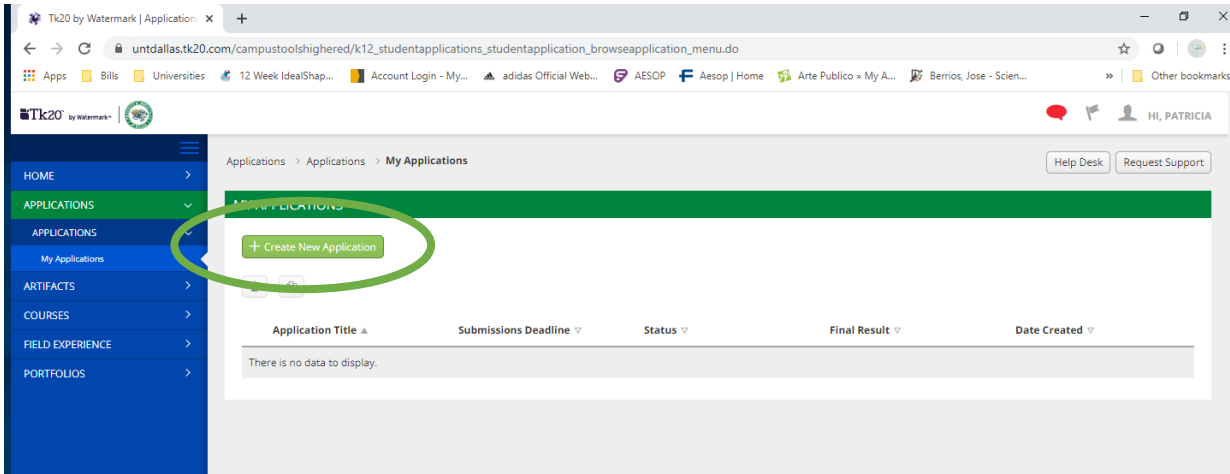


9 Simple Steps to Submitting Your Clinical 1 AND Clinical 2 Application on TK20

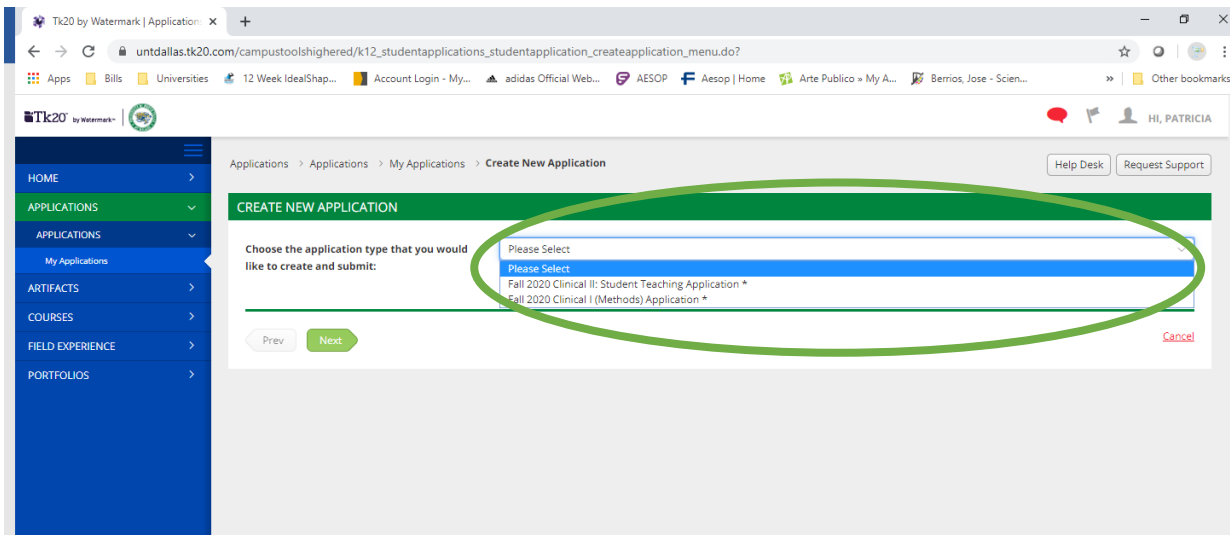


1. Open your TK20 Account and login using your ID and UNT Dallas password. Access TK20 here:
<https://teach.untDallas.edu/tk20>

EUID: ABC123
PW: XXXXXX

2. Go to **APPLICATIONS** → **My Applications** → **+Create New Application**
3. Select the term you are applying, and select which Clinical you are applying for.

Spring 2020 Clinical I: (Methods) Application
Spring 2020 Clinical II: Student Teaching Application



The screenshot shows the 'CREATE NEW APPLICATION' page on the UNT Dallas Tk20 portal. The page has a sidebar with navigation links: HOME, APPLICATIONS, My Applications, ARTIFACTS, COURSES, FIELD EXPERIENCE, and PORTFOLIOS. The main content area is titled 'CREATE NEW APPLICATION' and contains a dropdown menu for selecting an application type. The dropdown menu is open, showing options: 'Please Select', 'Please Select', 'Fall 2020 Clinical II: Student Teaching Application *', and 'Fall 2020 Clinical I (Methods) Application *'. Below the dropdown menu are 'Prev' and 'Next' buttons, with the 'Next' button circled in green. There is also a 'Cancel' button on the right.

4. Click **NEXT** to access online application.
5. Complete your application to the best of your abilities.
6. Attach your **scores, AND Study Plan AS ONE PDF DOCUMENT** for each representative you have taken.
NOTE: Your document must have your name **commercially printed** on the official score sheet printed from **Certify Teacher, or TEA**. Upload each document to its respective link.
7. Please note that PPR Exam or any other exam you may have taken **may not** be on the list of exams. Therefore, submit your PDF Document to Dr. Sosa-Sanchez, *Chair, Clinical Admissions Committee*, **AND** CC Sheetal Kumar, *Certification Officer*. **Your Subject Line should be: PPR Representative Scores (Last Name/ID Number)**

Patsy.Sosa-Sanchez@untdallas.edu
Sheetal.Kumar@untdallas.edu

The screenshot shows the application form with three main sections, each circled in green. The first section is for Bilingual Candidates, asking if they have taken the BTLPPT and providing a 'Select File' button and a 'Drag and drop file here' area. The second section is for ESL Candidates, asking if they have taken the ESL exam and providing a 'Select File' button and a 'Drag and drop file here' area. The third section is for All Applicants, asking if they have taken the core exam and providing a 'Select File' button and a 'Drag and drop file here' area. At the bottom, there is a section for 'Select Certification (ESL & Bilingual Supp.)' with checkboxes for 'EC-6 Core Subjects' and 'EC-12 Special Education'.

accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see Disability Services Office. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untdallas.edu

Is there a disability when confirming your placement?
If yes, please set up an appointment with Patsy.Sosa-Sanchez@untdallas.edu*

Your typed signature will confirm your understanding of the above policies.*

Prev Next Submit Save Close

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8. After completing application, and uploading representative scores and study plans, make sure you **TYPE YOUR SIGNATURE** confirming your understanding of the policies in the application. **THIS IS REQUIRED.**
9. Click **SAVE** and then **SUBMIT** to make sure your application is properly submitted. **IF YOU DO NOT CLICK SUBMIT**, your application is not received by TK20, therefore will not be revised by the Clinical Admissions Committee.

For more information on Clinical 1 or Clinical II requirements and/or pre-requisites, please visit: <https://teach.untdallas.edu/clinical-teaching>. Please do not hesitate to reach out to us should you have any questions/concerns.

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