How to create an Admission Account in Tk20

Mozilla Firefox or Google Chrome is the recommended browser to use with Tk20. Please note that you will need to create an applicant account to access these questions, even if you already have a paid-for student account.

Go to: https://unt.tk20.com/campustoolshighered/admissions1.do

Click on “Click here to create your account>”
Enter your profile and password information. **You should NOT use your EUID or UNT password for this process.**

Make sure your password has at least 6 letters and at least 1 number.

Type the two words you see in the ReCaptcha dialogue box, and click “Create My Account.”
Log in on the left.
How to Complete an Application for the Online Post-Bac Teacher Certification Program

1. You should see this screen once you have successfully logged into Tk20. Click on “Create New Application” to begin the application process.

2. Select “Graduate/Post-Bac Online Teacher Certification” and click on “Continue”.

3. Please read the instructions that pertain to your certification. Press “Next” when you are ready to begin.

<table>
<thead>
<tr>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>This application consists of four screens:</strong></td>
</tr>
<tr>
<td><strong>STEP 1:</strong> Apply to the Toulouse Graduate School</td>
</tr>
<tr>
<td><strong>STEP 2:</strong> Complete and mail in the Teacher Education Application and $20 Advising Fee</td>
</tr>
<tr>
<td><strong>STEP 3:</strong> Complete the Online Application (Including the Interview questionnaire)</td>
</tr>
<tr>
<td><strong>STEP 4:</strong> Additional Program Specific Requirements</td>
</tr>
<tr>
<td>- Take PACT TExES Exam</td>
</tr>
<tr>
<td>Click on “next” to access each subsequent screen. When your application is complete, click “Submit for Review.” Your application will not be considered unless you click submit.</td>
</tr>
<tr>
<td>Please note that the items on the checklist below must be completed outside of this application.</td>
</tr>
</tbody>
</table>

**Transcripts can be mailed to:**

Toulouse Graduate School  
University of North Texas  
1148 Union Circle  
1144 Union Circle, ESSG ADV (UPS/ProvEx)  
D1510, TX 76203-2077

**The Application Fees and any Paper Applications can be mailed to:**

Teacher Education and Administration  
P.O. Box: Toulouse Certification Advising Office  
Mathematics Hall/Room 361g  
1143 Union Circle, 4610 (ProvEx)  
D1510, TX 76203-2077
4. Please read Step 1 of the application process. When complete, choose your response below and click on “Next”.
5. Step 2: Please click on the “Teacher Education Application”, download the PDF, and complete the application. Please send the complete application to the address below along with a $29 application fee. Choose your response and press “Next” when complete.
6. Step 3: Complete the Online Certification Program Information.
7. Read the Interview Questionnaire instructions carefully. If the instructions are not followed as specified, your interview will be sent back to you for revision. If you have any questions, please call 940-565-3319.
8. After you have responded to the interview prompts, please read the Disclosure Statement. You will type in your name in two places as indicated below and date the application. Press “Next” when you have completed this process.
9. Step 4: EC-6 and 4-8 candidates have additional requirements. Please read and select your response. Press “Submit Application Now” when you are ready to submit. If you need to make any changes before submitting, press “Save Changes and Exit”.
10. Once you click on “Submit Application Now”, the application status changes to “Review in Progress”. Once all items have been accepted, the status will change to “Review Complete”.
11. To track your application status, simply click on your application and you will see a checklist on the right side of your screen as shown below. The PB Advisors will contact you if additional information is needed.

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Required Items Checklist

<table>
<thead>
<tr>
<th>Name</th>
<th>Deadline</th>
<th>Status</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School Application</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transcripts Received</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Education Application</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$29 Application Fee</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Scores Received</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PACT TExES Exam (All Applicants ONLY)</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Application Status

Final Result

Comments

Transcripts can be mailed to:

Toulouse Graduate School
University of Texas, Shreveport
1147 University Avenue
Shreveport, LA 71115

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Toulouse Graduate School
University of Texas, Shreveport
1147 University Avenue
Shreveport, LA 71115

The Application Fees and any Paper Applications can be mailed to:

Teacher Education and Administration
Post Box 13305
Texas Tech University
5032 15th Street
Lubbock, TX 79409-3050

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Post Box 13305
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5032 15th Street
Lubbock, TX 79409-3050

There are no extensions issued.