



Off-line Training Package Instructions:

1. Ensure the presenter has completed the online peer observation training, the regional peer observation training, or the TEACHSCAPE training for administrators.
2. Contact KDE consultant amy.jacobs@education.ky.gov or 502-564-1479 with the following information:
 - Name of trained peer observer/ facilitator and evidence of peer observation or TEACHSCAPE certification
 - Date of training
 - Location of training
3. After group training is complete contact KDE with the number of participants who successfully completed the training.
4. KDE will issue to the presenter a digital certificate that includes the title of the training, the date it occurred, and the name of the facilitator who conducted the training.

It is the responsibility of the facilitator to follow district policy by adding any required, additional information (i.e. personal signature, name of participant, etc.) and to distribute them to participants.