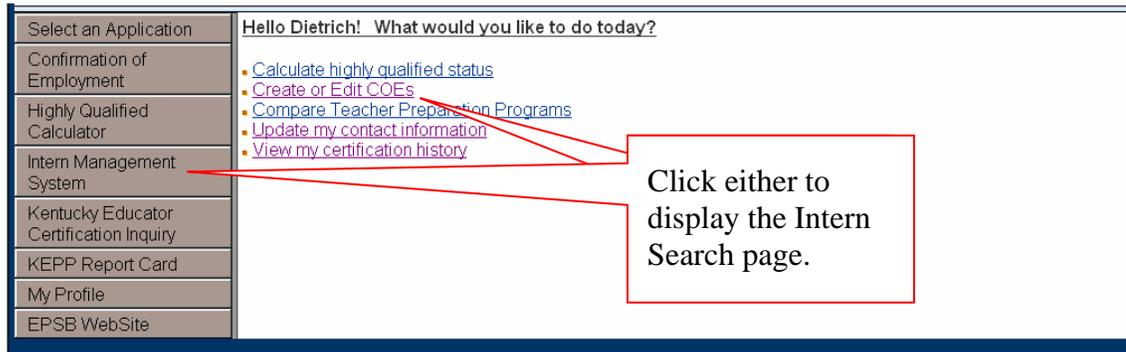
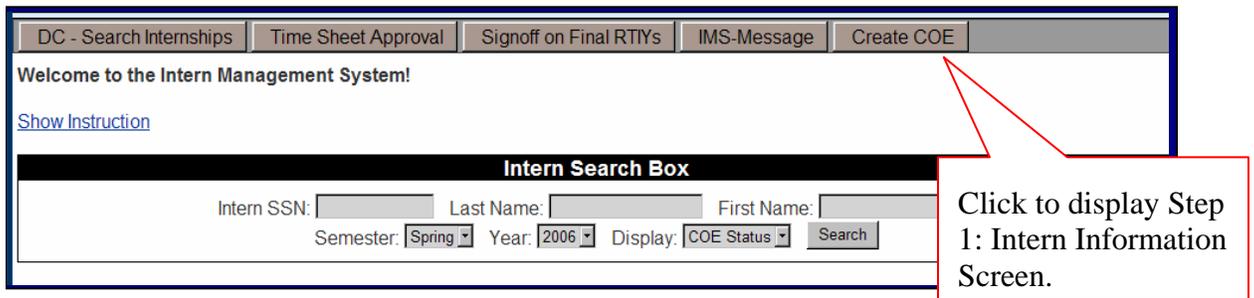


- “Create or Edit COEs” link is located on the District Coordinator’s Home Page



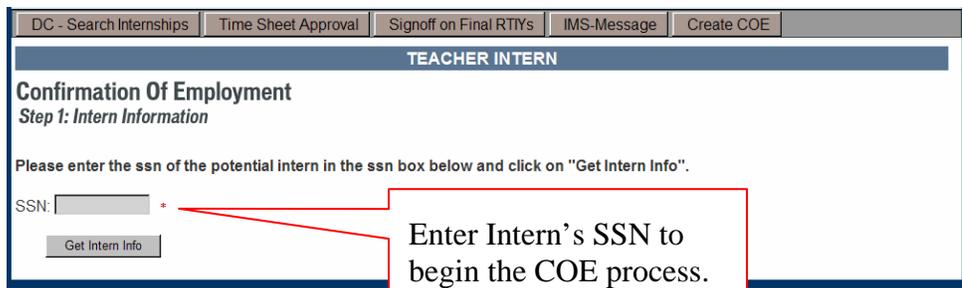
- “Create COE” button is located on the District Coordinator’s Intern Search page



[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 Porfino 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

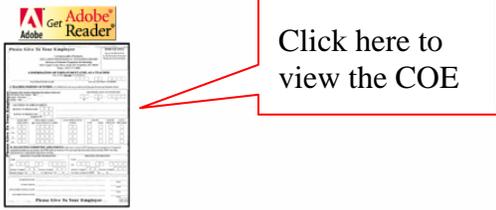
Confirmation Of Employment

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](#)