

## How to Apply to the Educator Preparation Program in Tk20 for Undergraduate Students

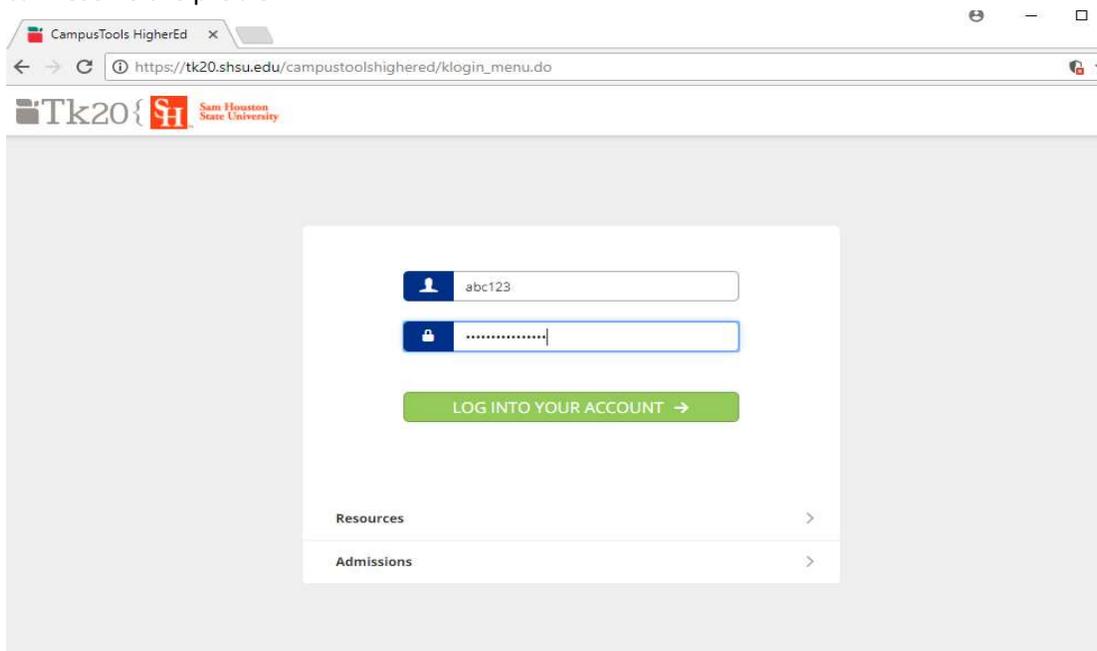
If you are an Undergraduate seeking a Bachelor's Degree and Teacher Certification from Sam Houston State University, follow these steps to apply to the program in Tk20.

**Some degrees and programs have changed or have been added since this document was created. In the fall of 2018, the Interdisciplinary Studies B.S. major will become the Teaching and Learning B.S., and more choices for minors (certification) are also available since these screen shots were created.**

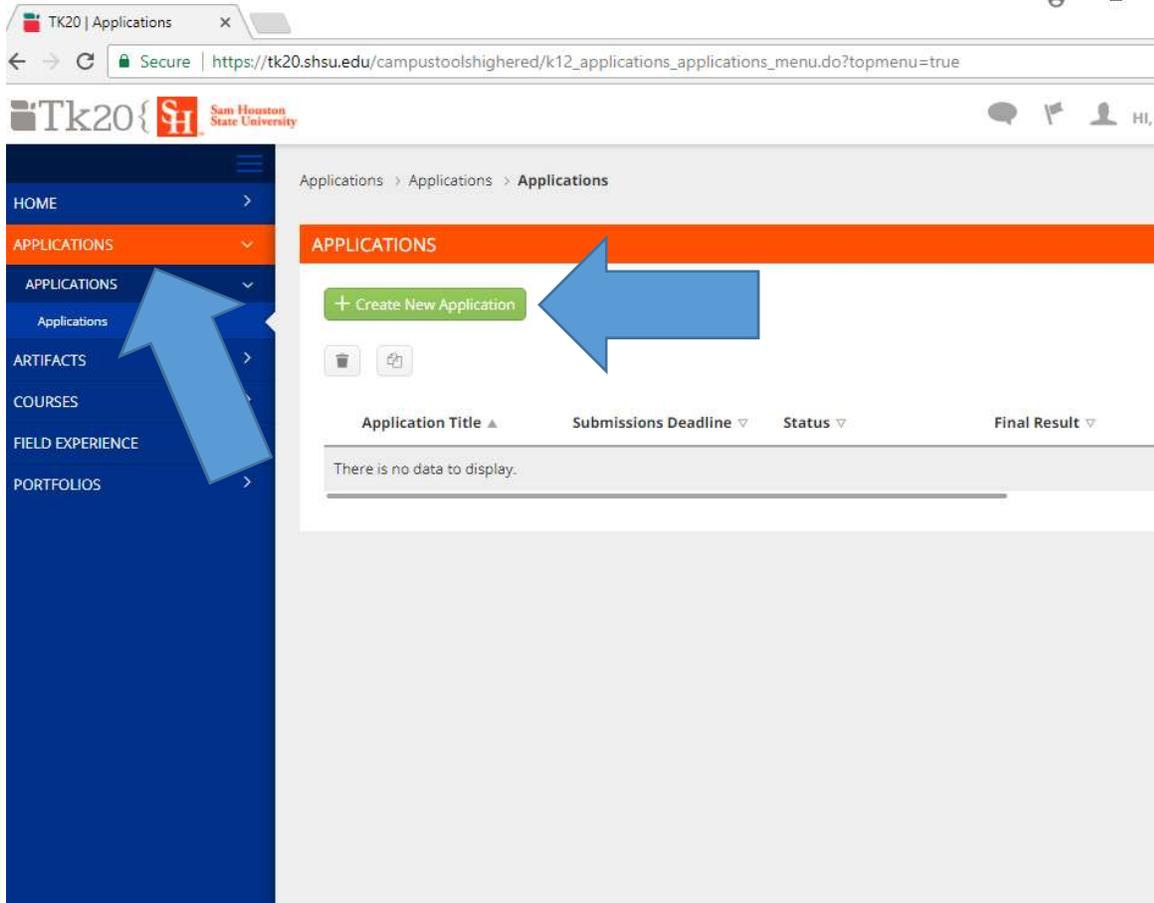
If you are not currently enrolled in the current semester at SHSU, please do not complete the application until you are currently enrolled and actively taking courses at SHSU.

Please note if you have not created your interview video, skip to that section in these directions and create the video BEFORE creating the application in Tk20.

1. Using Mozilla Firefox, Google Chrome or Apple Safari (avoid MS Internet Explorer and Edge), point your browser to <https://tk20.shsu.edu> and you will be prompted 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](mailto:tk20@shsu.edu) and we can 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 / Teaching and Learning majors who are seeking an elementary and 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.

If the application you want does not appear, then you are trying to apply while the application is not open. Refer to the application schedule and try again when the Admission Application opens.

5. For this example, we will choose the 1a Application. Click Next. You will choose the program to which you are applying for.

TK20 | Applications

Secure | [https://tk20.shsu.edu/campustoolshighered/k12\\_studentapplications\\_studentapplication\\_createapplication\\_menu.do?](https://tk20.shsu.edu/campustoolshighered/k12_studentapplications_studentapplication_createapplication_menu.do?)

HOME

APPLICATIONS

APPLICATIONS

Applications

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CREATE NEW APPLICATION

Choose the application type that you would like to create and submit: 1a) Undergraduate EC-6 and 4-8 Certification Areas Fall 2017

1A) UNDERGRADUATE EC-6 AND 4-8 CERTIFICATION AREAS FALL 2017

WHO SHOULD COMPLETE THIS APPLICATION?

**You should be an undergraduate student! AND**  
You should be an Interdisciplinary Studies (INST) major! AND  
You should be seeking teacher certification in one of these areas:

- EC-6 Generalist
- EC-6 Bilingual Generalist
- EC-6 Generalist with EC-12 Special Education
- 4-8 English and Social Studies
- 4-8 Mathematics
- 4-8 Mathematics and Science

If this is not you, please do not complete this application (Click Cancel at the bottom)

Please choose the program you are applying for\*

- EC-6 Generalist
- EC-6 Bilingual Generalist
- EC-6 Generalist with EC-12 Special Education
- 4-8 English and Social Studies
- 4-8 Mathematics
- 4-8 Mathematics and Science

6. You will continue to fill out the application. There are two fees that you will be able to pay while filling out your application. The blue pay here buttons will take you to the portal to pay the fees or the link is [https://secure.touchnet.com/C21329\\_ustores/web/store\\_main.jsp?STOREID=21](https://secure.touchnet.com/C21329_ustores/web/store_main.jsp?STOREID=21)

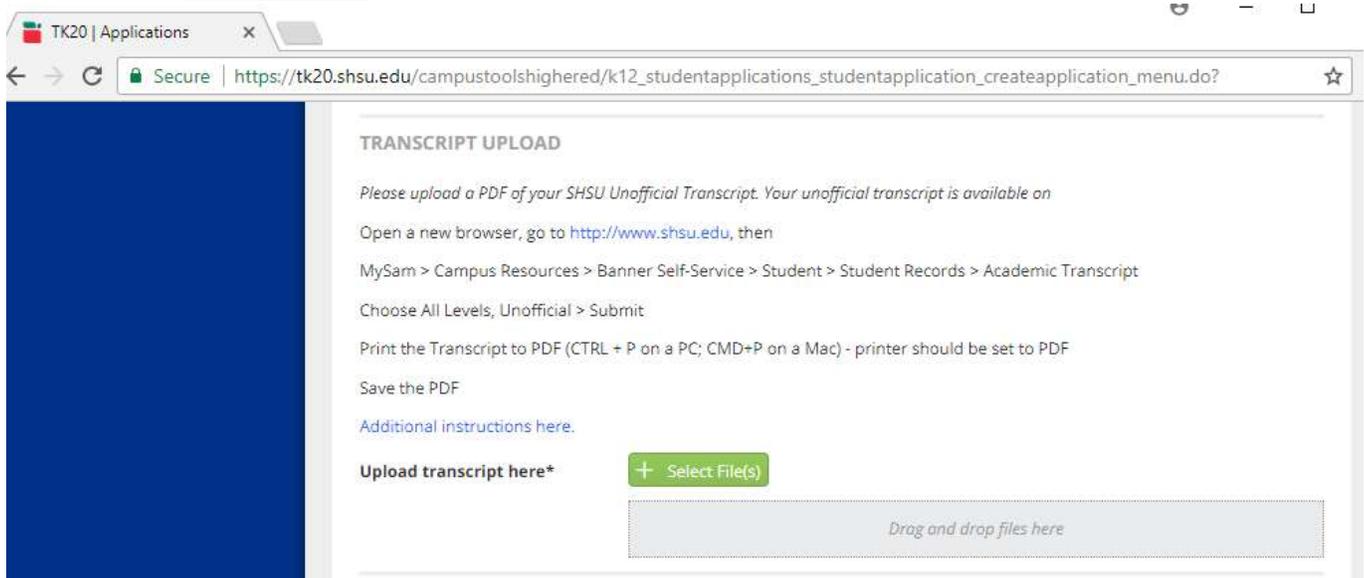
**Educator Preparation  
Application Fee: [Pay Here\\*](#)**

I understand that to be fully admitted to the Educator Preparation Program, be approved for testing, or recommended for certification, I must pay the EPP application fee.

**TEA Accountability System  
for Educator Preparation  
Programs Fee: [Pay Here\\*](#)**

I understand that to be fully admitted to the Teacher Preparation Program, I must pay the TEA Accountability System for Educator Preparation Programs Fee.

7. You are required to upload your transcript. You can create a PDF of your unofficial transcript off of MySam/Banner Self-Service. Internet Explorer is the only browser that will catch the whole transcript, so use Internet Explorer for uploading your transcript. There are instructions on the application on how to do this. If you need assistance, please contact [tk20@shsu.edu](mailto:tk20@shsu.edu) and we can help you.



8. Next is to complete your Admission Interview. You will be able to click on the word “instructions” and it will send you to the instructions page for the interview, or this is the link to them <http://tinyurl.com/shsuEPPvideo>



9. Enter your initials as part of the electronic signature and then click Submit.



10. 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.
11. 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. YOU WILL NOT BE FULLY ADMITTED INTO THE EDUCATOR PREPARATION PROGRAM UNTIL YOU COMPLETE THE RECIPROCAL ACCEPTANCE.