

INSTRUCTIONS FOR APPLYING FOR STUDENT TEACHING

You may only apply to student teach during a specified time frame AND after attending a mandatory application meeting.

- * Log in to Tk20 – You will be prompted to enter your Ball State *User Name* and *Password*. (This is the same *User Name* and *Password* you enter anytime you log into any Ball State on-line system.)
NOTE: You can log in to Tk20 from the iCare website at **tc.bsu.edu**

Application Process:

- 1) Go to the Applications tab and click on the *Create New Application* button.
- 2) Select the application from the drop down menu and click on the green *Next* button.
- 3) Complete the application. Any fields with an asterisk (*) must be completed before you can submit the application.
- 4) Once you have started an application, you have three (3) options:

Save: Click this at any time to save the application and return at another time to finish and submit the application.

Submit: Submit your application for final review.

Cancel: Exit without saving or submitting any changes.

Helpful Hints:

- a.) Take note of the restrictions on the length of answers for the three questions and the philosophy of education. If your answers are too long, you will not be allowed to submit your application.
- b.) You may wish to compose your answers and philosophy of education in a word processing program so you can use spell and grammar checks and a character count. The answers and philosophy can then be “copied and pasted” into the application.
- c.) **Please note that this document becomes the cover page for placement requests that are sent to school districts. Take the time to present yourself well.**

- * If you have not submitted your application, you may go back into your application and edit your responses, until 5:00 p.m. on Wednesday, April 25, 2018. After this date, your application will not be accessible and changes will not be allowed.

- * Upon approval, in 1-2 weeks, you will receive an e-mail message verifying your eligibility.

Note: Even if you have successfully applied, all eligibility requirements must be met prior to OTEs-CP submitting your placement request and prior to your student teaching field experience.

**** If you have questions or concerns, please e-mail otes@bsu.edu or visit our office in TC 205. ****