

## TFH Instructor Roster and Certificate Instructions

Below you will find basic instructions on how to submit your class information to both the IKC and the TFHKA and order IKC and CE certificates for your students. (For more detailed instructions on utilizing the IKC website to complete these steps, [click here.](#))

### **Notes For All Instructors:**

1. If it is your first time logging in to your IKC account, go to <https://ikc.global>, use the email that you were registered with when you became an instructor, and create your password.
2. If this is your first time ordering IKC certificates and you have not signed an Instructor's contract in the past 3 years, please download and sign your [Instructor Contract](#) and then send it to [admin@ikcfaculty.us](mailto:admin@ikcfaculty.us) with your first certificate order. If you are teaching only online, there is an additional [Online Teachers Agreement](#) under the Online Teaching link to sign.

### **Listing Classes on TFHKA and IKC websites**

1. TFHKA (optional) - Login to the TFHKA website and list your class in the event calendar. (This is not required, but it is a perk of membership and serves as an advertisement for your class and your business.)
2. IKC (**required**) - [Login to your account on the IKC website](#) and post your upcoming classes. (This serves as international advertisement for your classes and is **required in order to add students to your roster and purchase both IKC and CE certificates.**)
  - Select the classes page from the menu, Click Available actions, add a class, and enter your class information. Click save at the bottom of the page. You will be directed to the page for the class you just entered.

### **Adding Students to your Class Roster**

1. Once your class information is added and your class is saved, you can begin adding all your students as they register. This will become your class roster.
  - From the main IKC menu, click on the classes page, then scroll down to find your class listing. Go to the far-right hand side of the listing and click the three horizontal bars to go to the page for your class.
  - Once on the page for your class, add ALL registered students to your class roster.
    - a. For NEW TFH 1 Students – Select “**Add a New Student**” button.
    - b. For returning students (TFH 2 and above) select the “**Add a Student**” button (not *new student*).

### **Purchasing and Downloading IKC Certificates**

1. When your class is complete and you have ensured all student and class information is correct in your class roster listing on the IKC website, go to the [IKC Faculty website](#) and pay for your IKC

certificates. Be sure to click the button **below** the certificate type you need. You will be able to adjust the number of certificates in the cart.

2. Once the certificate order is placed, the certificate codes will be ordered from the IKC by the faculty and deposited in your IKC account. You will receive an email when your codes are available.
3. When your codes are available, you can log in to your account on the [IKC website](#) to download your certificates for your students.
  - From the main menu on the IKC website, go to the My Certificate Codes page.
  - For each code, select claim certificate and choose **Pre-Fill** to automatically add your student and class information.
  - Change the date to the **last day** of class, and if you have taught online, make sure to put online as the location.
  - Preview to be sure all is correct and then download the certificate.

### **IKC Roster Export and Submittal to TFHKA**

1. Once all IKC certificates are created and downloaded, you are ready to export your roster and submit it to the TFHKA. All US instructors are required to submit their rosters to the TFHKA in order to have record of all US classes and students. Your students will receive a trial TFHKA membership.
  - From the main IKC menu, click on the classes page, then scroll down to find your class listing. Go to the far-right hand side of the listing and click the three horizontal bars to go to the page for your class.
  - Scroll down to the “students linked” section and click the **Export button** on the top right of the section. This will create the **IKC Roster Export File** you will need in order to complete your roster submission to the TFHKA.
  - **Rename the file with your name, class type and date of class in the following format: lastname\_firstname\_ClassName\_MMDDYY.csv (i.e. Smith\_Joe\_TFH1\_092425.csv).**
  - Save the file to your computer in a place you will easily be able to find it.
2. Submit your roster to the TFHKA by visiting [www.touchforhealth.us/student-roster](http://www.touchforhealth.us/student-roster), filling out the form and uploading your exported IKC roster file. This form will also allow you to purchase CE certificates for qualified students.
3. Once you submit the Roster and CE form, your class will be recorded and you will receive any purchased CE certificates.