



Welcome:
Read This Page First

Kaleidoscope Family Solutions, Inc ♦ Training Services

BALTIMORE CITY PUBLIC SCHOOLS

PROFESSIONAL DEVELOPMENT TRAINING MODULES

Before you start, please read the steps below on How To Complete

Overview

Welcome to the professional development training modules for BCPS. These modules cover a variety of topics related to serving consumers with IDD and Autism. This packet includes 14 separate modules that provide you with 40 credit hours of professional development training. You can complete them online and they will be returned to KFS Training Service. A certificate will be issued upon review.

How To Complete

- Step 1 Launch the BCPS Training Test Packet
- Step 2 Scroll to the first training module below (Module 1: Autism Spectrum Disorder).
- Step 3 Briefly review the Training Module Test/Certification Sheet questions.
- Step 4 Open the Training Module Documentation by selecting the Blue Link located at the start of each test, example: (Open Training Document → [Autism Spectrum Disorders](#))
- Step 5 A PDF will open in another tab on your browser.
- Step 6 Read the material in the PDF.
- Step 7 Return to the Training Module Test/Certification Sheet and answer the questions.
- Step 8 Sign your name at the bottom of the Training Module Test/Certification Sheet.
- Step 9 Go to the next Module.
- Step 10 Once all modules are completed; follow instructions on last page to submit to KFS Training Service for review.

Before You Get Started

- Tip 1 Each module will vary in time to complete. Mobile users should turn device sideways for landscape view.
- Tip 2 You must complete the entire form once you start. Partial forms are not saved for a future session.
- Tip 3 Fields marked with an asterisk (*) are mandatory fields.
- Tip 4 Please click the yellow Next arrow  on the left or the blue box  in the upper right hand corner of the screen to search for missing mandatory fields (if any) not completed.

Submitting Results (Confirming Email)

Once the tests have been submitted, you will receive an email from echosign@echosign.com to confirm your email identity. Your information is not submitted until you receive and acknowledge the email sent to your email. Make sure you supply a working email address that you can access.

Questions: Call (877) 384-1729 or ask for the Training Services Coordinator at: kfstraining@kfamilyolutions.org

Training Module Documents can be found at: [BCPS Training Modules](#)

Printed forms can be returned to the above Training Services Coordinator or via Fax at (610) 527-8672