

## FTCE Professional Education Workshop February - March 2019

Polk State College is using a new registration system for non-credit classes and workshops.

1. Please go to <http://higherreach.polk.edu/modules/> to register for this workshop. You will see the catalog for all non-credit courses by departments.

2. Click on **Teacher Education Programs “View Catalog”** button to get to the Educator Preparation Institute link.

3. Click on the “Educator Preparation Institute” link to get to the EPI workshops. Polk State College EPI Students, please contact Maria Vallejo at [mvallejo@polk.edu](mailto:mvallejo@polk.edu) or Sherri Davis at [sdavis@polk.edu](mailto:sdavis@polk.edu) for instructions.

4. You will look for the EPI workshop and click on the Course Number which will then show a drop down list of all the section numbers for the workshop. Please **verify your section number** and then click the section number and you will be on the registration screen for that workshop.

5. Add the workshop to your cart by clicking the “Add to Cart” button. Please verify this is the correct workshop you want by making sure the dates of the workshop match the dates on your schedule you retrieved from the EPI website at [www.polk.edu/education](http://www.polk.edu/education)

### **\*\*IMPORTANT INSTRUCTIONS\*\***

If this is your first time registering for a workshop, after registration is complete/paid, you will be given/emailed access to the workshop shortly before it begins. Once you are given your logon and password, you will go to [www.polk.edu](http://www.polk.edu) and click on CANVAS located near the top of the screen on the black toolbar.

**Students are expected to participate online in CANVAS weekly**

Workshop	Dates/Time	Location	Course	Section Number	Cost
Professional Education Workshop	February 18, 2019 to March 18, 2019.  Instructor: Sharron Davis	Online in Canvas	EPW0003	EPW003.(18)	\$50  FREE for PSC EPI students; create account Maria Vallejo at <a href="mailto:mvallejo@polk.edu">mvallejo@polk.edu</a>