

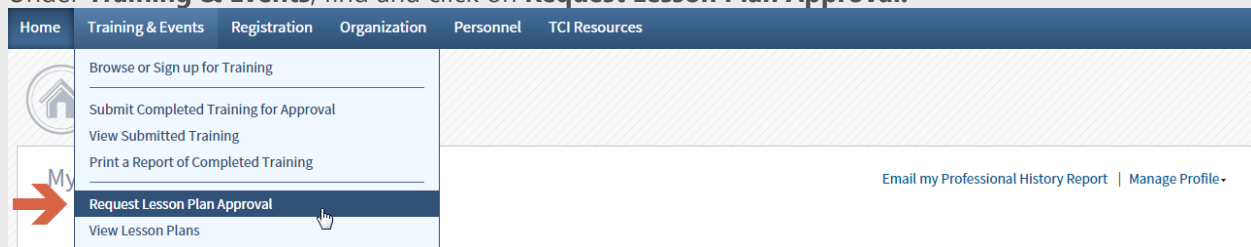


How to Submit Lesson Plans for my Local In-Service

Before you can report any yearly in-service hours you must have a TCI approved lesson plan. You can submit a Lesson Plan for your local in-service training for TCI approval through FTACS.

To Submit a Lesson Plan through FTACS

1. Open a web browser and go to FTACS <https://acadisportal.tci.tn.gov>.
2. Enter username and password then click **SIGN IN**. If you have issues with your username or password use the **forgot your password** link.
3. Under **Training & Events**, find and click on **Request Lesson Plan Approval**.



4. Fill in the required Course Information; **Prepared for** (your agency), **Course Title**, **Course Description**, and **length**

Course Information

Prepared By: Karszen, Ian

* Prepared For: Tennessee Corrections Institute

Approving Organization: Tennessee Corrections Institute

* Course Title: Standards Review
Characters: 16 of 150 allowed.

Course Number:
Characters: 0 of 150 allowed.

* Course Description: A clear and concise overview of the class.
Characters: 42 of 4000 allowed.

* Length: 16 Hours Minutes

5. Under the **Instruction** section make sure to fill in **Learning Objectives**, as well as **Reference/Bibliography**.
6. You can click **Finish Later** to save a draft of the Lesson Plan or **Submit for Approval** once you have completed the Lesson Plan.

