



CLASS Reliable Observation Re-Certification Guide

1. Within no less than two months of the expiration date for your CLASS Reliable Observation Certification, please advise the Staff Development of your intent to recertify. Within your email please specify if you intend to recertify either for Infant/Toddler or Pre-K Certification. Send your email to:

StaffDevelopment@hsgd.org (hover over email and hit enter).

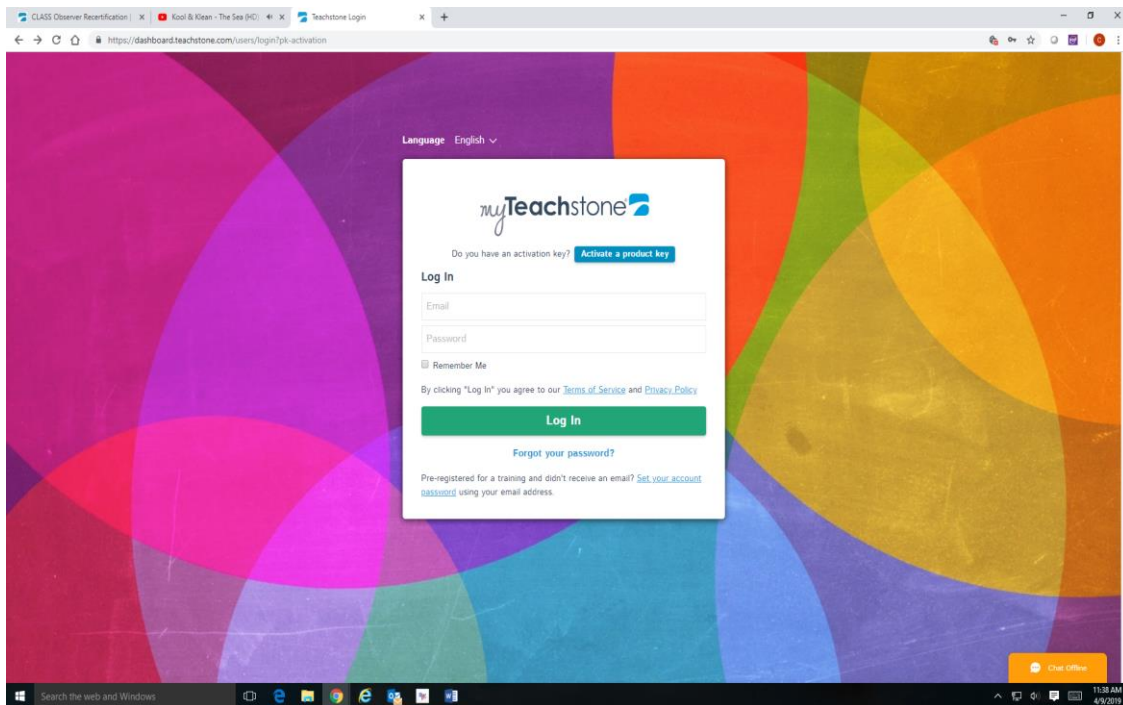
2. A Staff Development Team Member will issue you a **Product Key** that looks similar to the example below.

VAZJBP5FHPFA8C8U

3. When you receive your **Product Key** go *online* to myTeachstone at

<https://dashboard.teachstone.com/users/login?pk-activation> (tap to access)

4. Proceed to *login myCLASS account* (your user name is your email address) and activate the product key issued to you by the Staff Development Department.

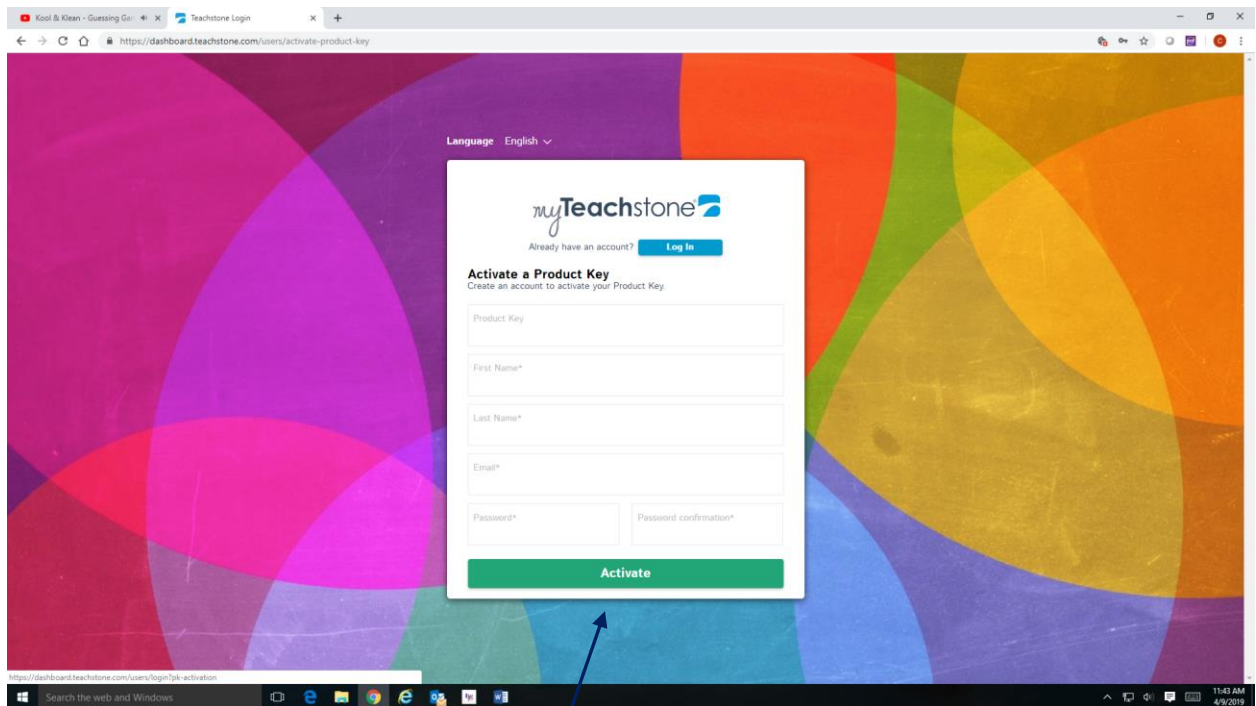


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If you have not established an account, tap the **blue icon** that says

“Activate a product key”

This *action* will allow you to create an account/profile to activate the product key that was issued to you. You will see the below page,



Language English ▾

my Teachstone

Already have an account? [Log In](#)

Activate a Product Key
Create an account to activate your Product Key.

Product Key

First Name*

Last Name*

Email*

Password* Password confirmation*

Activate

5. Once you have established your account with the following:

- Product Key
- Your first & last Name
- Your work email
- Password

You are now ready to **Activate** (tap the **green button**)

6. Once you have **accessed your exam**, the system will automatically generate an email to Teachstone’s Finance Department which in turn will send out the **official invoice to our department for us to pay on your behalf.**

Please note that you will be given a window of time (estimate 30 days) to prepare for the exam. Therefore, please be careful and meet your deadline for taking your exam.