Thank you for taking steps to become a Certified ITSN Program Member. We are excited for you to begin using the ITSN Teacher Training Facilitation Guides and PLC PowerPoints that you will access on TECPDS to deliver your ITSN trainings.

As stated in the Certified ITSN Program Manual, to become certified to train on these ITSN teacher topics, you will first need to complete the Specialist PLC for Trainers found on the Specialist Training Calendar. Participating in these PLCs will prepare you to be able to train on these topics. Topics are listed in the Certified ITSN Program Manual. To request a copy of the manual email ITSNSpecialistProgram@uth.tmc.edu.

Once you have completed the specialist PLCs for trainers and have planned a training that you would like to facilitate, (i.e., chosen a date and time), click the link below to complete a form with the information we will need to be able to set that training event up for you in TECPDS. (Please allow the 5-10 business days for your events to show up in TECPDS.) Once our staff has entered your training events in TECPDS, you will then have access to the event on your own TECPDS dashboard and be able to access the approved training materials and manage the event on your own.

Survey link for submitting training details:
https://uthtmc.az1.qualtrics.com/jfe/form/SV_3aQWv5Xyv3dvM0e

Keep this link handy by bookmarking it on your computer. **You will need to complete a new form for each ITSN training event you schedule.** *You should submit your training events at least* **3-4 weeks before** *your scheduled training event. This will allow time for your event to get entered in TECPDS, time for you to prepare for your training, and time for your participants to complete any prerequisites.*

As a reminder, to be certified, you must deliver a minimum of 5 Certified ITSN Trainings during the program and provide 10 coaching hours per month. You must also **generate certificates** *through TECPDS for each of your ITSN trainings to document training and coaching events.* To coach on the topic, it is recommended you complete the ITELG Coaching PLC and the Coaching Overview Webinar.

If you have met the requirements of completing these topic PLCs, have become a registered trainer, and have requested to join the ITSN organization on TECPDS, please begin submitting your ITSN training events.

Sincerely,

ITSN Specialist Support Team
ITSNSpecialistProgram@uth.tmc.edu