How to Apply to the Educator Preparation Program in Tk20

If you are an Undergraduate seeking a Bachelor’s Degree and Teacher Certification from Sam Houston State University, follow these steps to apply to the program in Tk20, an online application and assessment software.

1. Using Mozilla Firefox, Google Chrome or Apple Safari (avoid MS Internet Explorer and Edge), point your browser to [https://tk20.shsu.edu](https://tk20.shsu.edu) and you will be redirected to the login page.

2. Log in to Tk20 with your SHSU username and password. Students should note that their Tk20 username and password will always be synchronized to the SHSU username and password – the same as SHSU email or MySam logins. If you receive an invalid username or password message, please send an email to tk20@shsu.edu and we will resolve the problem.

3. Click on the Applications menu on the left, then click on + Create New Application.
4. From the dropdown, choose one of these two applications:
   a. 1a) Undergraduate EC-6 and 4-8 Certification Areas – this is for Interdisciplinary Studies majors who are seeking an elementary or middle level certification.
   b. 1b) Undergraduate Secondary and All-Level Certification Areas – this is for majors outside the College of Education who will have a Secondary Education minor or an All-Level Concentration.

5. For this example, we will choose the 1a Application. Click Next.

6. Complete the application. Most of the choices are radio buttons.
7. You are required to upload your transcript. You can create a PDF of your unofficial transcript off of MySam/Banner Self-Service. There are instructions on the application on how to do this. If you need assistance, please contact tk20@shsu.edu and we can help you.

8. Enter your initials as part of the electronic signature and then click Submit.
9. You will see your application has a status of Review in Progress. The review will consist of two parts: a look at your academics: grades, GPA, etc., and a review of your Interview.

10. Students please note that within one week of completing the Admission Application, you will receive an email in your SHSU inbox that describes how to record and complete the interview process. Do not ignore it! Completing the interview is required for admission to the Educator Preparation Program.

11. Candidates are also required to pay the Educator Preparation Program Application fee via Marketplace.  
   https://secure.touchnet.com/C21329_ustores/web/product_detail.jsp?PRODUCTID=60 - or -
   http://tinyurl.com/Pay-EPP-App-Fee (a shorter URL)

12. Your admission decision will come to you in an email with further instructions and next steps. Included will be a link to complete the reciprocal acceptance – that is, you, the candidate accepting SHSU’s acceptance. Do not ignore this email either!

   Need more help? Please contact us at tk20@shsu.edu or call 936-294-4891.