

MANAGING YOUR QUALIFIED INSTRUCTOR PORTAL

- Go to www.mbfte.org ; Move your cursor to “Login” and select “Qualified Instructor Login”
- Enter Username (email address used on your application) and Password and click “Login”
 - *For initial Login using your Temporary Password that was emailed to you by the MBFTE*
 - Enter New Password and verify New Password, then click **Update Password**.
 - If you forgot your Password:
 - Enter your Username (email address) then click **Reset Password**
 - You will receive an email with your Temporary Password
 - Follow the Temporary Password steps as listed above
- Read and acknowledge Data Practices Notice
- Click on “**Instructor Qualification Status**” (located at the bottom right of Qualified Course List) to monitor the status of your credentials and any notes made by the MBFTE.
- Click on “**Maintain Attachments**” to upload any other documents to your portal such as certifications, continuing education, instructor hours, or updates to your resume.
 - Multiple pages can be scanned and uploaded as one Pdf file
- If you are **updating your portal**: Select any additional standard(s) that you are applying for. (supporting credentials are needed for each standard checked to be considered for approval)
 - Multiple pages can be scanned and uploaded as one Pdf file for each standard
- Click on “**Maintain Attachments**”
- Use the drop-down arrow in the “Attach To” box (to the right) and select each applicable standard(s), then use the **Browse** button to attach your Pdf supporting credentials(s) and select **Upload File**. Repeat steps as needed. Close the window when finished.
- You must click on “**Update Record**” to save any changes made in your Qualified Instructor portal before you exit. You will receive an email that updates have been made to your portal.
- Click on “OK” for Record Updated
- Click on “**Notify MBFTE**” after making any updates other than your contact information to your Instructor Portal.
- Click on “**YES**” to the prompt “Do you wish to notify the MBFTE that your application has been updated?”
- Select “**Logout**” located at the bottom right side of your screen to exit
- Select “**YES**” on the prompt if you have finished and saved your changes by clicking on “Update Record”

RENEWING YOUR QUALIFIED INSTRUCTOR APPLICATION

The MBFTE requires renewal of your application every four years from your initial application date.

- The MBFTE will notify you via the email address that is on file in your Qualified Instructor portal within 60 days of expiration.
- Qualified Instructors will need to Login and upload their documentation regarding continuing education and hours of instructional activity that meet the requirements set by the MBFTE.
- Applicants will be notified by the MBFTE of their updated status as a Qualified Instructor.