

## In-Service Training Catalog: Submitting Training Sessions

When submitting in-service training offerings, please be sure to follow the appropriate guidelines outlined below. The Program and Staff Development Office will review proposals before posting in KERS.

**Do not schedule sessions on the second Wednesday of any month. These are reserved for District staff meetings.**

Check the State Extension Calendar (<https://kers.ca.uky.edu/core/reports/events>) to avoid conflicting dates and events that might affect a large proportion of your target audience. All scheduled in-service training sessions are also listed on the State Extension Calendar.

### INSTRUCTIONS FOR SUBMITTING IN-SERVICE SESSIONS:

1. Enter the **KERS** System using your LinkBlue login ID & password (<https://kers.ca.uky.edu>).
2. Select "My Activity" from the menu on the left.
3. Then select "In-service Training" under the "My Activity" section.
4. Select "Submit New Training Proposal" located at the top of the page.
5. Enter your information in the required fields (Please adhere to the notes; important details are provided).
6. Once all information has been entered, click on "Submit."
7. An additional session can be submitted by clicking on "Submit" and repeating the process.

### THINGS TO REMEMBER WHEN SUBMITTING IN-SERVICE SESSIONS:

- It is the responsibility of the contact person (of the in-service) to submit an in-service well in advance so that agents can plan accordingly.
- Make your entry as complete as possible (i.e., specific begin & end times, location, etc.).
- **PLEASE INCLUDE A TELEPHONE NUMBER AND EMAIL WITH THE CONTACT NAME** so that the contact person may be reached for last minute questions or in case of an emergency.
- You must complete a separate entry for each location where you will be offering a session.
- **Instructional hours** must be included with every session and are defined as ***"the total time of the in-service training session, minus the time taken for breaks and meals, rounded to the nearest hour."*** (i.e., 1.5 hour = 1 hour and 1.75 = 2 hours)
  - **In-service credit** - Only those trainings that provide "professional development opportunities that connect to the improvement of programming efforts" count as instructional hours.
  - Only those trainings that are submitted by UK and KSU Extension associates, specialists and/or administrators are eligible for instructional hours. An agent may be

listed as a contact, but the contact information of a state level Extension professional must also be included.

- If a UK/KSU associate, specialist or administrator is collaborating with another (non-Extension) organization and that organization is serving as the host/sponsor of the training, it is the responsibility of the UK/KSU employee to document the attendance/participation of the agent(s). **Please check with Program and Staff Development for approval before submitting such trainings.** Trainings that are offered by internal Extension professionals will have priority.
- The in-service catalog and enrollment system is for employees and should not be used to enroll volunteers, leaders or professionals not employed by UK or KSU.
- If there is a need to cancel a session, first send an e-mail message to the list of enrollees notifying them that the session will be cancelled. Second, contact Program & Staff Development to request the cancellation of the session (the session will be marked accordingly in the In-service catalog).
- **Online Offerings/Webinars** – Online webinars are now counted toward in-service credit (those hosted by UK and/or KSU associates/specialists/administrators). The same description for instructional hours applies as with face-to-face sessions. When hosting webinars, be sure to use interactive tools (short survey items, questions, etc.).
- **Full credit will be given to those agents attending the entire session of an in-service** (the total number of hours documented in the in-service catalog). Agents are expected to be in attendance for the full duration of the training; otherwise they **will not** receive any credit for attending. Again, full credit means attending the entire in-service session.
- Although associates/specialists/administrators should serve as the lead contact, there is an expectation for experienced agents to assist with trainings and **are strongly encouraged to be included as co-facilitators of in-services**. The role of the agent could include serving as a presenter, panelist or one simply sharing innovative ideas that work at the county level. The role of the agent(s) should be agreed upon by the agent and the individual organizing the training. Keep in mind that an agent serving in this role is normally not a participant and should not be signed up to receive in-service credit. Serving as a co-facilitator is highly valued within the career ladder (demonstrating agent recognition for their expertise in a given area) and should be documented by the agent and shared with the appropriate area director. Once the training is complete, it is the responsibility of the state level Extension employee to post attendance.

### IN-SERVICE CATALOG FEATURES:

- Searching for In-service Trainings within the system
  - When conducting a general search for in-service trainings, click on “Training Catalog” then in the text box, type in a title. You can also click on “more search options” to search by day of the week, contact, etc.
  - A search can also be conducted by using the calendar to the right of the page. Simply select the date range and the sessions within that timeframe will appear.
  - [Click here for more detailed instructions on using the search features.](#)

- If you need to make changes in the description after it has been submitted, contact Program & Staff Development (PSD). Your session can likely be edited without having to cancel and resubmit. Any changes made need to be communicated to all enrollees right away; this is not automatically done by PSD.
- The last day to cancel enrollment is the last day for agents to remove their name from a session. Options include 7, 14, 21 or 30 days before the session. If you are planning a meal and need to know numbers several weeks in advance – select “30 or 21 days” as the cutoff date; if you can wait until closer to the session – select “7 or 14 days” as the cutoff date. Prior to the cutoff date, agents can remove their names from enrollment.
- An e-mail message with the roster for the session will be sent to the person submitting the in-service proposal on the selected “cutoff date.”
- An e-mail may be sent to the roster/list of those enrolled. Click on “training catalog” at the top of the page, then select the session of choice. The link used to email attendees can be found near the bottom of the page that contains the description of the session.
- The total number of enrollees will be listed on the session description. The roster of agents enrolled in the session can be printed and used as a sign-in sheet.
- Agents will receive a “reminder” e-mail seven days prior to the upcoming training session in which they are enrolled.
- The individual who submitted the session will receive an e-mail message as a reminder to “post attendance” following the date of the session.
- When posting attendance, use the search process mentioned above in the “Post Attendance” section under “In-Service Trainings.” Be sure to click the “Attendance” box beside each name of those in attendance, then click on “Submit” at the bottom of the page.