

**Keene State College**  
**Admission to Educator Preparation Application Process**  
**(For students applying in 2016-2017)**

As part of **Decision Point 1** and in order to enroll in a course that has Admission to Educator Preparation as a prerequisite, you must complete the Admission to Educator Preparation application process.

**Overview of Admission process:**

For the Spring semester Admission to Educator Preparation admission cycle, the following steps must be completed by **June 29, 2017**:

- Student has taken and passed the CORE Academic Skills for Educators exam by **June 8<sup>th</sup>, 2017**; scores are sent to KSC.

**THEN:**

- Student submitted an application for Admission to Educator Preparation in Tk20
- Student met cumulative GPA requirement of 2.75 \*
- Student earned C or better in EDUC-100 level course, as applicable to program
- Student submitted Declaration of major, as applicable to program

**CORE Academic Skills for Educators Exam Information:**

The first step in applying for Admission to Educator Preparation is to take and pass the CORE Academic Skills for Educators exam (see attached CORE registration information).

- Test results take approximately three weeks to post. You must take the exam by June 8th, 2017 in order to apply for Admission to Educator Preparation in the springsemester.
- After you have taken and passed the CORE Academic Skills for Educators exam, you may complete the online application process in the Tk20 module.

**Instructions for completing the Application for Admission to Educator Preparation on Tk20**

- Log-in to <https://keene.tk20.com>
- Click on the Admissions link at the bottom of the log-in page
- Click the "Click here to create your account" link
- Once you have created your account and signed in, complete and submit your Admission to Educator Preparation Application.
  - Begin by clicking on "Admission Applications" on the left-hand side of the screen
  - Click on "Create New Application"
  - Select Admission to Teacher Education Application NEW 2016-2017" from the drop-down menu on "Application Type"
- Do not forget to pay the \$30 application fee via the link in the application
- Your application cannot be reviewed until it is entirely completed and you hit the "SUBMIT" button. Once submitted, you cannot recall your application.
- Once you have submitted the application, continue to check your admission status via the review checklist. Your acceptance into or rejection from Educator Preparation will also be communicated here. **The application needs to be submitted by June 29, 2017.**

## Helpful information:

- Become familiar with the Decision Point document:  
<http://www.keene.edu/academics/departments/teachered/students/>  
The Decision Points for Undergraduate Initial Certification Programs is used to determine academic eligibility for clinical field experience courses in Educator Preparation programs and for recommendation for endorsement for NH certification. You need to pass the 'gates' in the Decision Points in order to progress through your program.
- Tk20 Resource Website: <http://academics.keene.edu/tk20>
- Educator Preparation Office contact information:  
<http://www.keene.edu/academics/departments/teachered/office/>
- If you have questions about the Admission to Educator Preparation process, please contact the Educator Preparation office at (603) 358-2286.

## Next Steps:

### **Be Attentive!:**

- Once you are admitted to Educator Preparation, continue to meet frequently with your academic advisor to ensure that you remain on track academically, including declaring your major(s) at the appropriate time, according to the Decision Point document.
- At the time of Admission to Educator Preparation, you will be directed to pay a one-time \$103 Tk20 student license fee. This will allow you to access the full Tk20 system.