The Process for Facilitating Face to Face Level 2 Courses

You must be a Credentialed Coach!

1. **Register in PDIS**
2. **Complete PDIS Security Training & Request Permissions**
3. **Get the Colorado Shines Level 2 F2F Delivery Request Form from website and complete**
   - Go in to ‘My Learning Path and PD Planning’, find course and prepare
   - Receive email from Help Desk that set up is complete
   - Email completed form to PDISHelp@cde.state.co.us

4. Let participants know that registration is open
5. Facilitate training and have attendees sign roster
6. Mark attendees complete