1. Creating an Account

In order to register for an event, you must have, or create a user account.

To create a new account, go to the registration website and click the sign in button.

Click the link that says: Click here to create a new account.

Clicking on the New Account link will open the User Account – Sign Up page where you will enter your personal information to create a new account. (The information fields may vary from those shown below.)

• Enter the information by typing in the boxes or by choosing the appropriate information from the drop-down menus

Account: User Account - Sign Up

**Primary Email:**

**Secondary Email:**

**First Name**  **Middle Name**  **Last Name**

**Home Address:**

**City:**  **State:**  **ZIP:**

**Home/Cell Phone**  **Secondary Phone**

This contact information will be used to notify you in case of session cancellation or building closure.

**Region:**

(Select Region 4 ESC if you do not know your region.)
• Click the **Save Record** button to create the account.

• Once the record has been created you will be logged in and taken back to the home page.

**Note:**

• **Remember the username (email address) and password used to create this account.**

• **This information is how you will access all of your Professional Development records.**

• **Keep your account information up to date so all the sessions/events you take will appear correctly.**
Use the Search feature to search for Texas Behavior Support Initiative Training (TBSI)
2. Click search.

![Search interface with TBSI entered]

3. Select the workshop titled Texas Behavior Support Initiative (TBSI). Any workshop titled TBSI is the correct workshop.

<table>
<thead>
<tr>
<th>ID</th>
<th>Start Date</th>
<th>Title</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1287215</td>
<td>8/7/2017</td>
<td>Texas Behavior Support Initiative (TBSI)</td>
<td>The Texas Behavior Support Initiative, or TBSI, is...</td>
<td>Online Professional Development</td>
</tr>
</tbody>
</table>

4. Click Register
Your name | Course Title | Registration Code
---|---|---

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBSI: Texas Behavior Support Initiative (TBSI)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total: $0.00

4. Click "Checkout"

Security: Sign In

Account Sign-in

E-mail Address: 
Password: 

Click [here](#) to create a new account
If you have forgotten your password, [click here](#).

Submit

Enter your Account Sign in - E-mail address and Password.
Please help us verify your information to ensure you receive proper credit for your professional development.

Region
(Select Region 4 ESC if you do not know your region.)
Region 20 ESC

District
(Select Other Organizations if you do not know your District.) Other Organizations

Campus
(Select Other Organizations if you do not know your Campus)
Other Organizations

Position:
(Select Other if your position is not listed.)
Student

☐ I certify the above information to be accurate

Verify your information.

Please help us verify your information to ensure you receive proper credit for your professional development.

Region
(Select Region 4 ESC if you do not know your region.)
Region 20 ESC

District
(Select Other Organizations if you do not know your District.) Other Organizations

Campus
(Select Other Organizations if you do not know your Campus)
Other Organizations

Position:
(Select Other if your position is not listed.)
Student

☐ I certify the above information to be accurate

Click "Continue".
5. **Click 'Complete Checkout' button to register for the session.**

### Description

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lisa Colemere: 1207821- Texas Behavior Support Initiative (TBSI)</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td>The Texas Behavior Support Initiative, or TBSI, is a legislatively mandated state level training by Senate Bill 1196 and the Texas Administrative Code, §83.1053. The TBSI training is designed to provide foundational knowledge for the use of Positive behavior Interventions and Supports for students with disabilities as well as with all students. While the TBSI training meets legislative requirements related to procedures for the use of restraint and time-out, it also provides a framework for sharing a wide range of foundational level behavior strategies and prevention based schoolwide, classroom, and individual interventions.</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $0.00

By registering for a Region 4 event, participants grant Region 4 the right to photograph them and use the photographs in all formats without compensation in publications, marketing materials, and social media. Participants hereby release Region 4 from all claims arising out of the use of the photographs, including, without limitation, all claims for libel, invasion of privacy, or violation of copyright ownership.

**Cancellation and Refund Policy:**

Cancellations must be submitted no later than 7 calendar days prior to event for a refund. Phone cancellations are not accepted.

Registrations are transferrable.

A processing fee of 25% of the registration cost with a minimum fee of $35 will be applied to the refund.

No refunds for online courses, nonattendance, or cancellations submitted one to six days prior to the event. Participants will receive a full refund for events cancelled by Region 4. This only applies to sessions with a fee.

Region 4 Education Service Center (Region 4) is accessible to individuals with disabilities. If you have special needs or require special arrangements in order to participate in a session, please contact Region 4 Registration Services five working days prior to the training program date 713-744-6326 or Register@resc4.net.
6. Click "Assessing Online Course".

7. A 4-page PDF with instructions will appear.
a. **NOTE:**
You must sign in again.

C. Then select Registration/Certificate.

---

Click the **Registration History/Certificates** link to view all registrations. Click the Online Sessions tab to view online events.

There are three sub-tabs within Online Sessions.

- **In Progress** tab shows all of the sessions that are currently active. This could include a self-paced session for which your subscription has not yet expired, or an instructor-led session such as a webinar where the start date has not yet occurred. Click the Open or Play button to view your content.

- The **Complete** tab shows all of the sessions for which you have been marked attended. This tab is where you will find links to evaluations and certificates.
8. **Select Online Sessions**

The Texas Behavior Support Initiative (TBSI) Course will appear.

9. **Click the "Play" button.**

10. **The menu of Course Topics appears to the left of the presentation window.**

11. **Click on the drop down menu to view the subtopics.**
12. The TBSI Course

A quiz follows each subtopic. You must achieve a passing score of 80% to continue the course.

13. A quiz follows each subtopic. You must achieve a passing score of 80% to continue the course.
14. **Upon completion of the TBSE Course and Quizzes, click the Resources Tab.**

**Select the Certificates Instruction link.**
Certificate Instructions

Once your course is complete, you will have the opportunity to obtain a certificate. Follow these directions to download and print your certificate:

1. On the Region 4 Professional Development Registration page, click the Registration History link. If you are not currently signed in, you will be prompted to do so.

2. Click the tab for Online Sessions.

3. Click the tab for Complete.

4. If an evaluation is required, it must be completed before the Certificate link is available.
   a. Evaluation - Click the link to complete the evaluation. Please note that the evaluation is a pop-up window. If the evaluation does not appear - verify that pop-up blockers are disabled in the browser and in any special toolbars such as Google or Yahoo. Click Submit on the evaluation when it is complete. The page will refresh and you will see the Evaluate Course button has changed to Print Certificate.
   b. Certificate - Click the link to download your certificate. The browser will ask you if you want to open or save the PDF file. You must have a PDF viewer such as Adobe Acrobat Reader or Apple Preview in order to view the certificate.

Account: Registration History

<table>
<thead>
<tr>
<th>Session ID: 1267215</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session Title: Texas Behavior Support Initiative (TBSI) -</td>
</tr>
<tr>
<td>Credit: Clock Hours 3</td>
</tr>
<tr>
<td>Score: 80</td>
</tr>
<tr>
<td>Completed Date: 8/17/2017 4:08:27 PM</td>
</tr>
<tr>
<td>Link: Evaluation</td>
</tr>
</tbody>
</table>

17. Upon completing the form, the Certificate PDF will appear at the bottom of the page. Select "Open" from the drop-down menu.
18. The TBSI Certificate of Completion will open. Your name will appear on the certificate.