a region:**” drop down list and click the “**Refer**” button. [Show TE Referral Screen](#)
- The internship record is electronically transferred to the new region and will display in the new regional coordinator’s home page, awaiting TE assignment.

Process to modify a TE assignment

The Regional Coordinator can modify the TE committee assignment at any time.

- Login to the IMS application to display the regional coordinator’s home page.
- Click the “**TE Assigned**” button to display the region’s list of TE assignments.
- Select an internship by clicking on the intern’s name to view the COE information. [Show Intern Selection Screen](#)
- Modify TE’s SSN in the “**Enter SSN of the desired TE:**” field and click the “**Get TE Info**” button to display the TE’s general information. [Show TE Assignment Modification Screen](#)
- Verify/edit the email address and click the “**Save Changes**” button. The system will verify the TE meets the requirements and adds the TE to the internship committee.
- The TE assignment process is complete. Email notification is sent to the committee’s principal and the TE.

Regional Coordinator Training Module

This feature will be used by the Regional Coordinators (RC) to publish their internship training information and schedules to the EPSB website and to confirm the training attendees.

Prerequisites:

- The RC must be associated with an institution providing internship trainings

Process to Enter or Update Regional Contact Information [Show Contact Information Screen](#)

The RC must enter contact information for each type of training provided by;

- Login to the IMS application to display the regional coordinator's home page
- Click on the **"IMS-Add Training"** button
- Select **"Training Contacts"** from the Select Activity drop down list
 - The name of the RC's region is displayed
 - Select the Internship Type from the drop down list – *KTIP, IECE, KPIP, TPA*
 - Enter/Update Contact information – *the First and Last Names are required*
 - Click **"Update Record"** button to display this information on the EPSB website

Process to Enter or Update Other Related Information [Show Training Information Screen](#)

The RC must;

- Login to the IMS application to display the regional coordinator's home page
- Click on the **"IMS-Add Training"** button
- Select **"Training Information"** from the Select Activity drop down list
 - The name of the RC's region is displayed
 - Enter/Update the Region's website link
 - Enter/Update the web address of the Region's on-line registration
 - Click **"Update Record"** button to display this information on the EPSB website

Process to Post Training Schedule to the EPSB Website [Show Schedule Screen](#)

The RC must;

- Login to the IMS application to display the regional coordinator's home page.
- Click on the **"IMS-Add Training"** button
- Select **"IMS Training Schedule"** from the Select Activity drop down list
 - The name of the RC's region is displayed
 - Select the Internship Type from the drop down list – *KTIP, IECE, KPIP, TPA*
 - Enter the Training Start and End Dates, Training Location and any necessary Instructions
 - Click **"Add Record"** button to display this information on the EPSB website

Process to Edit or Delete Training Schedule Information

The RC must;

- Login to the IMS application to display the regional coordinator's home page.
- Click on the **"IMS-Add Training"** button
- Select **"IMS Training Schedule"** from the Select Activity drop down list

- The name of the RC's region is displayed
- Under the “**View Schedule Details**” section, click the icon under either “**Delete**” or “**Edit**”
 - Choosing “**Delete**” will remove the training information from the EPSB database and website
 - Choosing “**Edit**” will display the existing information in the “**IMS Training Schedule**” section for modification. Click the “**Update**” button to display the changed information on the EPSB website

Process to Add Training Attendees [Show Attendee Screen](#)

The RC must;

- Login to the IMS application to display the regional coordinator's home page.
- Click on the “**IMS-Add Training**” button
- Select “**Add IMS Training Attendee**” from the Select Activity drop down list
 - The name of the RC's region is displayed
 - Select Training Type from the drop down list – *KTIP, IECE, KPIP, TPA*
 - Enter the training session Completed Date
 - Enter SSN of the person who completed the training and click the “**Add to List**” button. Perform this step for each participant to complete the roster for the training session.
 - If the attendee's SSN doesn't exist within the EPSB database, the RC will be required to provide additional information before the person can be added to the training roster. The additional information consists of the attendee's First and Last Name (which are required) and the Date of Birth.

Process to Search Training Attendees [Show Search Screen](#)

The RC must;

- Login to the IMS application to display the regional coordinator's home page.
- Click on the “**IMS-Add Training**” button
- Select “**Attendee Search**” from the Select Activity drop down list
 - The name of the RC's region is displayed
 - Select Training Type from the drop down list – *KTIP, IECE, KPIP, TPA, All*
 - Enter the training session Completed Date and click the “**Search**” button to display the list of attendees for this session

Section 3 – The Principal (PR)

The principal is responsible for entering the Record of Teacher Internship Year (RTIY) information. The KTIP process consists of an orientation report and between 1 and 4 cycle reports.

Based on the semester chosen during the COE creation process, the RTIY may be produced for either an Interim (spring semester) or Final (full year) report. The Interim report consists of the Orientation and Cycle I. The full year report consists of the Orientation through Cycle III or IV. If the internship is deemed unsuccessful in Cycle III, the committee may initiate a Cycle IV.

Each report must be completed in consecutive order and during the cycle of the internship.

The principal is also responsible for the approval or denial of the Resource Teacher Time Sheet (RTT). Once all appropriate approvals have been acquired for the RTT, the principal submits it to the district coordinator or EPSB staff.

Principal Record of Teacher Internship Year (RTIY) Instructions

Prerequisites:

- The internship must have an approved COE in the system

Process to produce RTIY reports

- Login to the IMS application to display the list of current interns and their status. [Show IMS Login Page](#)
- Click on “**Create**” beside the appropriate report to begin the process. [Show Committee](#)
 - The intern’s information will be displayed for verification. [Show Information Screen](#)
 - Click on “**Verify and Exit**” to continue later
 - Click on “**Verify and Go On**” to continue the process
- Orientation Report.
 - Enter the committee orientation meeting date [Show Orientation Meeting Screen](#)
 - Each listed activity must be discussed with the intern during the orientation meeting. Place a check mark beside each activity before proceeding.
 - Click “**Save and Continue**” to proceed to the next step
 - Click on the icon to view and/or print the completed orientation report
 - After review, the principal may approve the report by entering the password for the displayed User ID, verifying their Full Name and clicking “**Click Here To Agree And Digitally Sign**” [Show Signoff Screens](#)
 - Each committee member (principal, intern, RT, TE) must digitally sign the orientation report before the status is changed to complete and the Cycle I report will become available. Signatures may be obtained all at once, such as at the Orientation meeting, or on an individual basis at a later time. [Show Confirmation Screen](#)

- Cycle I Report.
 - Enter the Cycle I observation dates for the Principal, Resource Teacher and TE/IS
[Show Cycle Report Meeting Screen](#)
 - Enter the committee Cycle I meeting date
 - Click “**Save and Continue**” to proceed to the next step
 - In the Summary of Cycle I Performance section of the screen, enter the Standard scores from the principal, RT and TE/IS. Valid scores are 1, 2, or 3. [Show Cycle Report Performance Screen](#)
 - In the Committee Consensus section of the screen, enter the Strengths related to the New Teacher Standards and the Priority Areas for Professional Growth
 - Click “**Save and Continue**” to proceed to the next step
 - Each listed activity under the Cycle I Committee Meeting Checklist must be checked before proceeding. Click “**Save and Continue**” to proceed to the next step. [Show Cycle Report Checklist Screen](#)
 - If this is an Interim (spring semester) report;
 - Verify intern’s general information and enter the “Number of instructional days that will be completed by end of school”. *There is no minimum requirement for number of days completed for an interim report.* [Show Instructional Days Screen](#)
 - Click “**Save and Continue**” to generate the Cycle I report
 - Click on the icon to view and/or print the completed Cycle I report
 - After review, the principal may approve the report by entering the password for the displayed User ID, verifying their Full Name and clicking “**Click Here To Agree And Digitally Sign**”
 - Each committee member (principal, intern, RT, TE) must digitally sign the Cycle I report before the status is changed to complete. If this is a Full internship, the Cycle II report will become available.

- Cycle II Report.
 - Enter the Cycle II observation dates for the Principal, Resource Teacher and TE/IS
 - Enter the committee Cycle II meeting date
 - Click “**Save and Continue**” to proceed to the next step
 - In the Summary of Cycle II Performance section of the screen, enter the Standard scores from the principal, RT and TE/IS. Valid scores are 1, 2, or 3.
 - In the Committee Consensus section of the screen, enter the Strengths related to the New Teacher Standards and the Priority Areas for Professional Growth
 - Click “**Save and Continue**” to proceed to the next step
 - Each listed activity under the Cycle II Committee Meeting Checklist must be checked before proceeding.
 - Click “**Save and Continue**” to generate the Cycle II report
 - Click on the icon to view and/or print the completed Cycle II report
 - After review, the principal may approve the report by entering the password for the displayed User ID, verifying their Full Name and clicking “**Click Here To Agree And Digitally Sign**”

- Each committee member (principal, intern, RT, TE) must digitally sign the Cycle II report before the status is changed to complete and the Cycle III report will become available.
- Cycle III Report.
 - Enter the Cycle III observation dates for the Principal, Resource Teacher and TE/IS
 - Enter the committee Cycle III meeting date
 - Click **“Save and Continue”** to proceed to the next step
 - In the Summary of Cycle III Performance section of the screen, enter the Standard scores from the principal, RT and TE/IS. Valid scores are 1, 2, or 3. Two of the three committee members must give a holistic score of 3 on each Standard (*except Standard X*) for the internship to be deemed successful. The system will display Met or Not Met for each Standard after the scores have been entered.
 - In the Committee Consensus section of the screen, enter the Strengths related to the New Teacher Standards and the Priority Areas for Professional Growth
 - Click **“Save and Continue”** to proceed to the next step
 - If the status is determined to be successful;
 - Verify and/or update the intern’s address information
 - Enter the number of instructional days completed under the Instructional Days section of the screen. This number must be at least 140 for a Full year internship.
 - Click **“Save and Continue”** to generate the Cycle III report
 - Click on the icon to view and/or print the completed Cycle III report
 - After review, the principal may approve the report by entering the password for the displayed User ID, verifying their Full Name and clicking **“Click Here To Agree And Digitally Sign”**
 - Each committee member (principal, intern, RT, TE) must digitally sign the Cycle III report before the status is determined.
 - If the status is determined to be unsuccessful, the committee has two options.
 - Click **“Complete this report as a final report with an unsuccessful status, or”**
 - Click **“Permit the intern to complete an additional cycle”**
 - Click **“Save and Continue”** to proceed to the next step
 - If the option was selected to **“Produce a final report with an unsuccessful status”**, the principal will;
 - Verify and/or update the intern’s address
 - Type in the number of instructional days completed
 - Click **“Save and Continue”** to generate the final report
 - After review, the principal will digitally sign approving the report.
 - Enter the password for the displayed User ID and the Full Name.
 - Click **“Click Here To Agree And Digitally Sign”** to officially approve the Cycle III report
 - Each committee member must digitally sign the Cycle III report before the status is changed to complete.
 - If the option was selected to **“Permit the intern to complete an additional cycle”**, the principal will be able to create a Cycle IV report process.

- Cycle IV Report.
 - Enter the Cycle IV observation dates for the Principal, Resource Teacher and TE/IS
 - Enter the committee Cycle IV meeting date
 - Click “**Save and Continue**” to proceed to the next step
 - In the Summary of Cycle IV Performance section of the screen, enter the Standard scores from the principal, RT and TE/IS. Valid scores are 1, 2, or 3.
 - In the Committee Consensus section of the screen, enter the Strengths related to the New Teacher Standards and the Priority Areas for Professional Growth
 - Click “**Save and Continue**” to proceed to the next step
 - Each listed activity under the Cycle IV Committee Meeting Checklist must be checked before proceeding.
 - Click “**Save and Continue**” to proceed to the next step
 - Verify and/or update the intern’s address information
 - Enter the number of instructional days completed under the Instructional Days section of the screen. This number must be at least 140 for a Full year internship.
 - Click “**Save and Continue**” to generate the Cycle IV report
 - Click on the icon to view and/or print the completed Cycle IV report
 - After review, the principal may approve the report by entering the password for the displayed User ID, verifying their Full Name and clicking “**Click Here To Agree And Digitally Sign**”
 - Each committee member (principal, intern, RT, TE) must digitally sign the Cycle IV report before the status is changed to complete.
- RTIY to EPSB. Once all cycle reports have been completed, the district coordinator will be required to review, sign and submit to the EPSB for approval.
- Once approved by EPSB, the internship status will display “**EPSB Approved**”. [Show RTIY Status](#)

Returned RTIY reports

The district coordinator or the EPSB staff may *return* any Cycle report for review or modification. The principal must review each step in the returned cycle, make necessary modifications, and all committee member (principal, intern, RT, TE) signatures must be obtained. The district coordinator must also approve the returned report and re-submit it to the EPSB.

Principal Resource Teacher Time Sheet (RTT) Instructions

Prerequisites:

- Once the RTT has been completed and signed by the resource teacher and signed by the intern, the principal will be required to review, sign and submit it to the district coordinator for approval.

Process to Review RTT Reports

- Login to the IMS application. [Show IMS Login Page](#)
- Click on the “**Intern Management System**” button to display the principal’s home page. [Show RTT Review/Approval Screens](#)
- The principal reviews the time sheet
 - If the time sheet is not approved, the principal will click on “**Return to Resource Teacher for Editing**”. The RT must modify and re-sign. The intern must also approve and re-sign.
 - If approved, the principal must sign the time sheet by typing in their password, verifying their full name and clicking “**Click Here to Agree and Digitally Sign**”.

Section 4 – The Resource Teacher (RT)

The resource teacher is responsible for entering data into the Resource Teacher Time Sheet (RTT). The RTT is used to document the observation and mentoring activities and interaction between the RT and the teacher intern during the internship period.

The resource teacher has the responsibility to approve or deny each cycle report in the KTIP process.

Resource Teacher Time Sheet (RTT) Instructions

Prerequisites:

- The internship must have an approved COE in the system

Process to Complete RTT

The resource teacher must;

- Login to the IMS application. [Show IMS Login Page](#)
- Click on “**Create/Edit my Resource Teacher Timesheet**” or “**Intern Management System**” from the left hand side to display the initial RTT screen. This screen will display the name of the intern, time sheet status, and RTIY status. [Show RTT Initial Screens](#) [Show RTT Status Screen](#)
- Click “**Click Here to Create Time Sheet**” to proceed to the first step
- Step 1 – Verify Internship Information [Show Intern Information Screen](#)
 - Under the Time Sheet section, select the appropriate time sheet period; Fall (to receive 2 checks), Spring (to receive 2 checks), Full Year (to receive 1 check at the end of internship year). This will display the Verify Internship Info screen.
 - Click “**Verify and Exit**” to continue at a later time
 - Click “**Verify and Go On**” to proceed to the next step
- Step 2 – Enter Activities for (Fall, Spring, Full Year) Semester [Show Activities Screens](#)
 - Under the Add Activity section of the screen, enter information for each activity performed.
 - Date of activity
 - Select the number of hours from the drop down list
 - Select the Location from the drop down list; In-Class, Out-of-Class
 - Check the appropriate Standard(s)
 - Type in a detailed description of the activity; describe the activity and how it relates to student learning and teacher professional growth. The description must be between 50 and 1,000 characters long
 - Click “**Add Activity**”. Each activity added will be displayed under the appropriate section. Each activity may be edited or deleted as needed. [Show Activities Example](#)
 - When finished adding activities, click “**SignOff**” to proceed to generation of the time sheet
 - Click on the icon to review and print the time sheet [Show RTT Signoff Screen](#)
 - Click “**Exit TimeSheet**” if all activities have not been entered and the time sheet is not yet complete

- Enter Password, verify Full Name and click “**Click Here To Agree And Digitally Sign**” to signify that all activities for in-class and out-of-class have been entered and the time sheet is complete and ready for the review process.
- Time Sheet Reviews. After sign off by the RT, the system initiates the review process by making the time sheet available to the intern for approval.
 - The intern reviews the time sheet
 - If the time sheet is not approved, the intern will click on “**Return to Resource Teacher for Editing**” for modifications. The RT must modify and re-sign.
 - If approved, the intern must sign the time sheet by typing in their password, verifying their full name, and clicking “**Click Here to Agree and Digitally Sign**”.
 - The principal reviews the time sheet
 - If the time sheet is not approved, the principal will click on “**Return to Resource Teacher for Editing**” for modifications. The RT must modify and re-sign. The intern must also approve and re-sign.
 - If approved, the principal must sign the time sheet by typing in their password, verifying their full name, and clicking “**Click Here to Agree and Digitally Sign**”.
 - The district coordinator reviews the time sheet
 - If the time sheet is not approved, the district coordinator will click on “**Return to RT**” for modifications. The RT must modify and re-sign. The intern and principal must also approve and re-sign.
 - If approved, the district coordinator must sign the time sheet by typing in their password, verifying their full name, and clicking “**Click Here to Agree and Digitally Sign**”.
 - EPSB reviews the time sheet
 - If the time sheet is not approved, EPSB suggests modifications and returns the altered time sheet to the RT. The RT can choose to edit or accept all modifications.
 - If the RT has made revisions, all signatures (RT, intern, principal, district coordinator) will be required. If the RT accepts all modifications then it will be submitted to EPSB for payment.
 - The DC must review/approve/return and re-submit to EPSB for approval if edits were made.
 - If approved, EPSB generates payment to the RT.

Resource Teacher Record of Teacher Internship Year (RTIY) Instructions

Prerequisites:

- The principal must enter the information for each cycle report.

Process to Review RTIY Reports

- Login to the IMS application. [Show IMS Login Page](#)
- Click on the “**Intern Management System**” button to display the resource teacher’s home page.
- The internship is listed with the “**Sign Report**” link available next to the RTIY report awaiting RT review. Click on the “**Sign Report**” link to display the report screen.
- Review the report by clicking the icon.
- Approve the report by entering a password, verifying their full name, and clicking the “**Click Here to Agree and Digitally Sign**” button. [Show RT Signoff Screen](#)

Section 5 – The Teacher Educator (TE)

As part of the internship committee, the teacher educator is responsible for approving or denying all Cycle reports in the KTIP process.

Teacher Educator Record of Teacher Internship Year (RTIY) Instructions

Prerequisites:

- The principal must enter the information for each cycle report.

Process to Review RTIY Reports

- Login to the IMS application. [Show IMS Login Page](#)
- Click on the “**Intern Management System**” button to display the Teacher Educator’s home page.
- The internship is listed with the “**Sign Report**” link available next to the RTIY report awaiting RT review. Click on the “**Sign Report**” link to display the report screen.
- Review the report by clicking the icon.
- Approve the report by entering their password, verifying their full name, and clicking the “**Click Here to Agree and Digitally Sign**” button. [Show TE Review/Approval Screen](#)

Section 6 – The Teacher Intern

The intern is responsible for the approval or denial of the Resource Teacher Time Sheet (RTT). The intern must review each documented activity on the RTT and either approve or return the time sheet to the resource teacher for modification.

The intern has the responsibility to review each cycle report in the KTIP process.

Teacher Intern Time Sheet (RTT) Instructions

Prerequisites:

- The resource teacher must enter the necessary information into the time sheet.

Process to Review RTT Reports

- Login to the IMS application. [Show IMS Login Page](#)
- Click on the “**Intern Management System**” button to display the intern’s home page. [Show RTT Review/Approval Screens](#)
- For each RTT listed, under the Status column, click the “**Click here to View, Sign and Approve Timesheet**” button to review the time sheet.
 - Request Revisions
 - If the RTT is incomplete or incorrect, click the “**Return to Resource Teacher for Editing**” button. The RTT will be returned to the resource teacher for modification. The RT must modify and re-sign.
 - To approve
 - Enter password, verify full name, and click the “**Click Here to Agree and Digitally Sign**” button.

Teacher Intern Record of Teacher Internship Year (RTIY) Instructions

Prerequisites:

- The principal must enter the information for each cycle report.

Process to Review RTIY Reports

- Login to the IMS application. [Show IMS Login Page](#)
- Click on the “**Intern Management System**” button to display the intern’s home page.
- The internship is listed with the “**Sign Report**” link available next to the RTIY report awaiting RT review. Click on the “**Sign Report**” link to display the report screen.
- Review the report by clicking the icon.
- Approve the report by entering their password, verifying their full name and clicking the “**Click Here to Agree and Digitally Sign**” button. [Show Intern Signoff Screen](#)

IMS-Message

IMS Messages will be automatically sent by the system when specific events occur. These messages contain predefined notes as well as a text field which can hold up to 100 characters for additional comment.

These events include;

- *COE Status Change* – a message will be sent to the DC when the COE has been Approved, Denied, Returned to Pending or upon the intern’s Resignation.
- *RTIY Returned* – a message will be sent to the DC when KTIP Staff returns a RTIY cycle to the Principal.
- *RTT Returned* – a message will be sent to the RT when any committee member (Intern, Principal, DC) or KTIP Staff returns the time sheet for modification.

The message can be viewed by the recipient by accessing the IMS-Message ‘Inbox’.

A list of messages sent can be viewed by the sender (person returning the RTT or changing the COE status) by accessing the IMS-Message ‘Sent’ box.

IMS-Messages will be discarded after the interim or a successful internship has been completed. Messages will remain in both the ‘Inbox’ and ‘Sent’ boxes for internships that have been denied, resigned, or deemed unsuccessful.

Resource Teacher (RT) Received Messages Example

Display: Current Internships ▾

| Intern | Current Committee: | Time Sheet | Record of Internship Year |
|--|---|--|--|
| Wakeatnite, Liza Inbox(3) | Resource Teacher: Name: Email: Teacher Educat Name: Email: | Fall time sheet approved by EPSB Review (Out of Class) Fall time sheet Approved by EPSB Click Here to Create Spring time sheet | Orientation: Complete Cycle I: Complete Cycle II: Complete Cycle III: EPSB Approved |

There are 3 unread messages contained in the 'Inbox' relating to this internship

Clicking on the [Inbox\(3\)](#) will display all messages received for this internship.

[Inbox](#) [Sent](#)

Inbox Messages

| Intern Name | Received From | Subject | | |
|------------------|---------------------|--|----------------------|--|
| Wakeatnite, Liza | Dietrich Wangtazler | Timesheet rejected by committee member | 5/31/2006 8:47:46 AM | |
| Wakeatnite, Liza | Carmelita Azteca | Timesheet rejected by committee member | 5/31/2006 8:47:46 AM | |
| Wakeatnite, Liza | Liza Wakeatnite | Timesheet rejected by committee member | 5/31/2006 8:02:30 AM | |

View details of a message by clicking here

Message Details

[Inbox](#) [Sent](#)

| Read Message | |
|-----------------|--|
| Intern Name | Liza Wakeatnite |
| From | Liza Wakeatnite |
| Subject | Timesheet rejected by committee member |
| Message Details | incorrect time |
| Date | 5/31/2006 8:02:30 AM |

Once a message has been viewed, the 'Status' will change to an opened envelope

[Inbox](#) [Sent](#)

Inbox Messages

| Intern Name | Received From | Subject | Received Date | Status |
|------------------|---------------------|--|----------------------|---|
| Wakeatnite, Liza | Dietrich Wangtazler | Timesheet rejected by committee member | 5/31/2006 9:23:20 AM |  |
| Wakeatnite, Liza | Carmelita Azteca | Timesheet rejected by committee member | 5/31/2006 8:47:46 AM |  |
| Wakeatnite, Liza | Liza Wakeatnite | Timesheet rejected by committee member | 5/31/2006 8:02:30 AM |  |

Status Flag

 Unread

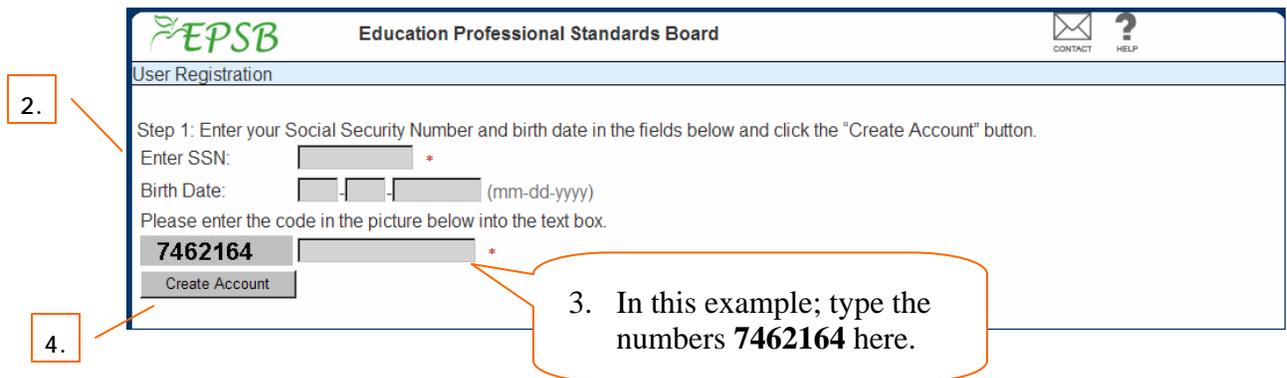
 Read

Login and Exit Procedures

Account Creation

To *create a login*, click on the “**Need a login? [Click here](#)**” link directly beneath the login boxes. You will be prompted to enter your SSN, Birth Date, and a picture code for security. If you don’t already have a user ID on file, you will be asked to enter your contact information, create a username and password, select password hint questions and enter answers.

1. Click on the ‘**Need a login? [Click here](#)**’ link to display the User Registration screen and begin the account creation process.
2. Enter your full social security number and birth date.
3. For security purposes, type in the code pictured on the left into the text box.
4. When finished, click on the ‘Create Account’ button. The system will determine if an account already exists for the SSN and Birth Date entered.



The screenshot shows the 'User Registration' page for the Education Professional Standards Board (EPSB). The page includes a header with the EPSB logo and navigation links for 'CONTACT' and 'HELP'. The main content area is titled 'User Registration' and contains the following text and form fields:

Step 1: Enter your Social Security Number and birth date in the fields below and click the "Create Account" button.

Enter SSN: *

Birth Date: - - (mm-dd-yyyy)

Please enter the code in the picture below into the text box.

7462164 *

Annotations on the screenshot:

- A box labeled '2.' points to the SSN and Birth Date input fields.
- A box labeled '4.' points to the 'Create Account' button.
- A callout box labeled '3.' points to the security code input field, containing the text: "3. In this example; type the numbers **7462164** here."

Password Recovery

The Password Recovery process is necessary when you have forgotten your User Name and/or Password or your account has either expired or been disabled. You may *recover* it by clicking the 'Forgot your password? [Click here](http://kyepsb.net/)' link via the EPSB website <http://kyepsb.net/>. There are two options for recovering your password, either utilizing your previously chosen Hint Questions and Answers or via Email.

Using Hint Q & A

After clicking the 'Forgot your password? [Click here](http://kyepsb.net/)' link via the EPSB website <http://kyepsb.net/>, the Forgot Password screen is displayed.

Forgot Password

You can reset password either using hint questions and answers or Via Email

Password recovery using hint questions and answers involves four basic steps:
 Step 1 : Personal Identification Verification
 Step 2 : Hint Q&A Verification
 Step 3 : Reset New Password
 Step 4 : Login

Start

OR

Reset password via email

Enter SSN: *

Enter Email: *

Recover Password

Begin the Password Recovery process using Hint Q & A by clicking the 'Start' button.

Personal Identification Verification

1. Your full SSN and either User Name or Date of Birth are required and must match the information already on file at the EPSB.
2. The picture code is an additional level of security and must be typed exactly as shown.
3. Click the 'Continue' button to proceed to the Question and Answer verification page.

Forgot Password

Step 1 : Personal Identification Verification

1. SSN : *

User Name :

Date of Birth : - - (mm-dd-yyyy)

Please enter the code in the picture below into the text box.

6308768 *

Continue

3.

2. In this example; type the numbers **6308768** here.

Hint Q & A Verification

Your previously chosen Hint Questions will be displayed. You must enter the correct Answers and click the ‘Continue’ button to proceed to the Reset Password screen.

Forgot Password

Step 2 : Hint Questions and Answers Verification

Question1 : What is your mother's maiden name?
 Answer1 : *

Question2 : What is your all-time favorite movie star?
 Answer2 : *

Question3 : Where did you first meet your spouse?
 Answer3 : *

Reset New Password

1. Enter a new password into both the ‘Password:’ and the ‘Confirm Password:’ fields. *The password must contain a combination of at least six letters and numbers.*
2. Click the ‘Reset Password’ button when complete. You will receive a confirmation email each time your password is reset.

Forgot Password

Step 3 : Reset New Password

Please note the password requirements. We also suggest that your password contains atleast six charactets and a mix of letters and numbers.

User Name : PROFILE23

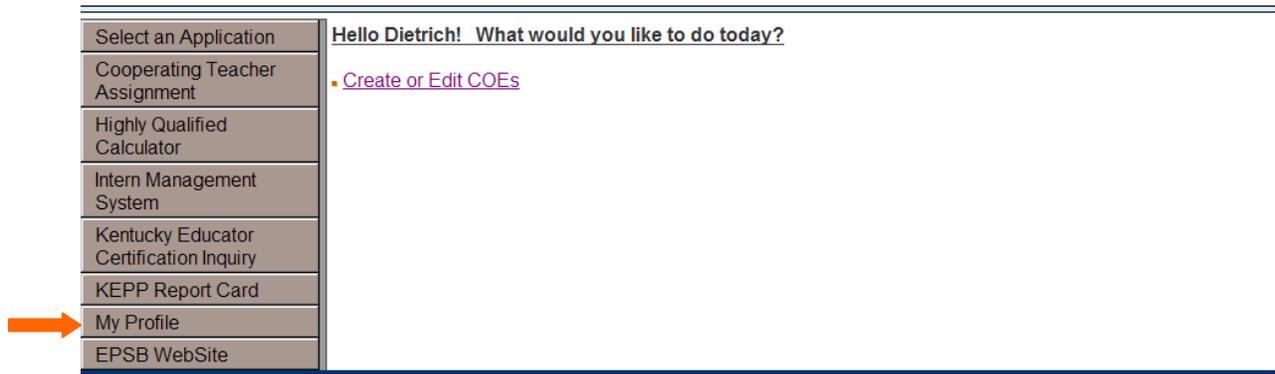
Password : *

Confirm Password : *

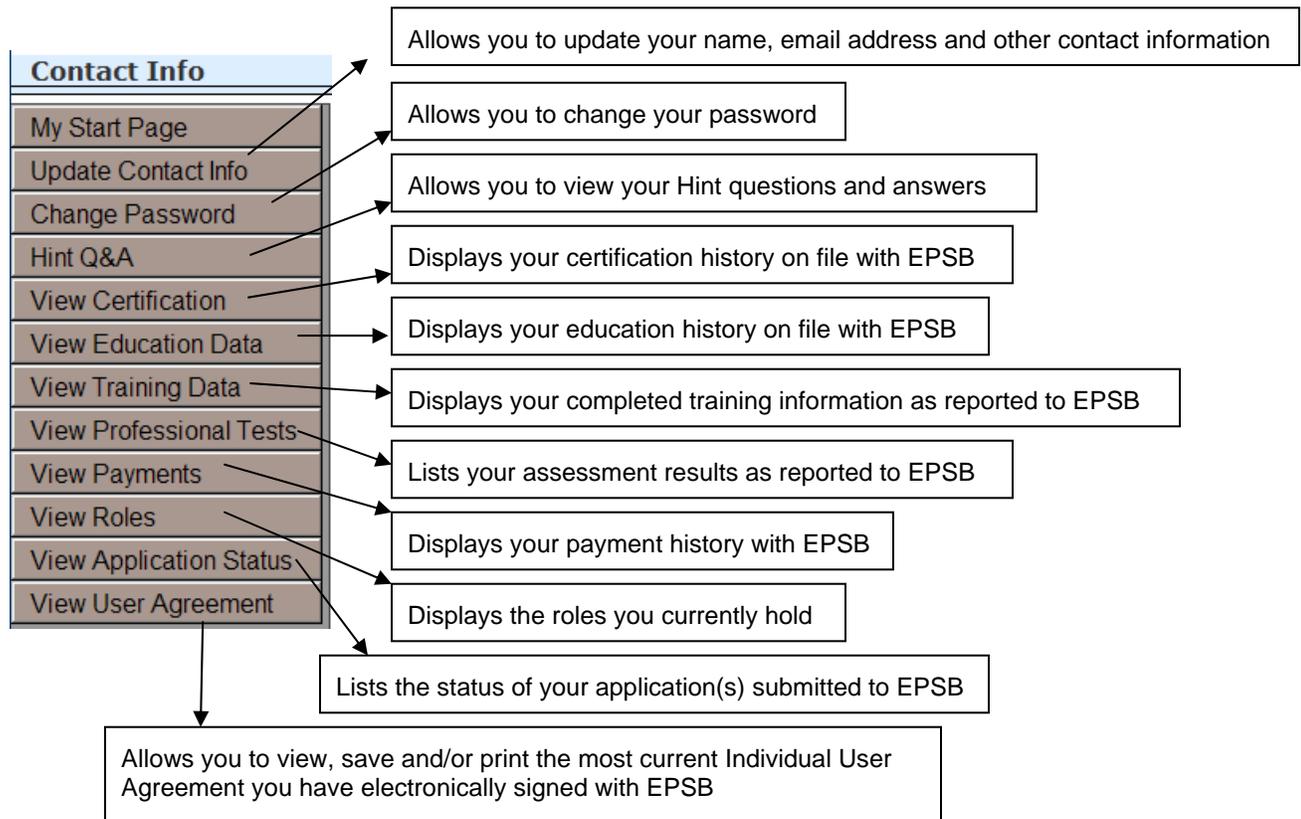
My Profile

The My Profile application is available to all active users and can be accessed from the user's home page. This application enables a user to maintain their account information and to view specific data retained on them at EPSB.

Home Page



Click on the 'My Profile' button to access the application.



Explanation of Contact Information Fields

1. If you need to change your first name or SSN, please contact the EPSB Division of Certification at 888-598-7667.
2. The Email address is required and will be used by the EPSB to send correspondence and program information and also in the password recovery process.
3. The Current Mailing Address is required and will be used by the EPSB to mail correspondence such as your certificate, requests for information, payments, etc.

| Contact Info | |
|--|---|
| <ul style="list-style-type: none"> My Start Page Update Contact Info Change Password Hint Q&A View Certification View Education Data View Training Data View Professional Tests View Payments View Roles View Application Status View User Agreement | <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;"> Profile Test23 (PROFILE23) EPSB ID: 200700040 </div> <p><i>* Fields are mandatory</i></p> <p>Title: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>General Info:</p> <p>Name: Profile Test23</p> <p>Middle Name: <input type="text"/></p> <p>Last Name: <input type="text"/> *</p> <p>Suffix: <input type="text"/></p> <p>Date Of Birth: 01 / 15 / 1972 * (mm-dd-yyyy)</p> <p>Gender: <input type="text"/></p> <p>Ethnicity: <input type="text"/></p> <p>Email: <input type="text" value="valerie.armstrong@ky.gov"/> *</p> <p>Phone Numbers:</p> <p>Location : (<input type="text"/>) <input type="text"/></p> <p>Location FAX : (<input type="text"/>) <input type="text"/></p> <p>Mobile : (<input type="text"/>) <input type="text"/></p> <p>Pager : (<input type="text"/>) <input type="text"/></p> <p>Mobile FAX : (<input type="text"/>) <input type="text"/></p> <p>Addresses:</p> <p><u>Current Mailing Address</u></p> <p>Address Line 1: <input type="text" value="100 Airport Road"/> *</p> <p>Address Line 2: <input type="text"/></p> <p>Zip Code: <input type="text" value="40601"/> * - <input type="text"/></p> <p>City, State: Frankfort, KY <small>Enter a zip to look up city</small></p> <p><u>Permanent Mailing Address (Enter only if different from Current Mailing Address)</u></p> <p>Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>Zip Code: <input type="text"/> - <input type="text"/></p> <p>City, State: <input type="text"/> <small>Enter a zip to look up city</small></p> <p><input type="button" value="Save Changes"/></p> |

Steps to Changing Your Password

For security reasons, you are required to change your EPSB password every thirty days. The system will notify you when it's time to change your password, but you may also change it at anytime by accessing the My Profile application and clicking the 'Change Password' button.

1. Enter your new password into both the 'New Password:' and the 'Retype New Password:' fields. *The password must contain a combination of at least six letters and numbers.*
2. Click the 'Reset Password' button when complete.

| Password | |
|---|------------------------------|
| My Start Page | Dietrich Wangtazler (TESTDC) |
| Update Contact Info | |
| Change Password | |
| Hint Q&A | |
| View Certification | |
| View Education Data | |
| View Training Data | |
| View Professional Tests | |
| View Payments | |
| View Roles | |
| View Application Status | |
| | |
| | |
| <p>To change your password, enter your desired password into the "New Password" box, retype it into the "Retype New Password" box and then click the "Reset Password" button. Please note the password requirements. We also suggest that your password contain a mix of letters and numbers. Neither your username nor password will be case sensitive.</p> <p>UserID: TESTDC</p> <p>New Password:** <input type="password"/> 1.</p> <p>Retype New Password:** <input type="password"/> *</p> <p style="text-align: center;"><input type="button" value="Reset Password"/> 2.</p> <p>* - Mandatory Fields</p> | |

You will receive a confirmation via email each time your password is reset.

Log Out Link

When a user is logged into the EPSB website, the "Log Out" link  is located at the top right of every page. When multiple people use the same computer, clicking on the "Log Out" link ensures that your personal information is not available to other users.

[Return to IMS Login Page](#)

Search

The Intern Management System (IMS) provides most users with information pertinent to them at login thereby making searching for records unnecessary. There are three roles that have a need for the IMS search functions; regional and district coordinators and EPSB staff.

Most information in the Intern Management System (IMS) is based on the individual teacher intern. The majority of searches within the system will therefore be performed utilizing intern specific information such as a social security number and/or name. Some searches may also be filtered by other criteria such as Semester and Year.

Regional Coordinator Search

[TE Requested](#) | [TE Assigned](#)

Teacher Educator Assigned

Select a Year: Select a semester:

Number of Rows Per Page:

Search Intern

SSN: Last Name: First Name:

The following is a list of all internships approved by EPSB which are associated with your region and have a TE assigned, but can still be changed. To view internship details and change a TE assignment, click on an intern's name. To sort the list by a different column, simply click on the column heading.

| 1 | Intern Name | Resource Teacher | Teacher Educator | Principal | District | School | Approval Date |
|---|---|-------------------|----------------------|-------------------|----------------|--------------------------|---------------|
| | Dingleheimerschmitt, John | Bedsprings, Rusty | Squashblossom, Linda | Azteca, Carmelita | Bullitt County | Bullitt East High School | 1/10/2006 |
| | Swackhammer, Delbert | Spumoni, Sandra | Squashblossom, Linda | Conley, Johnda | Bullitt County | Bernheim Middle School | 1/23/2006 |

1

Searches can be performed as follows:

- Entering the full SSN and clicking “Search” button
- Entering partial or full Last Name and/or First Name and clicking “Search” button

The search criteria can be narrowed by changing the values of the drop down lists for Select a Year, and Select a Semester.

- Select a Year choices begin with 2002-2003 and continue through the current year, or All
- Select a Semester choices are Spring, Fall, All

District Coordinator Search

DC - Search Internships
Time Sheet Approval
Signoff on Final RTIYs
RT List
IMS-Message
Create COE

Welcome to the Intern Management System!

[Hide Instruction](#)
 This is your tool for submitting teacher internship forms and reports to the Education Professional Standards Board.

- **Action Item Buttons at the top of the page:**
 - **Search Internships** – Allows you to return to the search page from any other page
 - **Time sheet Approval** – Displays all time sheets that have been signed by all committee members, but not yet submitted to EPSB by the District Coordinator. Once a time sheet from this list is approved or sent back to the Resource Teacher, it is removed from this list. If it was sent back to the Resource Teacher, it will appear in this list again once all committee members have signed the time sheet again.
 - **Signoff on Final RTIYs** – Displays all Final Reports that have been submitted to the District Coordinator and allows the District Coordinator to review and signoff on the reports as well.
 - **IMS Message** – Its an **In-built** messaging system, You can received messages in your Inbox from KTIP staff to provide information. For example when COE is approve or denied. In your send section, you can see **In-built** messages send by you to committee members. For Example when you reject timesheet.
 - **Create COE** – Takes the District Coordinator to Step 1 of the create COE process.
- **Search Options at the bottom of the page:**
 - To **Search for a Specific Intern**, enter either their SSN or name into the search fields and click the search button.
 - To **Display a List of All Interns** with an IMS record in your district, leave the SSN and name fields blank, select "All" for the Semester and Year dropdown lists, select whether you want to see information relating to COEs, RTTs, RTIYs or all and click the search button.
 - To **Display a List of All Interns for a Specific Year or Semester**, leave the SSN and name fields blank, select the semester and year desired, select the display type and click the search button.

Intern Search Box

Intern SSN:
 Last Name:
 First Name:

Semester:
 Year:
 Display:

| Intern | Year | Semester | Type | School | KTIP Status | COE Status |
|--------|------|----------|------|--------|-------------|------------|
|--------|------|----------|------|--------|-------------|------------|

Using the Intern Search Box, searches can be performed as follows:

- Entering the full or last 4 digits of the SSN and clicking “Search” button
- Entering partial or full Last Name and/or First Name and clicking “Search” button

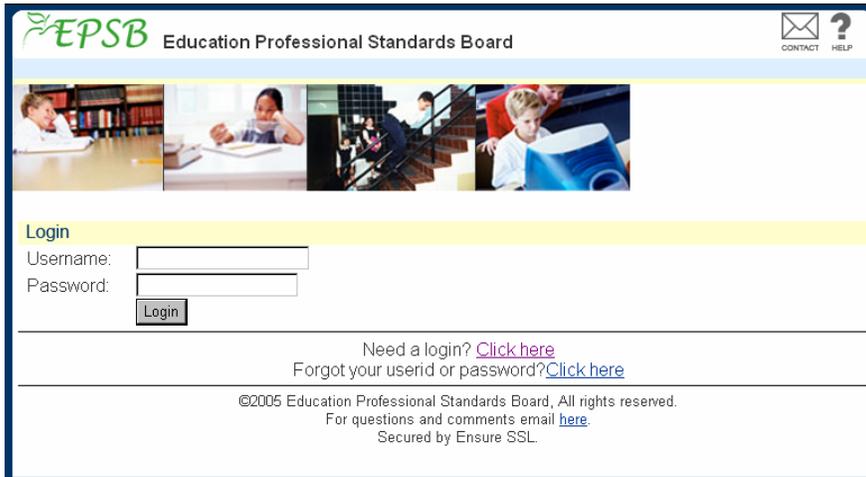
The search criteria can be narrowed by changing the values of the drop down lists for Semester, Year and Display.

- Semester choices are All, Fall, Spring
- Year choices begin with 2003-2004 and continue through the current year
- Display choices are COE Status, RTT Status, RTIY Status, All

Graphical Depiction of Processes

Confirmation of Employment

- Login to the IMS application.



The screenshot shows the login page for the Education Professional Standards Board (EPSB). At the top left is the EPSB logo and the text "Education Professional Standards Board". At the top right are icons for "CONTACT" and "HELP". Below the header is a banner with four small images of students. The main content area has a yellow background for the "Login" section. It contains a "Username:" label with a text input field, a "Password:" label with a text input field, and a "Login" button. Below the login fields, there are two links: "Need a login? [Click here](#)" and "Forgot your userid or password? [Click here](#)". At the bottom of the page, there is a copyright notice: "©2005 Education Professional Standards Board, All rights reserved. For questions and comments email [here](#). Secured by Ensure SSL."

[Steps to Create an EPSB Account](#)

RETURN TO:

BY PROCESS INSTRUCTIONS

[Create COE](#)

[TE Assignment](#)

[Produce RTIY Reports](#)

[Create RTT](#)

BY ROLE INSTRUCTIONS

[DC Create COE](#)

[DC Review RTIY](#)

[DC Review RTT](#)

[RC TE Assignment](#)

[Principal Produce RTIY Reports](#)

[Principal Review RTT](#)

[RT Create Time Sheet](#)

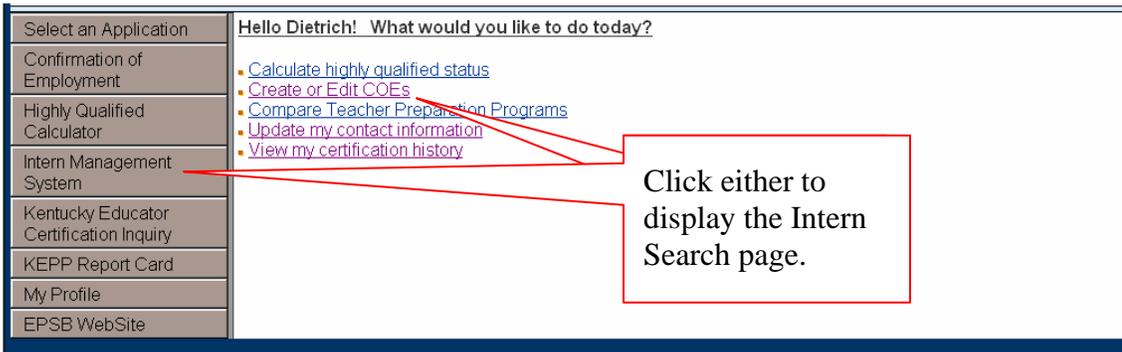
[RT Review RTIY Reports](#)

[TE Review RTIY Reports](#)

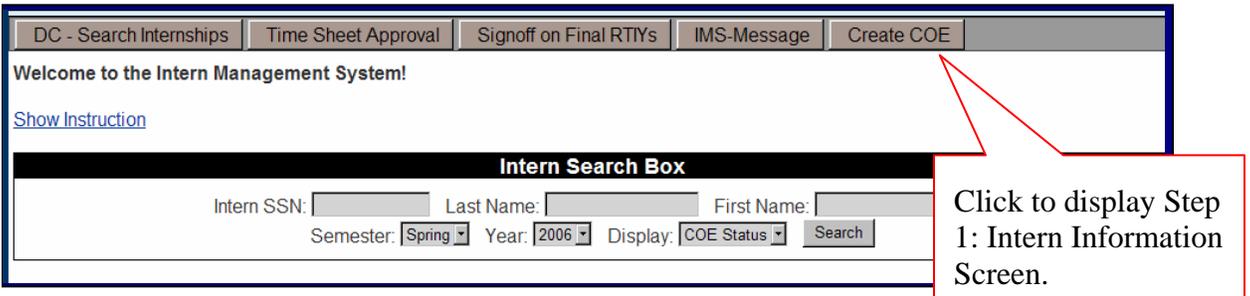
[Intern Review RTT](#)

[Intern Review RTIY](#)

- “Create or Edit COEs” link is located on the District Coordinator’s Home Page



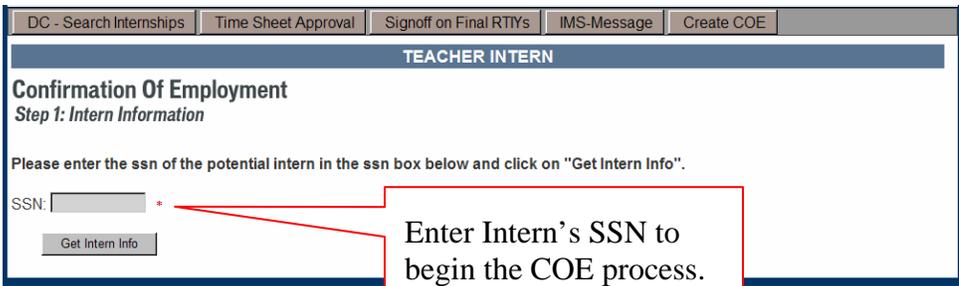
- “Create COE” button is located on the District Coordinator’s Intern Search page



[By Process, COE Instructions](#)

[By Role, DC Instructions](#)

- Step 1: Intern Information screen is the starting point for the District Coordinator to create a COE record in the IMS system



[By Process, COE Instructions](#)

[By Role, DC Instructions](#)

- Intern's General Information is displayed and may be modified

DC - Search Internships Time Sheet Approval Signoff on Final RTIYS IMS-Message Create COE

Confirmation Of Employment

Step 1: Intern Information

Review this information for accuracy before submitting. If this information is correct, please click on "Save And Exit" or "Save And Continue".

TEACHER INTERN:

* Fields are mandatory

General Info:

Name: Manuel Labor
 Last Name: Labor
 SSN:
 Email: Valerie.Armstrong@ky.gov

Addresses:

Current Mailing Address

Address Line 1: 100 Airport Road
 Address Line 2:
 Zip Code: 40065 - -
 City, State: Shelbyville, KY Enter a zip to look up city

Permanent Mailing Address (Enter only if different from Current Mailing Address) [Delete](#)

Address Line 1: 876 Porfiro Drive
 Address Line 2:
 Zip Code: 40601 - -
 City, State: Frankfort, KY Enter a zip to look up city

INTERNSHIP INFORMATION:

District: Bullitt County
 School: Bernheim Middle School
 Internship Type: KTIP
 Semester of Internship:
 Aug-May, Full Year
 Aug-Dec, 1st half of internship.
 Aug-Dec, 2nd half of internship.
 Jan-May, 1st half of internship.
 Jan-May, 2nd half of internship.

Beginning Date of Internship for Current Semester: . . (mm-dd-yyyy)

[By Process, COE Instructions](#)

[By Role, DC Instructions](#)

- Step 2: Assign Committee screen is used to designate a principal and resource teacher for an internship committee

Select here to move to another function within the Confirmation of Employment Process:

Confirmation Of Employment

Step 2: Assign Committee

Review this information for accuracy before submitting. If this information is correct, please click on "Save And Exit" or "Save And Continue".

Current Committee:

Resource Teacher:
 * Fields are mandatory
 Name: Sandra Anne Spumoni
 Email:

Principal:
 * Fields are mandatory
 Name: Carmelita Azteca
 Email:

Edit Committee:

Resource Teacher:
 SSN:

Principal:

Verify or modify Email addresses

Enter RT's SSN and select Principal from the drop down list. Click "Validate and Assign Committee" button.

[By Process, COE Instructions](#)

[By Role, DC Instructions](#)

- Step 3: Job Information screen allows the District Coordinator to enter the content and population the intern is allowed to teach during this internship

Select here to move to another function within the Confirmation of Employment Process:
 [Step 3: Job Information]

Confirmation Of Employment

Step 3: Job Information

Review this information for accuracy before submitting. If this information is correct, please click on "Save And Exit" or "Save And Continue".

Please fill in the Job Information for this Teacher Intern. Accuracy is extremely important.
 If the teacher teaches more than one content and population you must complete all job information and click "Insert Above Data" for each job assignment. To Update the existing content click on Edit link.

| | |
|---------------------|-------------------|
| Job Function | Teacher |
| Content | Select Content |
| Population | Select Population |
| Grade Low | Select Grade |
| Grade High | Select Grade |
| Hrs/day | Select Hours |
| Days/wk | Select Days |

Insert Above Data

LEAD Course Information:

Listed below is the course information currently held for this intern. To remove an entry, click on Remove and make necessary changes from the above list and click on Update Above Data

| Job Function | Content | Population | Grades | Hours/Day | Days/Week | Remove | Edit |
|--------------|-------------------------------|------------|-----------|-----------|-----------|------------------------|----------------------|
| Teacher | Career Choices, Middle School | General | 6th - 8th | 4 | 5 | Remove | Edit |

Save And Exit Save And Continue

Make selections from the drop down lists.
 Click "Insert Above Data" button to populate the LEAD Course Information: section.

[By Process, COE Instructions](#)

[By Role, DC Instructions](#)

- Step 4: Generate COE screen will create the completed COE report and allow the District Coordinator to submit it to the EPSB for approval

Select here to move to another function within the Confirmation of Employment Process:
Step 4: Generate COE

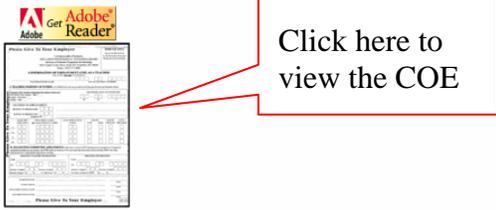
Confirmation Of Employment

Step 4: Generate COE

Review this information for accuracy before submitting. If this information is correct, please click on "Save And Exit" or "Submit to EPSB for Approval".

Click on the icon below to review the information you entered and print a copy for your records. Once you have reviewed all the info for accuracy please click on 'Submit to EPSB for Approval'.

Bug Fix! If clicking on the image opens a blank window and you do not see your report, you are most likely running Adobe Reader 6.0.0 which has a bug that acts this way with Internet Explorer. Upgrading to Adobe Reader 6.0.1 or higher by clicking on the icon below will resolve this issue.



[Click here to review/print in a new window!](#)

Save And Exit Submit to EPSB for Approval

[By Process, COE Instructions](#)

[By Role, DC Instructions](#)

Teacher Educator Assignment

- TE Assignment process begins after the intern's COE has been approved by the EPSB. The Regional Coordinator for the intern's region will assign a Teacher Educator to the internship committee to complete it's membership

[TE Requested](#) | [TE Assigned](#) | [TE List](#)
Teacher Educator Requested

Search Intern
 SSN Last Name First Name

The following is a list of all internships approved by EPSB which are associated with your region, but do not have a TE currently assigned. To view internship details and assign a TE, click on an intern's name. To sort the list by a different column, simply click on the column heading.

| 1 | | | | | | |
|----------------------------------|-------------------------|-------------------------|------------------|-----------------|--------------------------|----------------------|
| <u>Intern Name</u> | <u>Resource Teacher</u> | <u>Teacher Educator</u> | <u>Principal</u> | <u>District</u> | <u>School</u> | <u>Approval Date</u> |
| Wakeatnite, Liza | Shirley Dushy | | | | Bullitt East High School | 5/16/2006 |

Select an internship by clicking on the intern's name.

[By Process, TE Assignment](#) [RC Instructions](#)

- TE List displays the region's qualified TEs and the training they have attended

5/16/2006 List of Teacher Educator under University of Louisville

Training Attended

| SNo. | Teacher Educator | SSN | KTIP | IECE | TPA |
|------|------------------|-----------|------|------|-----|
| 1 | Adam Jenkins | 999999999 | Y | N | N |
| 2 | Amy Willis | 999999999 | Y | Y | N |
| 3 | Andrew Hill | 999999999 | Y | N | N |
| 4 | Ann Smith | 999999999 | Y | N | Y |

[By Process, TE Assignment Instructions](#) [By Role, RC Instructions](#)

Enter TE SSN to begin the internship committee assignment

| TEACHER INTERN: | | INTERNSHIP INFORMATION: | | | |
|--|--|-------------------------|------------------------|-----------|-----------|
| Name: | Delbert Swackhammer | District: | Bullitt County | | |
| Email: | | School: | Bernheim Middle School | | |
| | | Internship Type: | KTIP | | |
| | | Semester of Internship: | Aug-May, Full Year | | |
| | | Beginning Date: | 09-14-2005 | | |
| Current Committee: | | | | | |
| Resource Teacher: | | | | | |
| Name: | Mitch Poindexter | | | | |
| Email: | | | | | |
| Principal: | | | | | |
| Name: | Johnda May Conley | | | | |
| Email: | mihir.pathak@ky.gov | | | | |
| Teacher Educator: | | | | | |
| Teacher Educator Not Assigned. | | | | | |
| LEAD Course Information: | | | | | |
| Job Function | Content | Population | Grades | Hours/Day | Days/Week |
| Teacher | Yearbook | Traumatic Brain Injury | 12th - 12th | 6.5 | 5 |
| Assign a Teacher Educator: | | | | | |
| Enter SSN of the desired TE: <input type="text"/> * <input type="button" value="Get TE Info"/> | | | | | |
| Refer to another region: | | | | | |
| Select a region: <input type="text" value="Please select a region."/> <input type="button" value="Refer"/> | | | | | |

Enter TE SSN and click the "Get TE Info" button.

[By Process, TE Assignment Instructions](#) [By Role, RC Instructions](#)

- Verify TE General Information – update the TE information as needed and click the "Assign TE" button to complete the internship committee membership

| Assign a Teacher Educator: | |
|--|--|
| Enter SSN of the desired TE: <input type="text"/> * <input type="button" value="Get TE Info"/> | |
| <i>* Fields are mandatory</i> | |
| General Info: | |
| Name: | Linda Squashblossom |
| Email: | <input type="text" value="david.anstey@ky.gov"/> * |
| <input type="button" value="Assign TE"/> | |
| Refer to another region: | |
| Select a region: <input type="text" value="Please select a region."/> <input type="button" value="Refer"/> | |

Verify the TE name and Email address.
Click "Assign TE" button.

[By Process, TE Assignment Instructions](#) [By Role, RC Instructions](#)

- TE Referral – the Regional Coordinator for the intern’s region may choose to refer the internship committee membership request to another region for TE assignment

| TEACHER INTERN: | | INTERNSHIP INFORMATION: | | | |
|--|--|-------------------------|--|-----------|-----------|
| Name: | Delbert Swackhammer | District: | Bullitt County | | |
| Email: | mihir.pathak@ky.gov | School: | Bernheim Middle School | | |
| | | Internship Type: | KTIP | | |
| | | Semester of Internship: | Jan-May, 1 st half of internship. | | |
| | | Beginning Date: | 01-02-2006 | | |
| Current Committee: | | | | | |
| Resource Teacher: | | | | | |
| Name: | Sandra Anne Spumoni | | | | |
| Email: | mihir.pathak@ky.gov | | | | |
| Principal: | | | | | |
| Name: | Johnda May Conley | | | | |
| Email: | mihir.pathak@ky.gov | | | | |
| Teacher Educator: | | | | | |
| Name: | Linda Squashblossom | | | | |
| Email: | mihir.pathak@ky.gov | | | | |
| LEAD Course Information: | | | | | |
| Job Function | Content | Population | Grades | Hours/Day | Days/Week |
| Teacher | Any | Any | Pre_School - Entry | 6 | 5 |
| Assign a Teacher Educator: | | | | | |
| Enter SSN of the desired TE: <input type="text"/> * <input type="button" value="Get TE Info"/> | | | | | |
| * Fields are mandatory | | | | | |
| General Info: | | | | | |
| Name: | Linda Squashblossom | | | | |
| Email: | Please select a region. * | | | | |
| <input type="button" value="Save Changes"/> | | | | | |
| <input type="button" value="Refer"/> | | | | | |
| Refer to another region: | | | | | |
| Select a region: | Please select a region. <input type="button" value="Refer"/> | | | | |

Select a region and click "Refer" button

[By Process, TE Assignment Instructions](#) [By Role, RC Instructions](#)

- TE Assignment Modification – the Regional Coordinator may alter the TE assignment until the intern’s Orientation meeting has occurred
- Intern Selection Screen

Teacher Educator Assigned

Select a Year: Select a semester:

Number of Rows Per Page:

Search Intern

SSN: Last Name: First Name:

The following is a list of all internships approved by EPSB which are associated with your region and have a TE assigned, but can still be changed. To view internship details and change a TE assignment, click on an intern's name. To sort the list by a different column, simply click on the column heading.

| Intern Name | Resource Teacher | Teacher Educator | Principal | District | School | Approval Date |
|---|------------------|------------------|-----------------|----------------|--------------------------|---------------|
| Dingleheimerschmitt, John | Bedsp | | zteca, armelita | Bullitt County | Bullitt East High School | 1/10/2006 |
| Swackhammer, Delbert | Spumc Sandra | | onley, bhnda | Bullitt County | Bernheim Middle School | 1/23/2006 |

Select an internship by clicking on the intern's name.

[By Process, TE Assignment Instructions](#) [By Role, RC Instructions](#)

- TE Modification Screen

| TEACHER INTERN: | | INTERNSHIP INFORMATION: | | | |
|---|--|--------------------------------------|--|-----------|-----------|
| Name: | Delbert Swackhammer | District: | Bullitt County | | |
| Email: | mihir.pathak@ky.gov | School: | Bernheim Middle School | | |
| | | Internship Type: | KTIP | | |
| | | Semester of Internship: | Jan-May, 1 st half of internship. | | |
| | | Beginning Date: | 01-02-2006 | | |
| Current Committee: | | | | | |
| Resource Teacher: | | | | | |
| Name: | Sandra Anne Spumoni | | | | |
| Email: | mihir.pathak@ky.gov | | | | |
| Principal: | | | | | |
| Name: | Johnda May Conley | | | | |
| Email: | mihir.pathak@ky.gov | | | | |
| Teacher Educator: | | | | | |
| Name: | Linda Squashblossom | | | | |
| Email: | mihir.pathak@ky.gov | | | | |
| LEAD Course Information: | | | | | |
| Job Function | Content | Population | Grades | Hours/Day | Days/Week |
| Teacher | Any | Any | Pre_School - Entry | 6 | 5 |
| Assign a Teacher Educator: | | | | | |
| Enter SSN of the desired TE: <input type="text"/> * | | | | | |
| * Fields are mandatory | | | | | |
| General Info: | | | | | |
| Name: | Linda Squashblossom | | | | |
| Email: | <input type="text"/> * | | | | |
| <input type="button" value="Save Changes"/> | | | | | |
| Refer to another region: | | | | | |
| Select a region: | <input type="text" value="Please select a region."/> | <input type="button" value="Refer"/> | | | |

Enter the new TE's SSN and click "Get TE Info" button.

Verify Email and click "Save Changes" button.

[By Process, TE Assignment Instructions](#) [By Role, RC Instructions](#)

Record of Teacher Internship Year

- Current committees and status of internships are presented to the Principal at login

IMS-Principal

Display: Current Internships

| Intern | Current Committee: | Time Sheet | Record of Internship Year |
|---|---|--|--|
| AZDingleheimerschmitt, John Inbox(0) | <p>Resource Teacher: Name: Dusty Rhodes Email: Valerie.Armstrong@ky.gov</p> <p>Principal: Name: Miss II Email: valerie.armstrong@ky.gov</p> <p>Teacher Educator: Name: Linda Squashblossom Email: Valerie.Armstrong@ky.gov</p> | Full Year time sheet has not been created | <p>Orientation: Complete</p> <p>Cycle I: Create The Cycle I report must be completed with all four signatures.</p> <p>Cycle II: The Cycle II report must be completed with all four signatures.</p> <p>Cycle III: The Cycle III report must be completed with all four signatures.</p> <p>Click here to flag intern for resignation.</p> |
| Fourteen, Intern Inbox(0) | <p>Resource Teacher: Name: Mr. ResT Eight Sr. Email: valerie.armstrong@ky.gov</p> <p>Principal: Name: Miss Principal Two II Email: valerie.armstrong@ky.gov</p> | Full Year time sheet approved by EPSB Review out-of-class hours on the EPSB approved time sheet | <p>Orientation: Complete</p> <p>Cycle I: Complete</p> <p>Cycle II: Complete</p> <p>Cycle III: EPSB Approved</p> |

Click 'Create' to begin the report process.

Trusted sites

[By Process, RTIY Instructions](#)

[By Role, Principal Instructions](#)

- Individual Intern information should be verified before proceeding with the RTIY process

Education Professional Standards Board

USER: PL0002

IMS-Principal

Orientation Meeting: Wakeatnite, Liza

Review the following information. Click the 'Verify and Exit' button to save and return at a later date or click the 'Verify and Go On' button to continue.

| TEACHER INTERN: | INTERNSHIP INFORMATION: | | | | | | | | | | | | | | | | | | |
|--|---|--------------|-------------|------------|-----------|-----------|-----------|---------|--|-------------|-----------|-----|---|---------|----------------------|---------|-------------|---|---|
| <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> General Info: Name: Liza Wakeatnite SSN: Email: Liza.Wakeatnite@ky.gov </div> <div style="border: 1px solid gray; padding: 5px;"> Addresses: Current Mailing Address Address Line 1: US 127 S Address Line 2: Zip Code: 40601 - City, State: Frankfort, KY Permanent Mailing Address (Enter only if different from Current Mailing Address) Address Line 1: Address Line 2: Zip Code: - City, State: </div> | <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Internship Information: District: School: Internship Type: KTIP Semester of Internship: Aug-Dec, 1st half of internship. Beginning Date: 10-10-2005 </div> <div style="border: 1px solid gray; padding: 5px;"> Current Committee: Resource Teacher: Name: Rusty Bedsprings Email: david.anstey@ky.gov Principal: Name: Carmelita Azteca Email: david.anstey@ky.gov Teacher Educator: Name: Linda Squashblossom Email: david.anstey@ky.gov </div> | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> LEAD Course Information: </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 10%;">Job Function</th> <th style="width: 45%;">Content</th> <th style="width: 10%;">Population</th> <th style="width: 10%;">Grades</th> <th style="width: 10%;">Hours/Day</th> <th style="width: 10%;">Days/Week</th> </tr> </thead> <tbody> <tr> <td>Teacher</td> <td>Arts and Humanities/History and Appreciation of the Visual and Performing Arts</td> <td>Alternative</td> <td>4th - 1st</td> <td>6.5</td> <td>4</td> </tr> <tr> <td>Teacher</td> <td>Broadcast Journalism</td> <td>General</td> <td>10th - 12th</td> <td>5</td> <td>5</td> </tr> </tbody> </table> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> Verify and Exit Verify and Go On </div> | | Job Function | Content | Population | Grades | Hours/Day | Days/Week | Teacher | Arts and Humanities/History and Appreciation of the Visual and Performing Arts | Alternative | 4th - 1st | 6.5 | 4 | Teacher | Broadcast Journalism | General | 10th - 12th | 5 | 5 |
| Job Function | Content | Population | Grades | Hours/Day | Days/Week | | | | | | | | | | | | | | |
| Teacher | Arts and Humanities/History and Appreciation of the Visual and Performing Arts | Alternative | 4th - 1st | 6.5 | 4 | | | | | | | | | | | | | | |
| Teacher | Broadcast Journalism | General | 10th - 12th | 5 | 5 | | | | | | | | | | | | | | |

[By Process, RTIY Instructions](#)

[By Role, Principal Instructions](#)

- Orientation – the Principal must document the orientation process

IMS-Principal

Orientation Meeting: Wakeatnite, Liza

Enter the following information.

ORIENTATION COMMITTEE MEETING

Committee Meeting: - - (mm-dd-yyyy)

ORIENTATION COMMITTEE MEETING CHECKLIST

Check each activity you have discussed **with** the intern at this meeting.

- the status of the intern's Statement of Eligibility/Confirmation of Employment.
- the schedule of events for the internship year.
- the processes and materials to be used for observations, giving special attention to the formative nature of Cycle I and Cycle II and the summative nature of Cycle III.
- the format and contents of lesson plans which the intern must provide to the committee members prior to their observations.
- the types of activities which are appropriate for the resource teacher's in-class and out-of-class mentoring activities with the intern.
- the role of the intern in the area of Professional Growth .
- the role of the portfolio in documenting the intern's progress against Teacher Standards.
- the Formative Portfolio Content.
- the committee members' expectations for the committee.

All activities must be checked.

[By Process, RTIY Instructions](#)

[By Role, Principal Instructions](#)

- Principal Signoff is required for all RTIY processes

Review Orientation Report: Wakeatnite, Liza

Please verify your User ID and Full Name. To digitally sign this RTIY Report, enter your password in the corresponding password box.

Principal Signoff

I hereby affirm and declare that the information provided in this report is true, accurate, and complete to the best of my knowledge. I further understand and verify my name in the signature box, I am affixing my electronic signature and that this constitutes a legally binding document.

User ID: PL0002
Password:
Full Name:

You have successfully generated a report. Clicking on the form will allow you to view that report. After review, please digitally sign below



[Click here to review in a new window!](#)
[Click here if unable to view report](#)

[By Process, RTIY Instructions](#)

[By Role, Principal Instructions](#)

- Intern Signoff is required for all RTIY processes

Review Orientation Report: Wakeatnite, Liza

Please verify your User ID and Full Name. To digitally sign this RTIY Report, enter your password in the corresponding password box.

Intern Signoff

I hereby affirm and declare that the information provided in this report is true, accurate, and complete to the best of my knowledge. I further understand and verify my name in the signature box, I am affixing my electronic signature and that this constitutes a legally binding document.

User ID: IT0003
Password:
Full Name:

You have successfully generated a report. Clicking on the form will allow you to view that report. After review, please digitally sign below



[Click here to review in a new window!](#)
[Click here if unable to view report](#)

[By Role, Intern Instructions](#)

- Resource Teacher Signoff is required for all RTIY processes

Review Orientation Report: Wakeatnite, Liza

Please verify your User ID and Full Name. To digitally sign this RTIY Report, enter your password in the corresponding password box.

Resource Teacher Signoff

I hereby affirm and declare that the information provided in this report is true, accurate, and complete to the best of my knowledge. I further understand and verify my name in the signature box, I am affixing my electronic signature and that this constitutes a legally binding document.

| | |
|---|---|
| <p>User ID: RT0004</p> <p>Password: <input type="password"/></p> <p>Full Name: <input type="text" value="Dusty Rhodes"/></p> <p><input type="button" value="Click Here To Agree And Digitally Sign"/></p> | <p>You have successfully generated a report. Clicking on the form will allow you to view that report. After review, please digitally sign below</p> <p style="text-align: center;"></p> <p style="text-align: center;">Click here to review in a new window!</p> <p style="text-align: center;">Click here if unable to view report</p> |
|---|---|

[By Role, RT Instructions](#)

- Teacher Educator Signoff is required for all RTIY processes

Review Orientation Report: Wakeatnite, Liza

Please verify your User ID and Full Name. To digitally sign this RTIY Report, enter your password in the corresponding password box.

Teacher Educator Signoff

I hereby affirm and declare that the information provided in this report is true, accurate, and complete to the best of my knowledge. I further understand and verify my name in the signature box, I am affixing my electronic signature and that this constitutes a legally binding document.

| | |
|--|---|
| <p>User ID: TE0001</p> <p>Password: <input type="password"/></p> <p>Full Name: <input type="text" value="Linda Squashblossom"/></p> <p><input type="button" value="Click Here To Agree And Digitally Sign"/></p> | <p>You have successfully generated a report. Clicking on the form will allow you to view that report. After review, please digitally sign below</p> <p style="text-align: center;"></p> <p style="text-align: center;">Click here to review in a new window!</p> <p style="text-align: center;">Click here if unable to view report</p> |
|--|---|

[By Role, TE Instructions](#)

- Signoff Confirmation Screen

Review Orientation Report: Wakeatnite, Liza

All Necessary Signatures have been Acquired

You have successfully generated a report. Clicking on the form will allow you to view that report. After review, please digitally sign below



[Click here to review in a new window!](#)
[Click here if unable to view report](#)

[By Process, RTIY Instructions](#)

[By Role, Principal Instructions](#)

- Cycle Report Dates screen is presented for each Cycle report process (I, II, III, IV)

Cycle I Meeting: Wakeatnite, Liza

Enter the following information.

| CYCLE I OBSERVATION DATES | |
|---------------------------|--|
| Principal: | <input type="text" value="MM - DD - YYYY"/> (mm-dd-yyyy) |
| Resource Teacher: | <input type="text" value="MM - DD - YYYY"/> (mm-dd-yyyy) |
| TE/IS: | <input type="text" value="MM - DD - YYYY"/> (mm-dd-yyyy) |
| CYCLE I COMMITTEE MEETING | |
| Committee Meeting: | <input type="text" value="MM - DD - YYYY"/> (mm-dd-yyyy) |

[By Process, RTIY Instructions](#)

[By Role, Principal Instructions](#)

- Cycle Report Performance screen is presented for each Cycle report process (I, II, III, IV). *An internship type of TPA (determined at the time of COE creation) will also list **Standard X. Provides Leadership within School/Community/Profession** – but these scores will not be used to determine Cycle success.*

Cycle I Meeting: Wakeatnite, Liza

Enter the following Information.

| SUMMARY OF CYCLE I PERFORMANCE | | | |
|--|-----------|------------------|-------|
| STANDARD | PRINCIPAL | RESOURCE TEACHER | TE/IS |
| I. Designs/Plans Instruction | 1 | 1 | 2 |
| II. Creates/Maintains Environments | 3 | 3 | 2 |
| III. Implements Instruction | 2 | 1 | 3 |
| IV. Assesses and Communicates Learning Results | 2 | 2 | 2 |
| V. Reflects/Evaluates Professional Practices | 3 | 2 | 2 |
| VI. Collaborates Colleagues/Families/Others | 2 | 3 | 3 |
| VII. Engages in Professional Development | 2 | 2 | 2 |
| VIII. Supports Families | 3 | 1 | 2 |
| IX. Demonstrates Implementation of Technology | 1 | 2 | 2 |

COMMITTEE CONSENSUS

Strengths related to the New Teacher Standards

Shows strengths in content knowledge, implementing instruction and collaboration with colleagues.

Priority Areas for Professional Growth

Must become stronger in technology usage as well as lesson plans.

Save and Continue

[By Process, RTIY Instructions](#)

[By Role, Principal Instructions](#)

- Cycle Report Checklist screen is presented for each Cycle report process (I, II, III, and IV)

Education Professional Standards Board USER: PL0002
Intern Management System

IMS-Principal
Cycle I Meeting: Wakeatnite, Liza

Enter the following Information. When complete, click the generate report button.

CYCLE I COMMITTEE MEETING CHECKLIST

Check each activity you have discussed **without** the intern at this meeting.

- record each member's holistic scores for the nine New Teacher Standards on the Summary of Intern Performance.
- discuss the analytic scoring and supporting evidence of each Standard to reach consensus on any new strengths and/or priority areas for professional growth identified during Cycle I. Record the identified strengths and priority areas for professional growth in the Committee Consensus section.
- review the intern's Professional Growth Plan and progress in addressing priority growth areas.
- review the status and appropriateness of the resource teacher's in-class and out-of-class time mentoring the intern.

Check each activity you have discussed **with** the intern at this meeting.

- discuss the holistic and analytic areas for growth identified by the committee Standards focusing on the intern's strengths and priority areas with those identified by the intern on his/her Professional Growth Plan to agree on the intern's professional growth and the assistance and documentation needed for the activities.
- reconcile any new strengths and/or priority areas identified by the intern on his/her Professional Growth Plan to agree on the intern's professional growth and the assistance and documentation needed for the activities.
- discuss the Summative Portfolio Check
- complete the electronic Summary of Intern Performance for Cycle I.

Save and Continue

[By Process, RTIY Instructions](#)

[By Role, Principal Instructions](#)

- Intern Information and Instructional Days screen is displayed when the report period requirements have been met – after Cycle I for a spring/interim period or after Cycle III or IV for a full/final period

Cycle I Meeting: Swackhammer, Delbert

* Fields are mandatory

General Info:

Name: Delbert Swackhammer
Last Name: Swackhammer
Email: valerie.armstrong@ky.gov

Addresses:

Current Mailing Address

Address Line 1: 100 Airport Road
Address Line 2:
Zip Code: 40071
City, State: Taylorsville, KY Enter a zip to look up city

Permanent Mailing Address (Enter only if different from Current Mailing Address) Delete

Address Line 1: 800 Airport Road
Address Line 2:
Zip Code: 40601
City, State: Frankfort, KY Enter a zip to look up city

INSTRUCTIONAL DAYS

Number of Instructional Days completed : 0

Save and Continue

[By Process, RTIY Instructions](#)

[By Role, Principal Instructions](#)

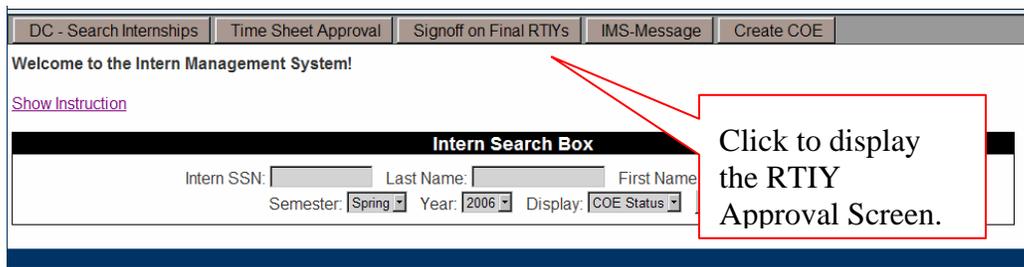
- RTIY Status is available to the Principal at login

| IMS-Principal | | | |
|---|--|---|--|
| Display: Current Internships | | | |
| Intern | Current Committee: | Time Sheet | Record of Internship Year |
| AZDingleheimerschmitt, John Inbox(0) | Resource Teacher: Name: Dusty Rhodes Email: Valerie.Armstrong@ky.gov Principal: Name: Miss Principal Two II Email: valerie.armstrong@ky.gov Teacher Educator: Name: Linda Email: Valerie.Armstrong@ky.gov | Full Year time sheet has not been created | Orientation: Complete Cycle I: Create Cycle II: The Cycle I report must be completed with all four signatures. Cycle III: The Cycle II report must be completed with all four signatures. Click here to flag intern for resignation. |
| Fourteen, Intern Inbox(0) | Resource Teacher: Name: Mr. ResT Eight Sr. Email: valerie.armstrong@ky.gov Principal: Name: Miss Principal Two II Email: valerie.armstrong@ky.gov | Full Year time sheet approved by EPSB <i>Review out-of-class hours on the EPSB approved time sheet</i> | Orientation: Complete Cycle I: Complete Cycle II: Complete Cycle III: EPSB Approved |
| Sixteen, Intern Inbox(0) | Resource Teacher: Name: Dr. ResT Seven Sr. Email: valerie.armstrong@ky.gov Principal: Name: Miss Principal Two II Email: valerie.armstrong@ky.gov Teacher Educator: Name: Teacher Educator Email: T.E@ky.gov | Fall time sheet approved by EPSB <i>Review out-of-class hours on the EPSB approved time sheet</i> | Orientation: Complete Cycle I (Interim): Returned by EPSB to Modify Report Click here to flag intern for resignation. |

[By Process, RTIY Instructions](#)

[By Role, Principal Instructions](#)

- District Coordinator RTIY Approval Screens



DC - Search Internships | Time Sheet Approval | Signoff on Final RTIYs | IMS-Message | Create COE

Welcome to the Intern Management System!

[Show Instruction](#)

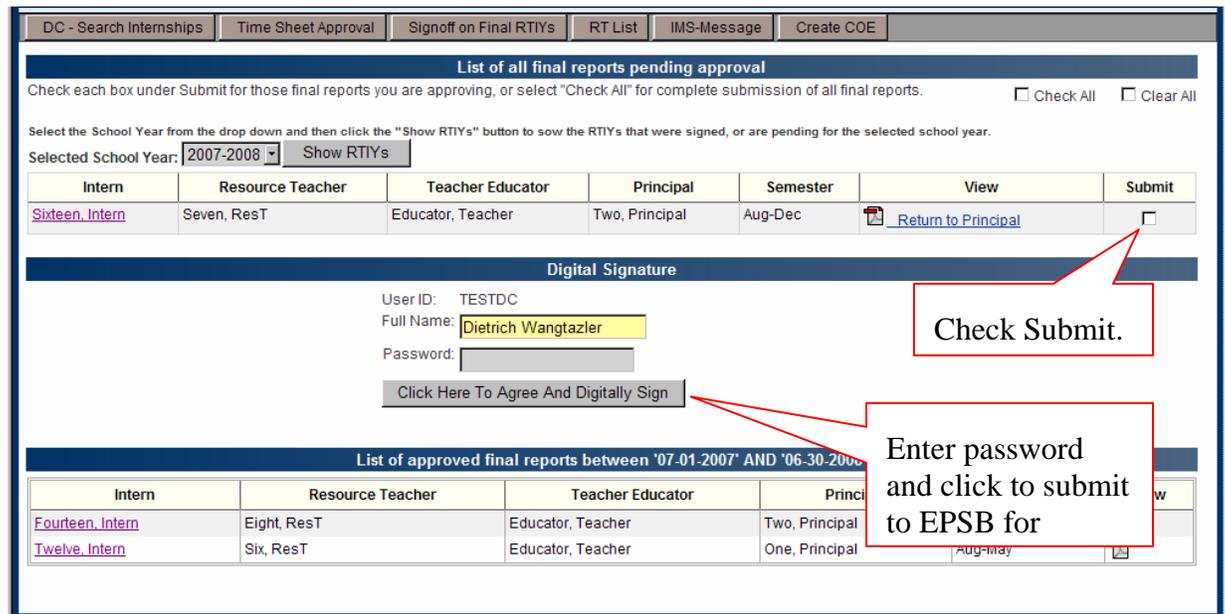
Intern Search Box

Intern SSN: Last Name: First Name:

Semester: Year: Display:

Click to display the RTIY Approval Screen.

- RTIY Approval Screen



DC - Search Internships | Time Sheet Approval | Signoff on Final RTIYs | RT List | IMS-Message | Create COE

List of all final reports pending approval

Check each box under Submit for those final reports you are approving, or select "Check All" for complete submission of all final reports. Check All Clear All

Select the School Year from the drop down and then click the "Show RTIYs" button to show the RTIYs that were signed, or are pending for the selected school year.

Selected School Year:

| Intern | Resource Teacher | Teacher Educator | Principal | Semester | View | Submit |
|--------------------------------|------------------|-------------------|----------------|----------|-------------------------------------|--------------------------|
| Sixteen Intern | Seven, ResT | Educator, Teacher | Two, Principal | Aug-Dec | Return to Principal | <input type="checkbox"/> |

Digital Signature

User ID: TESTDC
 Full Name:
 Password:

Check Submit.

Enter password and click to submit to EPSB for

List of approved final reports between '07-01-2007' AND '06-30-2008'

| Intern | Resource Teacher | Teacher Educator | Principal |
|---------------------------------|------------------|-------------------|----------------|
| Fourteen Intern | Eight, ResT | Educator, Teacher | Two, Principal |
| Twelve Intern | Six, ResT | Educator, Teacher | One, Principal |

[By Process, RTIY Instructions](#)

[By Role, DC Instructions](#)

Resource Teacher Time Sheet

- Resource Teacher Home Screen is displayed when logged in to the EPSB website

- RTT Listing is displayed for the Resource Teacher when logged into the IMS system

[By Process, RTT Instructions](#)

[By Role, RT Instructions](#)

- Time Sheet Status Example

Display: Current Internships

| Intern | Current Committee: | Time Sheet | Record of Internship Year |
|---------------------------|--|---|--|
| Dingleheimerschmitt, John | Resource Teacher: Name: Rusty Bedsprings Email: rusty_bedsprings@louisville.edu | Click Here to Create Fall time sheet Click Here to Create Full Year time sheet | Orientation: Complete Cycle I: Complete Cycle II: Complete Cycle III: Complete Cycle IV (Final): EPSB Approved |
| Wakeatnite, Liza | Resource Teacher: Name: ... Email: ... | Click Here to Modify Fall time sheet | Orientation: Complete Cycle I (Interim): Awaiting EPSB Approval |

[By Process, RTT Instructions](#)

[By Role, RT Instructions](#)

- Step 1: Verify Intern Information before proceeding with the RTT process

IMS-RT

Step 1: Verify Internship Info

| TEACHER INTERN: | INTERNSHIP INFORMATION: |
|---|---|
| Name: John Jacob AZDingleheimerschmitt SSN: XXX-XX-2222 Email: Valerie.Armstrong@ky.gov | Region: University of Louisville District: Bullitt County School: Bullitt East High School Internship Type: IECE Semester of Internship: Aug-May, Full Year Beginning Date: 07-01-2007 * |

TIME SHEET INFORMATION:

Time sheet Period: Full Year
Maximum Payable Hours: 50.00
In-Class Hours Needed: 20.00

Verify and Exit Verify and Go On

[By Process, RTT Instructions](#)

[By Role, RT Instructions](#)

- Step 2: Enter Activities documents the time the Resource Teacher has spent with the intern during the internship period

IMS-RT

Step 2: Enter Activities for Full Year: AZDingleheimerschmitt, John

Record each activity and time spent mentoring your intern. Be specific in your details. Once you add or edit an activity, all activities in the In-Class and Out-of-Class activity lists are already saved. A copy of your time sheet may be generated at any time for printing. **Do not signoff on your time sheet until all activities have been entered.** When finished, simply log out. All data is saved once it is added to the in-class and out-of-class activity lists.

View TimeSheet Activity By: Select Location

Add Activity

| | | | | | | | | | | | | |
|---|--|-------------------------------------|--------------------------------------|---------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|--|--------------------------------------|--|---|
| <p>Date: <input style="width: 100%;" type="text"/> * (mm-dd-yyyy)</p> <p># of Hours: <input style="width: 100%;" type="text"/></p> <p>Location: Location</p> | <p>Standards:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Standard I</td> <td><input type="checkbox"/> Standard II</td> </tr> <tr> <td><input type="checkbox"/> Standard III</td> <td><input type="checkbox"/> Standard IV</td> </tr> <tr> <td><input type="checkbox"/> Standard V</td> <td><input type="checkbox"/> Standard VI</td> </tr> <tr> <td><input type="checkbox"/> Standard VII</td> <td><input type="checkbox"/> Standard VIII</td> </tr> <tr> <td><input type="checkbox"/> Standard IX</td> <td></td> </tr> </table> | <input type="checkbox"/> Standard I | <input type="checkbox"/> Standard II | <input type="checkbox"/> Standard III | <input type="checkbox"/> Standard IV | <input type="checkbox"/> Standard V | <input type="checkbox"/> Standard VI | <input type="checkbox"/> Standard VII | <input type="checkbox"/> Standard VIII | <input type="checkbox"/> Standard IX | | <p>Description: <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> *</p> |
| <input type="checkbox"/> Standard I | <input type="checkbox"/> Standard II | | | | | | | | | | | |
| <input type="checkbox"/> Standard III | <input type="checkbox"/> Standard IV | | | | | | | | | | | |
| <input type="checkbox"/> Standard V | <input type="checkbox"/> Standard VI | | | | | | | | | | | |
| <input type="checkbox"/> Standard VII | <input type="checkbox"/> Standard VIII | | | | | | | | | | | |
| <input type="checkbox"/> Standard IX | | | | | | | | | | | | |

Total In-Class Hours: 0

Total Out of Class Hours: 0

At least one Standard must be checked.

Description must be between 50 and 1,000 characters.

[By Process, RTT Instructions](#)

[By Role, RT Instructions](#)

- Activities Example

| In-Class Activities Total In-Class Hours: 5 | | |
|--|---|---|
| Date | Standards | Description |
| Date: <input type="text" value="03"/> / <input type="text" value="15"/> / <input type="text" value="2006"/> (mm-dd-yyyy) # of Hours: <input type="text" value="5"/> Location: <input type="text" value="In-Class"/> | Standards: <input type="checkbox"/> Standard I <input type="checkbox"/> Standard II <input type="checkbox"/> Standard III <input type="checkbox"/> Standard IV <input type="checkbox"/> Standard V <input type="checkbox"/> Standard VI <input type="checkbox"/> Standard VII <input type="checkbox"/> Standard VIII <input type="checkbox"/> Standard IX | Description: Test of In-Class activities. This test is very important to the Standards identified. |
| <input type="button" value="Delete"/> <input type="button" value="Update"/> | | |
| Total Out of Class Hours: 6 | | |

This activity is listed under the correct section and can be modified or deleted as necessary.

[By Process, RTT Instructions](#)

[By Role, RT Instructions](#)

- Resource Teacher Signoff Screen initiates the time sheet review process

You have successfully generated a report. Clicking on the form will allow you to view that report. After review, please digitally sign below.

****Warning! Do not signoff on your timesheet unless you have entered all of your activities for the current internship.**

Please verify your User ID and Full Name. Enter your password in the corresponding password box to digitally sign your Timesheet

| Resource Teacher Signoff | |
|--|---|
| I hereby affirm and declare that the information provided in this report is true, accurate, and complete to the best of my knowledge. I further verify and understand that by typing my name in the signature box, I am affixing my electronic signature and that this constitutes a legally binding document. | |
| User ID: RT0002 Password: <input type="password"/> Full Name: <input type="text" value="Mitch Poindexter"/> |  Click here to view time sheet Problem to open PDF |
| <input type="button" value="Click Here To Agree And Digitally Sign"/> | |

[By Process, RTT Instructions](#)

[By Role, RT Instructions](#)

Intern RTT Approval Screens

IMS-Intern

Display: Current Internships

| Intern | Current Committee: | Time Sheet | Record of Internship Year | | | | | | | | | | | | | | | |
|----------------------|---|--|--|--------------|----------|--|----------|----------|--|-----------|----------|--|------------|----------|--|-------------------|------------------------|--|
| Swackhammer, Delbert | <p>Resource Teacher: Name: Dusty Rhodes Email: mihir.pathak@ky.gov</p> <p>Principal: Name: Joboda May Conroy Email:</p> <p>Teacher Educator: Name: Email:</p> | <p>Click Here to Sign and Approve Full Year time sheet</p> | <table border="1"> <tr> <td>Orientation:</td> <td>Complete</td> <td></td> </tr> <tr> <td>Cycle I:</td> <td>Complete</td> <td></td> </tr> <tr> <td>Cycle II:</td> <td>Complete</td> <td></td> </tr> <tr> <td>Cycle III:</td> <td>Complete</td> <td></td> </tr> <tr> <td>Cycle IV (Final):</td> <td>Awaiting EPSB Approval</td> <td></td> </tr> </table> | Orientation: | Complete | | Cycle I: | Complete | | Cycle II: | Complete | | Cycle III: | Complete | | Cycle IV (Final): | Awaiting EPSB Approval | |
| Orientation: | Complete | | | | | | | | | | | | | | | | | |
| Cycle I: | Complete | | | | | | | | | | | | | | | | | |
| Cycle II: | Complete | | | | | | | | | | | | | | | | | |
| Cycle III: | Complete | | | | | | | | | | | | | | | | | |
| Cycle IV (Final): | Awaiting EPSB Approval | | | | | | | | | | | | | | | | | |

Click here to access timesheet



[Click here to view time sheet](#)

Bug Fix! If clicking on the view time sheet image opens a blank window and you do not see the time sheet, you are most likely running Adobe Reader 6.0.0 which has a bug that acts this way with Internet Explorer. [Upgrading to Adobe Reader 6.0.1](#) or higher by clicking on the icon below will resolve this issue.



Enter your user name, password, and type your full name into the corresponding boxes to digitally sign this Resource Teacher Timesheet.

If you feel that editing is needed or that there are discrepancies in the reporting of hours, rather than approving this timesheet, click '*Return To Resource Teacher for Editing*'. After returning the timesheet for editing, the Resource Teacher will be able

Intern Signoff

I hereby affirm and declare that the information provided in this report is true and correct to the best of my knowledge. I further verify and understand that by typing my name in the signature and that this constitutes a legally binding signature.

User ID: IT0001
 Password:
 Full Name:

[Click Here To Agree And Digitally Sign](#)

[Return to Resource Teacher for Editing](#)

[Exit and Sign at another time](#)

Enter full name as it should appear on the timesheet.

[By Process, RTT Instructions](#)

[By Role, Intern Instructions](#)

- Principal RTT Approval Screens

| | | | |
|--|--|--|--|
| IMS-Principal | | | |
| Display: Current Internships | | | |
| Intern Dingleheimerschmitt, John | Current Committee: Resource Teacher: Name: Rusty Bedsprings Email: david.anstey@ky.gov Principal: Name: Carmelita Azteca Email: david.anstey@ky.gov Teacher Educator: Name: Linda Squashblossom Email: mihir.pathak@ky.gov | Time Sheet Click Here to Sign and Approve Full Year time sheet | Record of Internship Year Orientation: Complete Cycle I: Complete Cycle II: Complete Cycle III: Awaiting EP SB Approval |



[Click here to view time sheet](#)



Bug Fix! If clicking on the view time sheet image opens a blank window and you do not see the time sheet, you are most likely running Adobe Reader 6.0.0 which has a bug that acts this way with Internet Explorer. [Upgrading to Adobe Reader 6.0.1](#) or higher by clicking on the icon below will resolve this issue.

Enter your user name, password, and type your full name into the corresponding boxes to digitally sign this Resource Teacher Timesheet.

If you feel that editing is needed or that there are discrepancies in the reporting of hours, rather than approving this timesheet, click '*Return To Resource Teacher for Editing*'. After returning the timesheet for editing, the Resource Teacher will be able to make the necessary changes.

Principal Signoff

I hereby affirm and declare that the information provided in this report is true to my knowledge. I further verify and understand that by typing my name in the signature and that this constitutes a legally binding signature.

| | |
|---|---|
| User ID: PL0002 | |
| Password: <input type="password"/> | Return to Resource Teacher for Editing |
| Full Name: <input type="text"/> | Exit and Sign at another time |
| Click Here To Agree And Digitally Sign | |

Enter full name as it should appear on the timesheet.

[By Process, RTT Instructions](#)

[By Role, Principal Instructions](#)

- District Coordinator RTT Approval Screens

DC - Search Internships | Time Sheet Approval | Signoff on Final RTIYs | IMS-Message | Create COE

Welcome to the Intern Management System!

[Show Instruction](#)

Intern Search

Intern SSN: Last Name:

Semester: Year: Display:

Click here to list RTT's awaiting DC approval.

DC - Search Internships | Time Sheet Approval | Signoff on Final RTIYs | IMS-Message | Create COE

Pending Timesheet 1 records found.

| Intern | Principal | Resource Teacher | RTT Status |
|----------------------|--------------|-------------------|--|
| Swackhammer, Delbert | Bigler, Dirk | Poindexter, Mitch | Click Here to View, Approve, or Request revisions to the Spring time sheet |

List of approved Timesheet between '07-01-2005' AND '06-30-2006'

| Intern | Principal | Resource | RTT Status |
|--------|-----------|----------|------------|
| | | 1 | |
| | | 1 | |

Click to access timesheet report and signoff screen.

DC - Search Internships | Time Sheet Approval | Signoff on Final RTIYs | IMS-Message | Create COE

Please verify your User ID and Full Name. Enter your password in the corresponding password box to digitally sign Resource Teacher Timesheet of **Mitch Poindexter**.

If you feel that editing is needed or that there are discrepancies in the reporting of hours, rather than approving this timesheet, click 'Return To Resource Teacher for Editing'. After returning the timesheet for editing, the Resource Teacher will be able to make the necessary changes.

District Coordinator

I hereby affirm and declare that the information provided in this report is true, accurate, and complete to the best of my knowledge. I further verify and understand that by typing my name in the signature box, I am affixing my electronic signature and that this constitutes a legally binding document.

User ID: TESTDC
 Password:
 Full Name:

[Click here to view time sheet Problem to open PDF](#)

[By Process, RTT Instructions](#)

[By Role, DC Instructions](#)

Training Module

- *Regional Contact Information* – the RC will utilize this screen to maintain their region specific contact information on the EPSB website.

Select Activity Training Contacts

IMS Region Training Contact Information

Region Name Western Kentucky University
 Internship Type KTIP

Contact Person Details

First Name *
 Last Name *
 Phone
 Fax
 Email

View Contacts

| Internship | Name | Fax | Email | Delete | Edit |
|------------|-----------------------|------------|-------|--------|------|
| KTIP | Sue Porter | 8062831839 | | ✗ | |
| IECE | Dr. William Schlinker | 8062831839 | | ✗ | |

[By Process, Training Module](#)

[By Role, RC Instructions](#)

- *Regional Training Information* – the RC will utilize this screen to maintain their region specific information on the EPSB website.

Select Activity Training Information

IMS Region Training Information

Region Name Western Kentucky University

Region Web Site & Training Related

Region WebSite Link
 On Line Registration Link

[By Process, Training Module](#)

[By Role, RC Instructions](#)

- *IMS Training Schedule* – the RC will maintain their training schedule via this screen. Individual training sessions will be displayed on the EPSB website if they occur within the current school year.

Select Activity IMS Training Schedule

IMS Training Schedule

RegionName Western Kentucky University

InternshipType KTIP

StartDate - - (mm-dd-yyyy)

End Date - - (mm-dd-yyyy)

Location

Instruction

View Training Schedule Details

| Training | Training Dates | Location | Instruction | Delete | Edit |
|----------|---------------------------|-------------------------------------|---|--------|---|
| KTIP | JUL,15 2006 - JUL,25 2006 | KTIP Education Building in Room 372 | Education Building, Room 272 located at the corner of Brook and Cardinal Drive 8 a.m. to 5 p.m. | ✗ |  |
| KTIP | JUL,25 2006 - JUL,26 2006 | MSU Paducah | July 25, 2006 8am - 3pm day 1. July 26, 2006 8am | ✗ |  |
| IECE | FEB,12 2006 | Winkerbean Tower | 8 a.m. to 5.p.m. | ✗ |  |

[By Process, Training Module](#)

[By Role, RC Instructions](#)

Published Example

| <ul style="list-style-type: none"> Certification Assessment Requirements Educator Preparation <li style="background-color: #ffffcc;">Internships <li style="padding-left: 10px;">◦ Coordinator Information <li style="padding-left: 10px;">◦ Deadlines <li style="padding-left: 10px;">◦ Forms & Reports <li style="padding-left: 10px;">◦ Governing Regulations <li style="padding-left: 10px;">◦ Intern Management System <li style="padding-left: 10px;">◦ KTIP Pilot Program <li style="padding-left: 10px;">◦ Resource Information <li style="padding-left: 10px;">◦ School District Assignments <li style="padding-left: 10px;">◦ IMS Training <li style="padding-left: 10px;">◦ Contact Division <li style="padding-left: 10px;">◦ FAQ's Data & Research Board Information Ethics Home | <p>Kentucky Internship Programs Training Information</p> <p>The KTIP and IECE face-to-face training dates for 2006 are listed below. Individuals may obtain information and registration forms by contacting the university representative listed.</p> <p>All committee members must be trained in both KTIP and IECE if they are assigned to an intern who has a Statement of Eligibility (SOE) in Interdisciplinary Early Childhood Education (IECE) and is doing his or her internship in pre-school.</p> <p>If you are interested in completing the KTIP on-line training instead of the face-to face training, visit http://www.kyeducators.org for registration information.</p> <p>Region Training Information</p> <p>University Western Kentucky University</p> <p>Training Type KTIP</p> <p style="text-align: center;"><input type="button" value="Search"/></p> <p>View Training Schedule Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Training</th> <th style="text-align: center;">Training Dates</th> <th style="text-align: center;">Location</th> <th style="text-align: center;">Instruction</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">KTIP</td> <td style="text-align: center;">JUL,15 2006 - JUL,25 2006</td> <td style="text-align: center;">KTIP Education Building in Room 372</td> <td style="text-align: center;">Education Building, Room 272 located at the corner of Brook and Cardinal Drive 8 a.m. to 5 p.m.</td> </tr> <tr> <td style="text-align: center;">KTIP</td> <td style="text-align: center;">JUL,25 2006 - JUL,26 2006</td> <td style="text-align: center;">MSU Paducah</td> <td style="text-align: center;">July 25, 2006 8am - 3pm day 1. July 26, 2006 8am</td> </tr> </tbody> </table> <p>View Contacts</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Training</th> <th style="text-align: center;">Name</th> <th style="text-align: center;">Phone</th> <th style="text-align: center;">Fax</th> <th style="text-align: center;">Email</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">KTIP</td> <td style="text-align: center;">Sue Porter</td> <td style="text-align: center;">634-5847</td> <td style="text-align: center;">786</td> <td style="text-align: center;">mhir.pathak@ky.gov</td> </tr> </tbody> </table> <p>Region Web Site & Training Related</p> <p>Region WebSite Link Western Kentucky University</p> <p>On Line Registration Link Registration Form</p> | Training | Training Dates | Location | Instruction | KTIP | JUL,15 2006 - JUL,25 2006 | KTIP Education Building in Room 372 | Education Building, Room 272 located at the corner of Brook and Cardinal Drive 8 a.m. to 5 p.m. | KTIP | JUL,25 2006 - JUL,26 2006 | MSU Paducah | July 25, 2006 8am - 3pm day 1. July 26, 2006 8am | Training | Name | Phone | Fax | Email | KTIP | Sue Porter | 634-5847 | 786 | mhir.pathak@ky.gov |
|--|--|-------------------------------------|---|--------------------|-------------|------|---------------------------|-------------------------------------|---|------|---------------------------|-------------|--|----------|------|-------|-----|-------|------|------------|----------|-----|--------------------|
| Training | Training Dates | Location | Instruction | | | | | | | | | | | | | | | | | | | | |
| KTIP | JUL,15 2006 - JUL,25 2006 | KTIP Education Building in Room 372 | Education Building, Room 272 located at the corner of Brook and Cardinal Drive 8 a.m. to 5 p.m. | | | | | | | | | | | | | | | | | | | | |
| KTIP | JUL,25 2006 - JUL,26 2006 | MSU Paducah | July 25, 2006 8am - 3pm day 1. July 26, 2006 8am | | | | | | | | | | | | | | | | | | | | |
| Training | Name | Phone | Fax | Email | | | | | | | | | | | | | | | | | | | |
| KTIP | Sue Porter | 634-5847 | 786 | mhir.pathak@ky.gov | | | | | | | | | | | | | | | | | | | |



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Add IMS Training Attendee – once a training session has been completed, the RC will enter the participants via this screen.

- *New Attendee* - If the attendee's SSN doesn't exist within the EPSB database, the RC will need to enter minimal information before they can be associated with a particular training session.

| NAME | SSN | Delete |
|---------------|-----------|--------|
| Incorrect Ssn | 123456789 | X |

[By Process, Training Module](#)

[By Role, RC Instructions](#)

- *Attendee Search* – the RC has the capability to produce a roster of attendees for a particular training session within their region.

Select Activity Attendee Search

IMS Training Attendee List

RegionName Western Kentucky University
 InternshipType All
 Completed Date
02 / 12 / 2006 (mm-dd-yyyy)

Search

View Details

| Person Name | SSN | Internship Type |
|--------------|-------|-----------------|
| Test Intern | ----- | IECE |
| Another Test | | IECE |
| Test Intern | | TPA |

[By Process, Training Module](#)

[By Role, RC Instructions](#)