



KTIP COORDINATOR MEMO

August 2016

Please remind all committee members to use the updated **2016-17** KTIP Handbook and documents. Old bookmarks will take the user to old documents, so bookmarks will need to be reset. Updated KTIP resources can be located on the EPSB website:
http://www.kyepsb.net/internships/KTIP_2016-2017_Forms.asp

COE

Don't forget to check the approval status of all COEs so that the intern committee is not delayed. Interns denied for budget last year are first priority. Questions? Contact sherri.henley@ky.gov or sharon.salsman@ky.gov

RESIGNATIONS

If, for any reason, an intern resigns or takes medical/military leave, EPSB should be notified immediately so that the proper documentation occurs and the intern is not penalized.

RESOURCES

Updated **IECE** training power point will be available on the EPSB website next week.

MSD Addendum is now available on the website.

DON'T FORGET

All signatures must be submitted on all cycles in order to be complete.

EPSB Internship and Assessment Division:

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