

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

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

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

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

The assessment is located on the **P-12 Cooperating Teachers(4)** page in Edmodo. To create an account with Edmodo, follow the steps below in Section A. If you already have an Edmodo account, follow the steps below in Section B. Section C will provide directions to accessing the assessment once on the **P-12 Cooperating Teachers(4)** page in Edmodo. Section D will provide directions for receiving a certificate of completion once an 18/18 is earned.

**If you have already joined the P-12 Cooperating Teacher or P-12 Cooperating Teacher(2)/(3) group, you do not need to join this group. These three groups will still be available to those who are already members.**

**Section A** (Create an Edmodo account)

1. Go to [www.edmodo.com](http://www.edmodo.com)
2. Click the "I'm a Teacher" link under *Sign up now. It's free.*

3. Input your information and click *Sign up*
4. Edmodo will ask a series of questions to set up your profile. You must enter your school, but may click *Next* for the following question. You do not have to choose communities if you do not wish. Click *Go To My Homepage*.
5. Once you are on the homepage, click the + button next to *Groups* on the left side of the screen. Click *Join* and enter the group code **yr4b3d**
6. You now have access to the **P-12 Cooperating Teachers(4)** Edmodo page

**Section B** (Already have an account? Join the P-12 Cooperating Teachers group)

1. Go to [www.edmodo.com](http://www.edmodo.com)
2. Login to your account
3. Once you are on the homepage, click the + button next to *Groups* on the left side of the screen. Click *Join* and enter the group code **yr4b3d**
4. You now have access to the **P-12 Cooperating Teachers(4)** Edmodo page

**Section C** (EPSB 16 KAR 5:040 assessment)

1. The assessment is located on the **P-12 Cooperating Teachers(4)** homepage under **latest posts**. Click the *Cooperating Teachers* link under *Groups* on the left side of the page to view posts.
2. When you are ready to take the quiz, locate any assessment named 16 KAR 5:040 Assessment and click the **Take Quiz** button within latest posts. You do not have to complete the entire quiz in one sitting; however, you must complete it within the time period of 24 hours once it has been opened.
3. Once all questions have been answered, click the **Submit Quiz** button at the top right hand side of your screen.
4. A pop up will appear that asks if you are sure you want to end this quiz. Click yes.
5. **The quiz must be rated before results can be viewed.** Edmodo will inform you that you have completed 18 out of 18 questions, but to view your score, the quiz must be rated.
6. Click view results to view your score.
7. Once all of the above steps have been completed, a score will be sent to the EPSB Edmodo page to record your participation.

**Section D** (Directions for receiving a certificate of completion once a 100% is earned)

If you scored 18/18 (100%), please send an email to [diannan.carr@ky.gov](mailto:diannan.carr@ky.gov) and include the following details in the email.

**Subject Line:**

Edmodo Assessment Confirmation (This must be the specific wording in the subject line of the

email.)

**Body:**

Your full name

EPSB ID# (Directions for accessing your ID# are located below.)

Specific Role (Due to discrepancies in the directions communicated for joining the specific Edmodo groups, please provide your role of University Supervisor or Cooperating Teacher.)

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

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

Directions for accessing your EPSB ID#: This can be located through your EPSB account.

Go to <http://www.epsb.ky.gov/>

Click the Login to EPSB under the EPSB Web Portal.

Enter your username and password.

Your EPSB ID# is located in the top left corner next to your username.

If you do not have an EPSB account:

Go to <http://www.epsb.ky.gov/>

Click the Login to EPSB under the EPSB Web Portal.

Click New User? Create an Account Here.