



Proctor Confirmation

Thank you for agreeing to be a proctor for an online student of the Children's Ministries Institute! This document will give you step by step instructions to confirm your willingness to serve in this capacity and give you access to more detailed practicum information. **(NOTE: Steps 1-4 must be completed BEFORE the start date of the course.)**

Step 1:

Go to online.cefcmi.com and create a user account. This will enable you to access the detailed instructions and forms you will need as a proctor to observe student practicums.

Step 2:

Log-in with your username and password at the online.cefcmi.com site. On the right side of the page you will see *My Courses or Course Categories*. Underneath this section is a link called *All Courses*. Click on this link. Locate the *Proctors Course Category* and select it. You will be taken to an enrollment page. Find the course *Proctor Course TCE 2*. Click on the name of the course, and then enter the following enrollment key when prompted: **tce2proctor**.

Step 3:

Browse the information contained in this course. It contains all the information you will need to successfully proctor student practicums throughout this course. You will notice contact information for the online instructor who will be leading the course in which your online student is enrolled. If at any time you have questions or comments, please feel free to contact the instructor directly.

Step 4:

Complete the Proctor Agreement Form and submit it online by clicking on the Submit Proctor Agreement link. Within the course, you will see a section entitled Proctor Agreement in the Course Menu on the top left hand side of the screen. After clicking on it, you will see instructions for downloading, filling in and submitting this form. **Please do this before the course start date so that the instructor can verify each student has secured a proctor.**

Step 5:

A Practicum Details document has been created for you to fill out in conjunction with the student as practicum details are arranged. You can pre-arrange all practicums for the course before the course begins or you can do them as the need arises.

Step 6:

At the beginning of each week that a practicum is required, log-in to the proctor course. You should review the expectations of the practicum, watch the video class session that includes a demonstration of the practicum you will evaluate (if unfamiliar with CEF teaching methods), and download the observation sheets to be used for the practicum.

When each practicum is complete, the observation sheet should be submitted to the online instructor within this proctor course by Saturday at midnight of the week the practicum was assigned.