Thank you for confirming your acceptance of the $400 scholarship to participate in the Certificate in Teaching and Learning in Extension online course. We are very pleased that you are interested in this professional development opportunity sponsored by Epsilon Sigma Phi.

The Extension Operations office will facilitate enrollment in the course and pay the registration fee. Please follow the instructions below to establish your Quick Registration account with the University of Florida.

To get started…

1. Before our first conference call on January 21, please visit the following University of Florida website to establish your registration:
   https://reg.distance.ufl.edu/reg/Activity/Details/5CFDBA923EC949DA8CF73A9F694A42A8.
   This website will allow you to enroll without individually making payment for the program.

2. Next, click on the box, "enroll in this activity," and proceed with setting up your Quick Registration with the University of Florida. If you experience difficulty, please contact the University of Florida for technical assistance or Doris Merrill, 785-532-5790, for other issues.

3. After registering, you will receive an e-mail saying your enrollment was successful. Click on the link, "To access your activity…" and be taken to the Teaching and Learning in Extension course materials. If you access the University of Florida website, you will need to login and select the name of the course from the horizontal list at the top of the page.

4. Please have the first module completed by the conference call on Tuesday, January 21, 1:30-3:00.

WEBSITE:
A website has been established with a link on the KSRE Employee Resources page. Please look for "Certificate in Teaching and Learning in Extension" under Helpful Links on the right hand side of the webpage. As you progress through the course, if you would like to have resource links added for your convenience, please contact Doris Merrill, dmerrill@ksu.edu.

DOODLE.com:
We will be using Doodle polls to schedule the quarterly conference calls and/or in-person meetings. Please expect to receive an e-mail from Doris with the links to a Doodle Poll for each meeting. Your prompt response will help facilitate scheduling.

CONTACT INFORMATION:
If you have questions, please contact one of the following:
Stacey Warner swarner@ksu.edu Phone: 785-532-5790
Marie Blythe mblythe@ksu.edu Phone: 785-532-6775
Margaret Phillips margaret@ksu.edu Phone: 785-532-1624 (until January 1)
Doris Merrill dmerrill@ksu.edu Phone: 785-532-5790

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