

Enrollment & Certification Checklist

Enrollment Checklist [Click on text to hyperlink to document or website](#)

- Sign Payment Plan Agreement & Refund Policy Pay
- Enrollment Fee Pay Program Fee/Initiate Payment Plan
- Sign Code of Conduct & Academic Honesty policy
- Read Special Requirements (ESL, Bilingual, etc.)
- Read Teaching Time Requirements
- Complete Employment Records Release

Interim Certification Checklist [Submit to: certification@trainingeducators.com](mailto:certification@trainingeducators.com)

- Submit Valid CPR/First Aid/AED Certificate
- Submit Copies of ALL MTTC Score Reports
- Submit Official OPI Score Report (If applicable)
- Submit Official ASL Score Report (If applicable)

***CLICK HERE FOR DIRECTIONS ON HOW TO APPLY FOR INTERIM CERTIFICATION**