

TFHS Certificate Matters

1. An Instructor who attended another Instructor's classes. The Instructor who teaches a class with another Instructor participating as an attendee should ask the registrar for access to the attendee instructor's account.

2. An instructor who teaches in another area, which has a Faculty, obtains a certificate from the faculty of that area. There are two options to do this:
 - a. The instructor buys the certificate from their faculty, and financial arrangements are discussed between their faculty and the faculty of the area.
 - b. A request is made to the registrar to transfer the instructor's account to the Faculty of the area. Upon completing the training, a second request is made to the registrar to transfer the instructor back to the original faculty.

3. A faculty member who teaches in another area which has a faculty, obtains a certificate from the faculty of the area through a financial arrangement between the visiting faculty and the faculty of the area.

4. Any Instructor or Faculty Member who has students from another area is to request access permission from the manager of the student or their faculty.