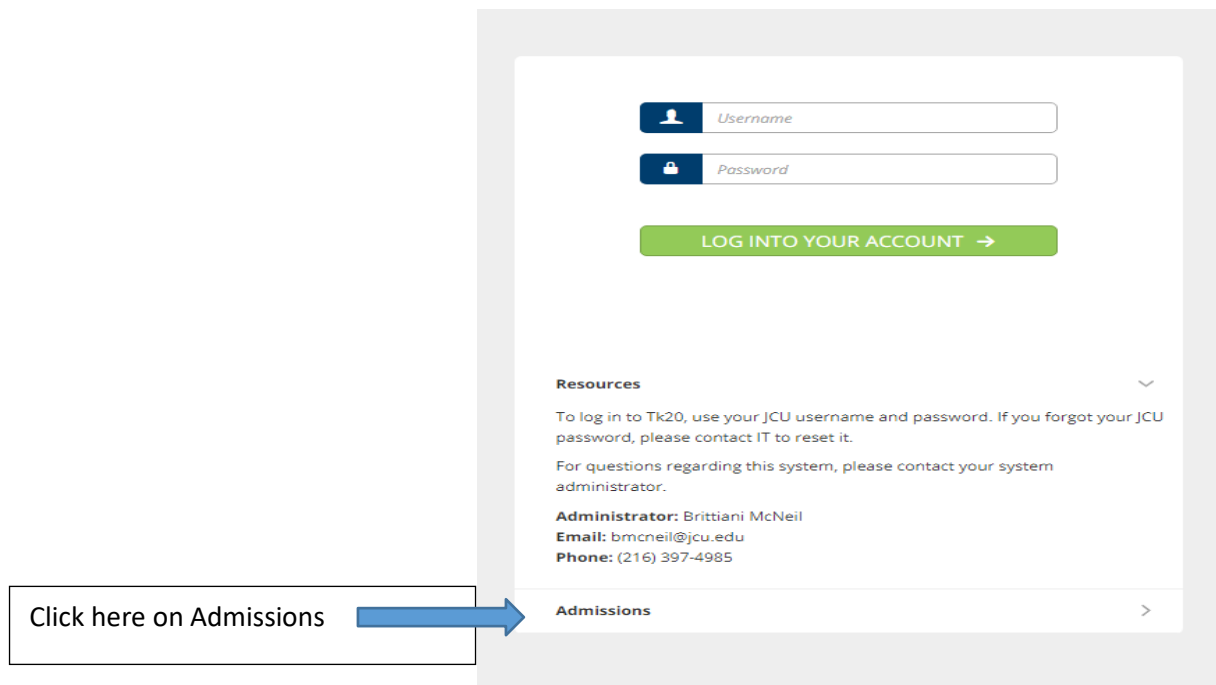Dear Teacher Education Candidate,

You are about to apply to the Department of Education & School Psychology's Teacher Education Program. You will complete your application for Teacher Education (TE) by following these instructions. This application is due **Friday, September 13, 2019**. The instructions below will walk you through the process. **Once you have completed your application, please send a "confirmation of completion" email to education@jcu.edu**. Once the confirmation email has been received, an email to schedule your TE interview will be sent to you in order for you to select your appointment. Remember the appointments are on a first-come, first-served basis. The interviews will be scheduled for the week of September 23rd.

Please follow these instructions for applying to Teacher Education:

Use this link to apply to TE: https://jcu.tk20.com/campustoolshighered/start.do?redirecttologinscreen=true. Remember you want to use the Admission button toward the bottom of the page.
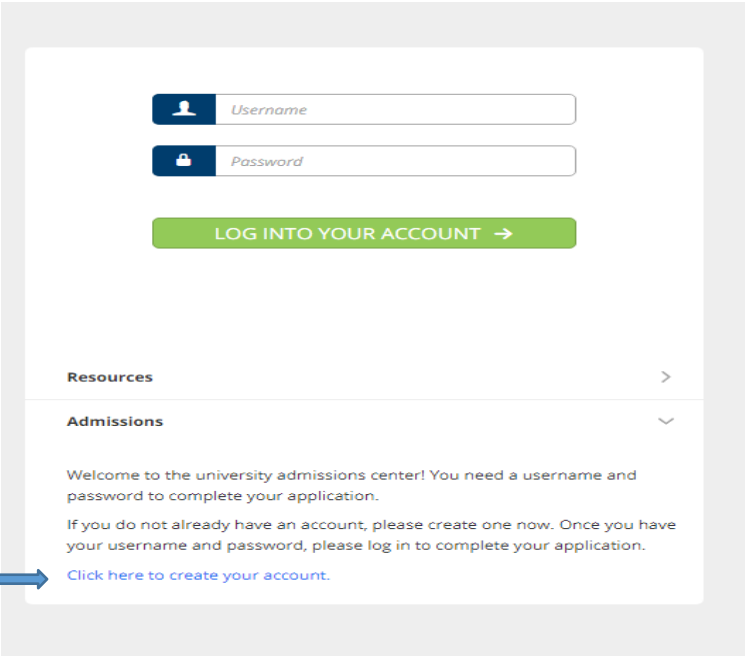
Remember please use Google Chrome, Firefox or Safari.
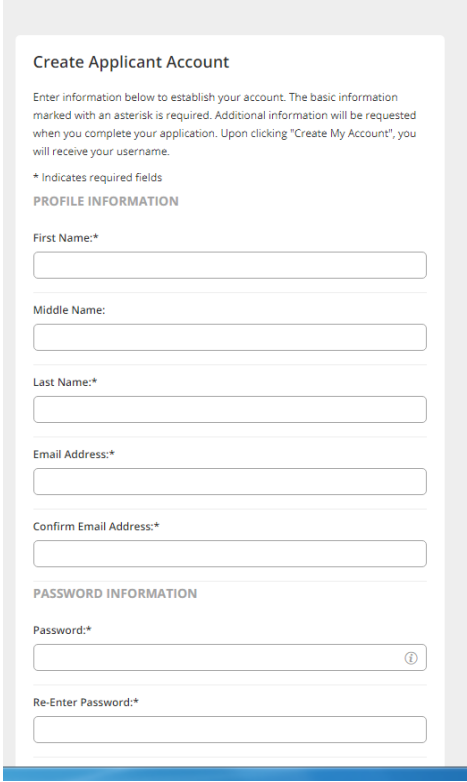
This is what you'll see.

| Click here on Admissions |

This is the next screen you'll see.

Username

Password

LOG INTO YOUR ACCOUNT →

Resources >

Admissions ˅

Welcome to the university admissions center! You need a username and password to complete your application.

If you do not already have an account, please create one now. Once you have your username and password, please log in to complete your application.

Click here to create your account.

Click on "Click here to create your account"

This will be the next screen you'll see. Complete all of the information to create your account.

Create Applicant Account

Enter information below to establish your account. The basic information marked with an asterisk is required. Additional information will be requested when you complete your application. Upon clicking "Create My Account", you will receive your username.

* Indicates required fields

PROFILE INFORMATION

First Name:*
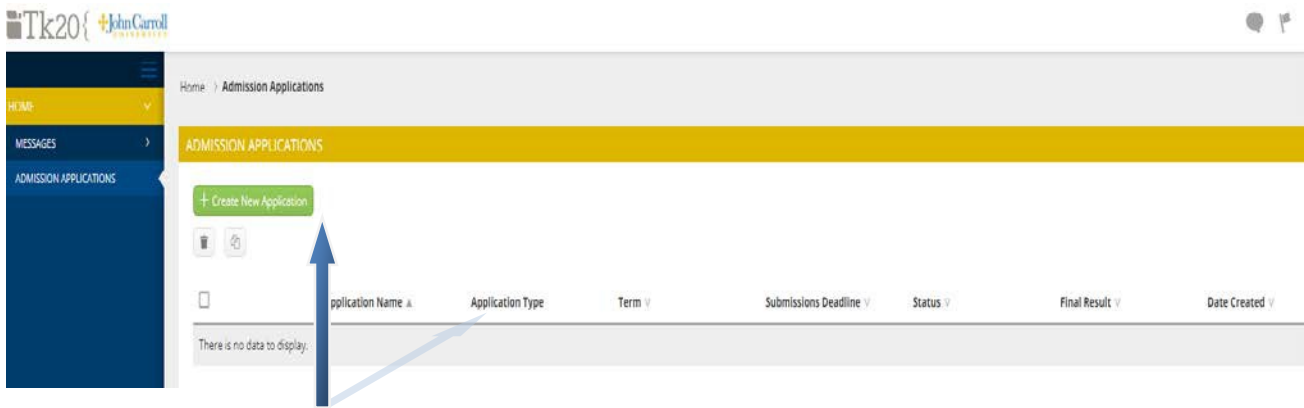
Middle Name:

Last Name:*

Email Address:*

Confirm Email Address:*
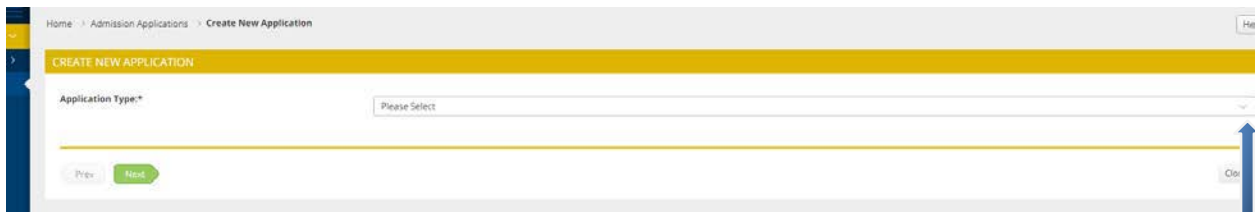
PASSWORD INFORMATION

Password:*

Re-Enter Password:*

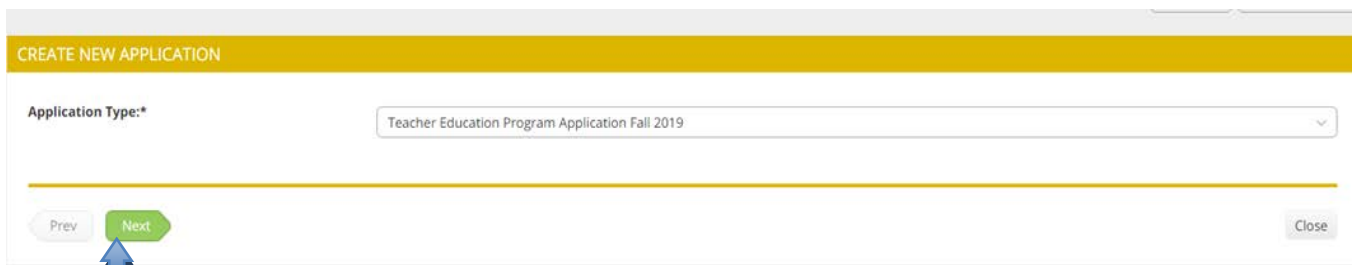Once you're logged in you'll see this screen.

Click on the green button "+Create New Application"

Once you click on the "Create New Application" button you'll see this screen

Click on the down arrow

When you click on the down arrow you'll see the "Teacher Education Program Application"

Click the green "Next" button.

The instructions will appear. This is the instruction page.

Click on "NEXT" to complete your application.

Complete the application. Remember to save along the way. You can always leave the application and return to it. Once you have completed the application, hit the Submit button.

Please remember to submit a current FBI/BCI background check to the Education Department as a part of the application process. Directions for completing a background check can be found at this link:

https://drive.google.com/file/d/1Zfm5S8_EfyrSycxUPEhnQRD0Bjv6vrK7/view?usp=sharing

If you have any questions please feel free to be in touch with Renee Hoenig rhoenig@jcu.edu or Debbie Petraska at dapetraska@jcu.edu .