

PSEP ONLINE QUICK GUIDE
For PSEP Private Applicator Initial Certification and Recertification Online Programs

Gene Burgess & Richard Karel

A. PUBLICATIONS. Every agent should have these two PSEP web publications:

1. W188, Extension Personnel Download Guide for Group Instruction Content.
2. W186, Extension Personnel Online & On-Site User's Guide for Online PSEP Courses

B. EXTENSION ENROLLMENT. Every agent should be enrolled in the Extension Online Course (Online@UT, The University of Tennessee's course management system.). If you are not enrolled, click on the following:

To Enroll in Extension Online Course:

1. WWW.agriculture.utk.edu
2. Online@UT
3. Login to Online @UT
4. SUPER username and password
5. Courses tab
6. Extension Outreach Distance Education (under Course Catalog)
7. Extension Agent Group Instruction Content
8. Enroll
9. Passcode "psepextensionclass" (Do not give this out to anyone outside Extension)
10. Submit
11. My Institution Tab
12. Extension Agent Group Instruction Content (for Site Review, Necessary Downloads, How to Set Up Your PC & Group Instruction Downloads)

C. DOWNLOADS. Prepare for your presentations by making the necessary downloads from Extension Agent Group Instruction Content:

1. Available instruction downloads:
 - a. PA certification & recertification pre-test, post-test & keys
 - b. PA initial certification & recertification programs
 - c. W186, Extension Personnel Online & On-Site User's Guide for Online PSEP Courses
 - e. W188, Extension Personnel Download Guide for Group Instruction Content
 - f. EPP Info. No. 318A & 318B, PA Certification & Recertification Training Reports
 - g. Extension Online Course Enrollment Form

2. Click on the following for **certification / recertification pre-test, post-test & keys**:

- a. WWW.agriculture.utk.edu
- b. Online@UT
- c. Login to Online @UT
- d. SUPER username and password
- e. Extension Agent Group Instruction Content
- f. Group Instruction Downloads

g.	PSEP PA Initial Cert. Tests & Presentations	PSEP PA Recert. Test & Presentations
h.	Initial Certification Pre-Test (Hard Copy)	PSEP Recertification Pre-Test (Hard Copy)
i.	Print	Print
j.	Initial Certification Post-Test (Hard Copy)	Post-Test: 2008 Recertification (Hard Copy)
k.	Print	Print
l.	Pre-Test / Post-Test Answer Key (Hard Copy)	Pre-Test / Post-Test Answer Key (Hard Copy)
m.	Print	Print

3. Click on the following for PA Initial Certification & Recertification Presentations:

- a. WWW.agriculture.utk.edu
- b. Online@UT
- c. Login to Online @UT
- d. SUPER username and password
- e. Extension Agent Group Instruction Content
- f. Group Instruction Downloads

g.	PSEP PA Initial Cert Tests & Presentations	PSEP PA Recert Tests & Presentations
h.	Group Presentation Download	
i.	<u>Save</u> presentation to your hard drive	
j.	Unzip folder on hard drive (Right-click on zipped file & select Winzip) Extract or select Extract All for Windows unzip utility)	
k.	To view from your hard drive, open the unzipped folder and click on the text file	
l.	Burn the unzipped folder to a CD-ROM or save it to a thumb drive	
m.	To view from the CD-ROM or thumb drive, open the unzipped folder and click on the text file	

4. Click on the following for PSEP User Guides and Course Enrollment Documents

- a. WWW.agriculture.utk.edu
- b. Online@UT
- c. Login to Online @UT
- d. SUPER username and password
- e. Extension Agent Group Instruction Content
- f. Group Instruction Downloads

g.	PSEP User Guides and Course Enrollment Documents	
	1)	Extension Personnel Online & On-Site User's Guide for Online PSEP Courses (W 186)
	2)	Extension Personnel Download Guide for Group Instruction Content (W 188)
	3)	Download Documents (EPP Info No. 318A & 318B)
	4)	Extension Online Course Enrollment Form

D. MEETING. Conducting your meeting:

1. Set up your equipment.
2. Make sure you have strong enough speakers & your computer is not in a sleep mode.
3. Register the applicators and collect the registration fees.
4. Give the pre-test, PA initial certification or recertification presentation & post-test.
5. For PA initial certification:
 - a. The PA sends a copy of the triplicate form with \$10 to TDA.
 - b. The agent deposits the registration fees into his/her county account.
 - c. The agent sends EPP Info 318A with ½ the registration fee to the PSEP office.
6. For PA recertification:
 - a. The applicator signs the roster, EPP Info 318B, which the agent sends to TDA & keeps a copy on file.
 - b. The agent deposits the registration fees into his/her county account.
 - c. The agent sends EPP Info 318B with ½ the registration fee to the PSEP office.

Note: Refer to the W 188, *Extension Personnel Download Guide for Group Instruction Content* for more information.

