

Dear Pre-Student Teacher Candidate,

The Department of Education & School Psychology is using a data management system, Tk20. You will be using this system throughout your clinical year. More information on this system will be forthcoming. The application will go live on the second day of classes each semester. Students will apply to PreStudent teach in the semester prior to the actual PreStudent Teaching semester (ie. Apply in fall semester in you are planning to PST in the Spring semester).

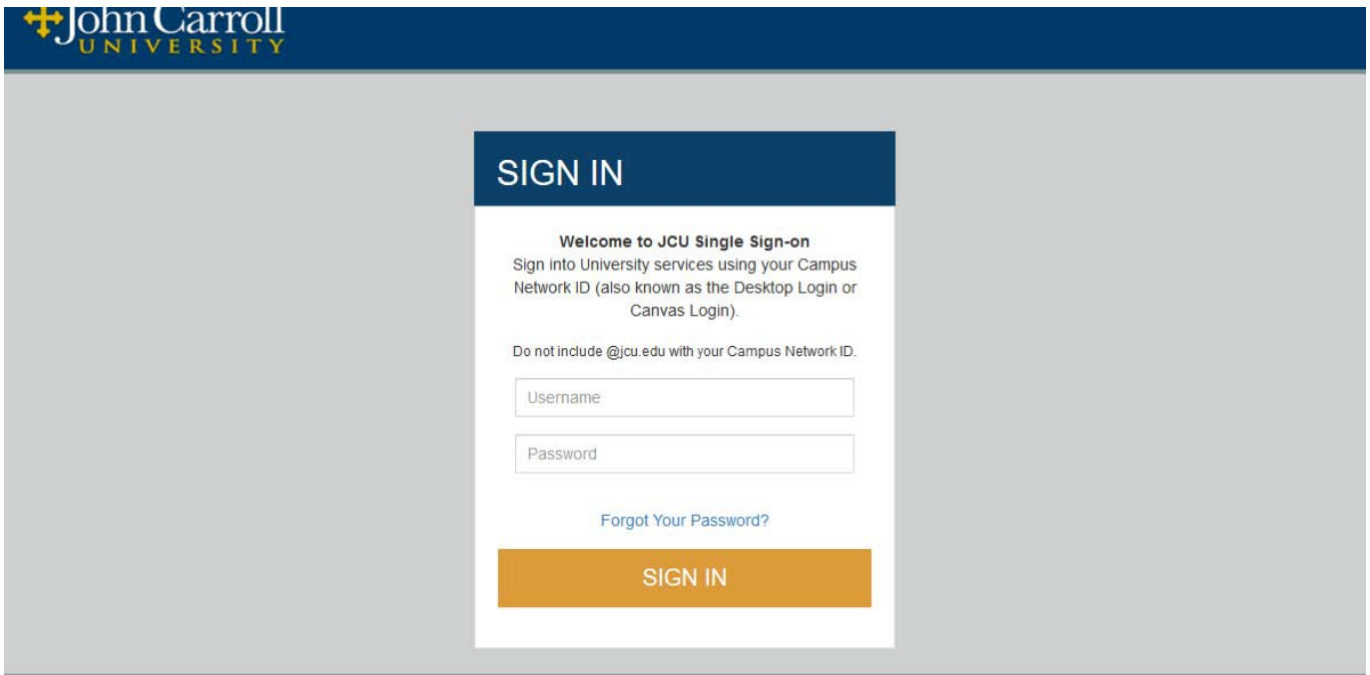
You will complete your application for Pre-student Teaching (PST) by following these directions. **Once you have completed your application, please send a “confirmation of completion” email to [education@jcu.edu](mailto:education@jcu.edu).**

You will receive information on scheduling your PST interview after you submitted your completion email.

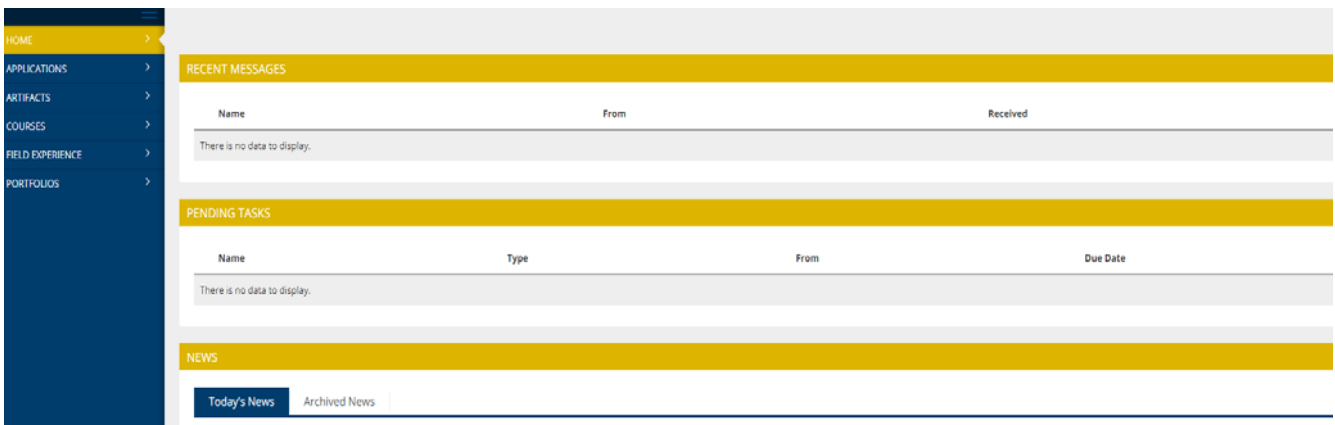
Please follow these instructions for applying to Pre-student Teach:

Use this link to access the login page: <https://jcu.tk20.com/campustoolshighered/shib-login>. This will take you to JCU’s Single Sign-on (SSO) page. It will then direct you to the TK20 site. Remember please use Google Chrome, Firefox or Safari.

This is what you’ll see.

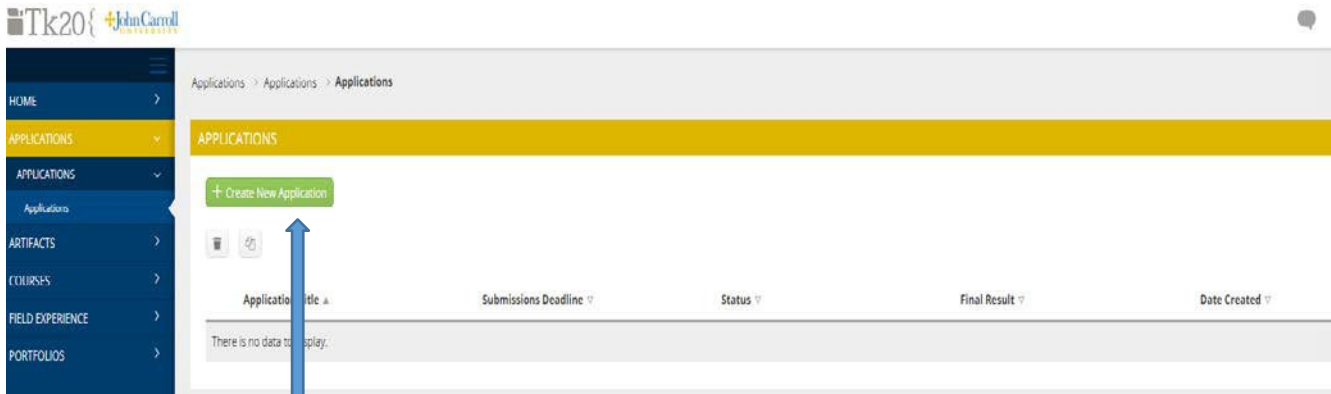


This is the next screen you’ll see.



From this screen click on “Applications” which is on the left side under “Home.”

Once you open the “Applications” you see the screen below.

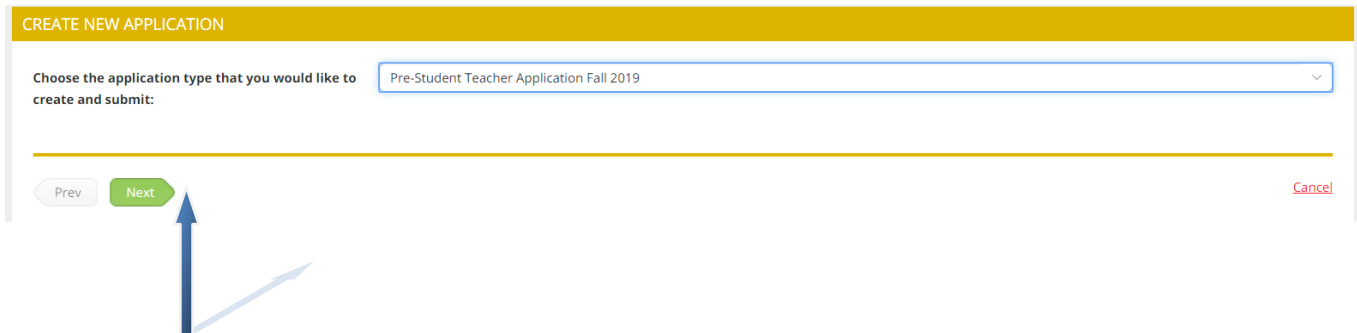


Click on the green button “+Create New Application+”

This will be the next screen you’ll see.



When you click on the down arrow you’ll see the “Pre-Student Teaching Application”



Click on the green “Next” button and the application will open for your completion.

As a part of the application you will need to upload a current Resume. Here is a link to the “Sample Resume” suggested by the Department:

<https://drive.google.com/file/d/10GxZcrez0ilrOtz52oPWYuM6UBg9J-l/view?usp=sharing>

Complete the application. Remember to save along the way. You can always leave the application and return to it. Once you have completed all steps, save and then press the green Submit button.

If you have any questions please feel free to be in touch with Renee Hoenig at .