



## UTPB Application for Field Experience Placement

TK20

Website: [utpb.tk20.com](http://utpb.tk20.com)

\*Login using the credentials provided to you in the e-mail sent to you by TK20.

\*Contact the certification office (Tricia Garza) at 432-552-2120 or (Dr. R. Hurst) 432-552-4120 if you cannot retrieve your login information.

### Deadlines

January 17, 2018 by 5:00pm – Online application submitted

January 17, 2018 by 5:00pm – Background release form (Midland ISD only) due to Certification Office (MB3215)

### Creating Your Application

1. Click on the **Applications** tab, then click **create** under **Applications** in the side menu.
2. Select the application titled “Request for Field Placement Spring 2018”.
3. **Read the directions thoroughly** and complete the application as directed. Any fields with an asterisk (\*) must be filled in before the system will let you submit.
4. Print the appropriate background release form. The form must be completed and submitted to the Certification Office by the deadline.
5. Once you have started an application, you have 3 options:
  - **Save:** You can click this at any time and return at a later time to finish the application.
  - **Submit:** This will submit your application to the Office of Field Experience.
  - **Cancel:** Use this to exit the application without saving any changes.

### Returning to a Saved Application

To return to a saved application:

1. Click on the **Applications** tab. This will display a list of all application forms you have created.
2. Select the name of the application you wish to edit.
3. When finished editing, click **Save** or **Submit**.

*Note: If an application has a picture of a lock by it, it has already been submitted and will need to be recalled or re-opened for editing by an administrator.*

### Recalling a Submitted Application

If you need to make a change to a submitted application, you can recall it unless the application review has begun.

1. Click on the **Applications** tab. This will display a list of all application forms you have created.
2. Select the name of the application you wish to recall.
3. Click the Recall button on the upper right-hand area of the screen.
4. Make the needed changes and click **Submit** when you are finished.

*Note: If you are unable to recall your application, you will need to contact the certification office for help in re-opening your application for editing.*

### Forms and Additional Information

<http://www.utpb.edu/ced/teacher-certification/field-experiences>