

Dear Bardstown City Schools Employee,

The Kentucky Department of Education is requiring that all school district employees in the state complete training in the area of positive behavior support. This training can be done online. If you have completed the training already, please submit a copy of your certificate to Jen Hagan at Bardstown City Schools Central Office. Please see the instructions below for completing the course online.

Thank you for your attention to this important matter.

Lance Boston  
Special Education Director  
Bardstown City Schools  
502-331-8800

**Step 1:** Go to the PBS Teacher Line website where you will create your account to register for the training. <http://www.pbs.org/teacherline/>

**Step 2:** Click the “Log In” button on the top right of the page.

**Step 3:** Go to the bottom of the log in box where it says, “Don’t have an account?” and click on the words that say, “Create a New One.” This will take you to the next page where you will create your account.

**Step 4:** Enter your information in the text boxes and click “register.”

**Step 5:** In the “Search” bar at the top of the page, under your name, type the word “Behavior” and click “search.” This will pull up the courses you can choose to enroll in titled “Promoting Positive Behavior in Schools.” (LEAD 1101, LEAD 1102, **OR** LEAD 1103 – Choose ONE class).

**Step 6:** Click on the title of the course you selected.

**Step 7:** On the next screen, in the bottom right corner, click on “Details/Enroll.”

**Step 8:** On the next screen, on the right side of the page, click on the orange box that reads “Enroll.”

**Step 9:** On the next screen, click on the orange “Enroll” box on the bottom right of the page. \*\*Be sure to click the box that reads “I have read and accept...”

**Step 10:** This will take you back to the homepage and your course will be listed under “My Current Courses.”

**Step 11:** Click on the training you selected. You are now ready to take this course/training. You must work through each module, or section, before you are allowed to go on to the next. At the end of each module there is a quiz. You must answer all questions correctly to move on to the next module. Once you have completed all the modules, you will be able to print your certificate of completion. Give a copy of this certificate to Jen Hagan in the Central Office and keep one for yourself.

For the quiz: After each question there will be a button that allows you to check if your answer was correct. Click the “Check” button to see if you were correct. If you get a green check mark, you are correct and you may continue. If you get a red “X” for an incorrect answer you must still answer the rest of the questions, but you will be required to take the quiz again. Be sure to look at the feedback section after you hit the “check” button as the correct answers are often displayed. When you are finished with your quiz, click the “submit and finish” button. You can retake the quiz again if necessary, as many times as needed. When you have taken the quiz and get all the answers correct, you can click on the button that reads “submit and finish” and move on to the next module. At the next screen, after answering all questions correctly, scroll to the bottom and click on “continue to module 2.” Repeat this step for each additional module. Please contact Jen Hagan at [jen.hagan@bardstown.kyschools.us](mailto:jen.hagan@bardstown.kyschools.us) or 502-331-8800 with any questions.