

Requirements for Program Admission:

Students must apply for admission to the Field-Based Teacher Education Program while enrolled in either ELED or SED 300. The application process is an online process and begins first class day of the semester, and is only available during a designated timeframe. Applications must be submitted through your TK20 student account by the designated due date. Due dates will be communicated to students in class or by the Certification Office at the beginning of each semester. TK 20 is the primary online tool to process your application so we urge you to purchase and familiarize yourself with it right away. If you have questions about readiness to apply for program admission contact your academic advisor in the Department of Curriculum and Instruction.

All of the following must be met prior to Field Based Program admission.

- Overall GPA of a 2.75 or higher
 - Be enrolled in either ELED or SED 300
 - Meet Basic Skills Requirements for Reading, Math and Writing
 - Receive Department Recommendation through completion of the Application and Interview process
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How to Apply:

Step 1: Login to your TK20 Student Account

If you do not have a TK20 student account you may purchase one of two ways.

- Contact the University Bookstore (students qualifying for Financial Aid may opt to purchase through the Bookstore)
- Login to TK20 and set up your student account by clicking on “Click here to register your student account” - Located on the left-hand side at the bottom.

Step 2: Create an Application – *Will be instructed by your ELED/SED 300 instructor and completed during class.*

1. Go to your **Applications** tab and click on **create** under **Applications** located in the side menu.
2. Select the “**Application for Admission to Field Based Program (Must be enrolled in ELED or SED 300)**” from the dropdown menu.
3. An **In-Class Writing Task** is required within the Application. Your instructor will provide the *In-Class Writing Task Prompt* during one of your assigned class meetings.
4. Follow instructions within the application to pay your \$55 Texas Education Agency Assessment Fee and upload confirmation of payment.
5. Complete the application as directed. Any fields with an asterisk (*) must be filled in before the system will let you submit.

Once you have started an application, you have 3 options:

- **Save:** You can click this at any time and return at a later time to finish the application.
- **Submit:** This will submit your application for final review.
- **Cancel:** Use this to exit the application without saving any changes.

Note: If you do NOT see the name of the application you need to complete, you may be attempting to complete it AFTER its due date has passed.

Step 3: Complete the Interview Admission Process

(You must complete the Application process (step 1 & 2) prior to an interview)

Setting up Admission Interviews

- Students register for admission interviews through the Department of Curriculum and Instruction or through a designated person for off-site locations.

What Happens After the Interview

- The results of the interview are recorded on the Teacher Education Admission Interview Forms within TK20.
- Admissions recommendation is then determined by the Admission Interview Team composed of at least two university faculty members.
- After successful completion, writing sample, rubrics and other paperwork are submitted via TK20 to the certification office for inclusion in students' files. The certification office contacts the student about next steps.

Pre-mediation/Remediation

In the event that an applicant cannot successfully complete the score requirements for admission into the program the following pre-mediation/remediation steps will occur:

- Students who do not meet the rubric score requirements may be denied admission to the program; or the admission team may recommend that the student may be referred for “pre-mediation” and/or “under review,” until the student satisfies the admission team recommendations.
- Students who do not meet score requirements will be notified by their advisor or through a designated person at off site location to determine next steps and create a pre-mediation/remediation action plan. Completion deadlines are determined between the re-mediator and/or the advisor.
- Once the student successfully completes the pre/mediation/remediation steps the rubrics and other paperwork are submitted to the certification office for inclusion in students' files.

In the event that an applicant cannot successfully complete the score requirements for admission into the program following the completion of pre-mediation/remediation the following steps will occur:

- Students who do not meet the score requirements after pre-mediation/remediation attempts will be notified by the advisor based on the recommendation of faculty.
- The advisor will make a recommendation to the Department Head who will render an admission decision to the student.

Step 4: How to Check Application STATUS

1. Login to your TK20 Student Account
2. On the “HOME” tab you will locate your application under “Recent Messages”
3. Click on the “Application”. The message will indicate your application was “Accepted”
4. If you lack admission requirements the message will indicate “Denied”. You can click on the review document to view your deficiencies.

Step 5: ACCEPT the Admission Offer – once application indicates “Accepted”

1. Login to your TK20 Student Account
 2. On the “HOME” tab under “Pending Tasks” you must complete the “Admission Offer to the Field Based Program” SURVEY to accept the Admission Offer. The Survey will also be emailed to you with a link to open the Survey. The Survey will be available once you meet admission requirements and typically at the end of the semester.
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