Applying/Re-applying to TEP via TK20

What you will need to apply

- A computer with internet access and your UNA portal log in credentials

- Current Proof of Professional Liability Insurance which includes the effective and expiration dates, saved as a PDF

- Thoroughly review the Alabama code of ethics which can be found at the following link: https://www.alsde.edu/sec/ee/Documents/Alabama_Educator_Code_of_Ethics.pdf

- Have completed 30 credit hours of General Studies coursework

- Know your TCH Number. This is also called a Teacher Number or ALSDE ID. This can be found on your original background check clearance letter from the state or at the following site (be sure to include all 3 letters, all dashes, and all 8 numbers): https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx
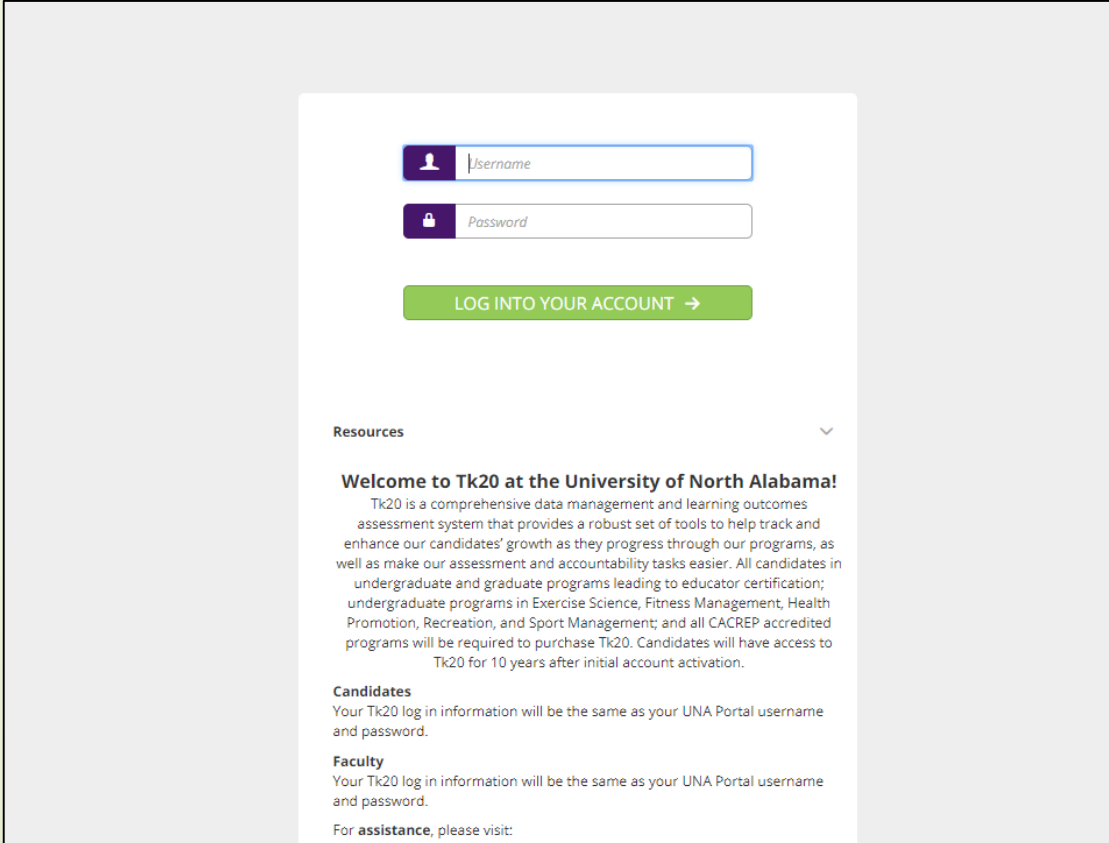
IMPORTANT:
Only have one window or tab with TK20 open in your web browser at any given time. Having multiple windows or tabs of TK20 open at the same time will cause major issues.

Step 1: Log into TK20

- Go to the URL https://una.tk20.com

- Enter in your UNA login credentials
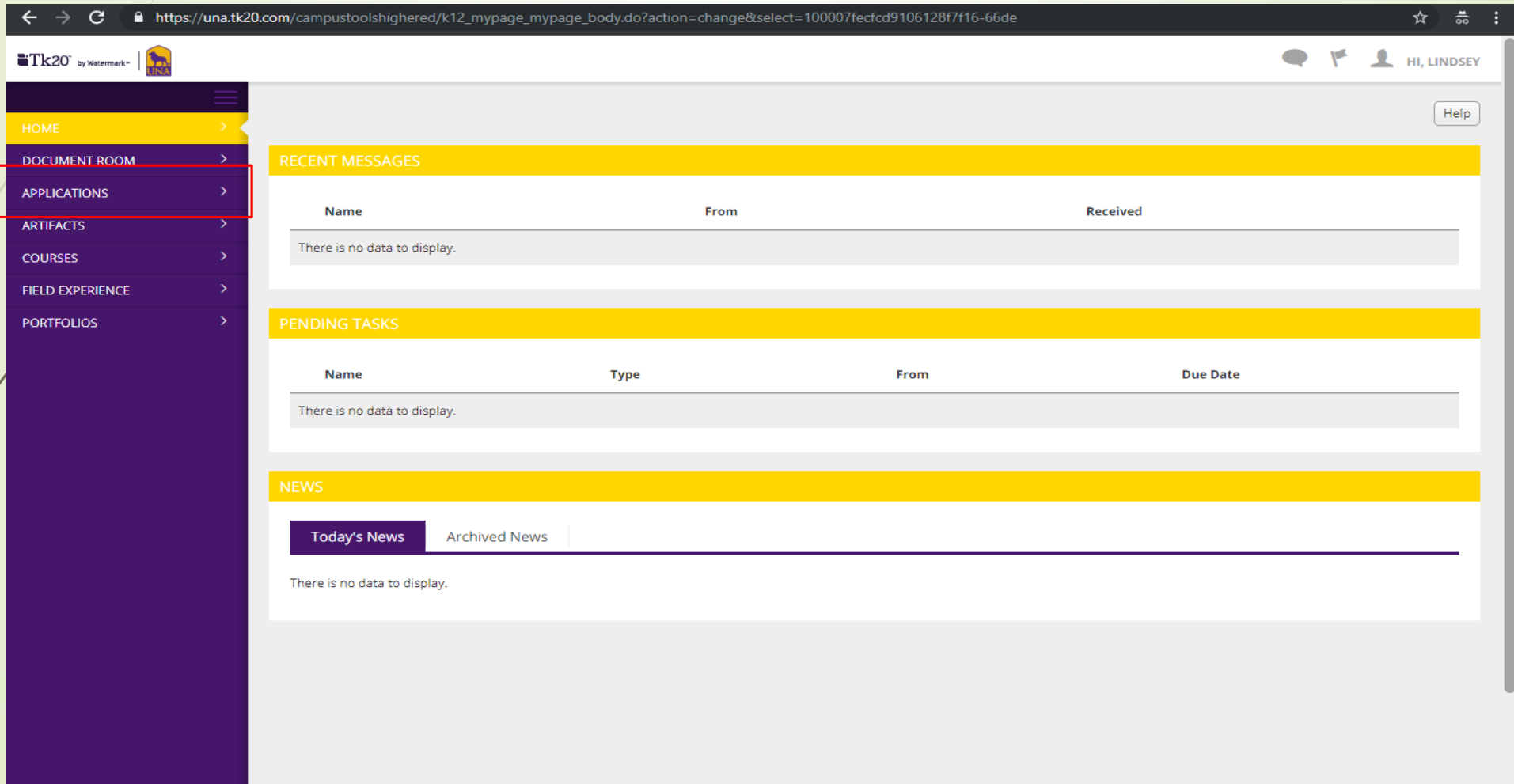
Step 2: Go to Applications

- After you log in, you will be taken to a home page. On the left hand side of the screen you will see a purple menu.

- Click on "APPLICATIONS"

Step 2: Go to Applications

Step 3:
Select "+ Create New Application"

- When you click on "APPLICATIONS" you will be navigated to a new view.

- Select the green button that says "+ Create New Application"

Step 4: Choose the correct Application

- After you click the green button, a new view will appear. Here you will select the type of application you want to create from a drop down menu.

- Click the down arrow to access the menu.

- If you are a <u>first time applicant</u>, Select "Initial Application for Admission to Undergraduate TEP"

- If you are <u>re-applying</u>, select "Re-application for Admission the Undergraduate TEP"

- Click the green "Next" button.
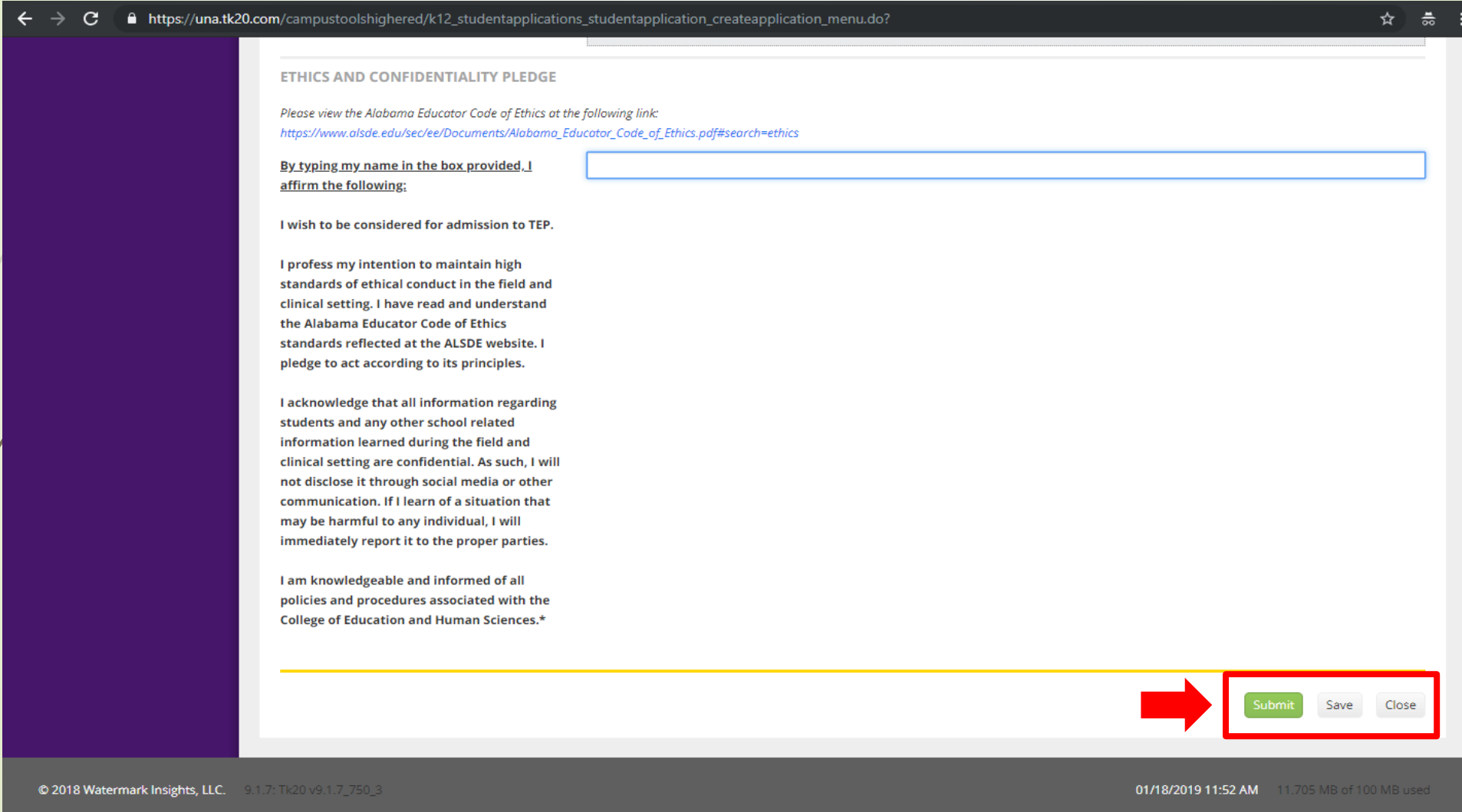
Step 5: Fill out the application

- After you click "Next", the screen will take you to the application form.

- Be sure to read the whole application as it will provide all the information you need to know for completing the application.

- NOTE: Any field with an asterisk (*) is required. You will not be able to submit the application until all required fields have been answered.

- At the bottom of the application, you will see 3 buttons. The first is a green "Submit" button, the second is a gray "Save" button, and the third is a gray "Close" button.
  - "Submit" is used when you are 100% done with the application and wish for it to be reviewed.
  - "Save" will allow you to save your work and come back to the application later
  - "Close" will ask you if you want to save before closing the application and taking you back to the view from step 3 but you will now see the application you were working on, if you saved work.

Step 5: Fill out the application

Step 6: Submitting the application

- Once all of the required fields have been accurately filled out, you are ready to submit your application for review.

- Click "Submit". A dialog box will appear either stating that not all required fields are completed if you missed something or it will ask if you are sure you are ready to submit. Click "OK".

- You will receive an automated e-mail to your UNA e-mail address from TK20 informing you that your application has been submitted.

- At this point, be sure to check your UNA e-mail and TK20 as these will be the way application reviewers will communicate with you regarding your application.

Please see our website at the following link for the current application due date and time:

https://www.una.edu/education/educator-preparation/applying-to-tepgtep.html

Questions, Comments, & Concerns

- If you have any questions or run into any issues with the application process or TK20 please don't hesitate to contact the UNA TK20 Administrator. The Administrator will serve as your first point of contact for TK20 technical issues.

- If the administrator is unavailable, you can contact Watermark customer support.

UNA TK20 Administrator
e-mail: tk20@una.edu
Phone: 256-765-4318

Watermark Customer Support
Help Desk: https://helpdesk.tk20.com/
e-mail: support@watermarkinsights.com
Phone: 1-800-311-5656

- If you have questions about the requirements for admission, please contact the Certification Specialist.

Ms. Sarah Beth Hester
Certification Specialist
e-mail: shester3@una.edu
Phone: 256-765-4860