

Keene State College
Admission to Educator Preparation Application Process

As part of **Decision Points**, and in order to enroll in a course that lists Admission to Educator Preparation as a prerequisite, you must submit an application for Admission to Educator Preparation.

Overview of Admission Application process:

Please take note of current semester deadlines which are posted in the Educator Preparation Office (EPO). As a rule, the admission application opens on the first day of the semester and closes on the last day.

- Students must take and pass the CORE Academic Skills for Educators exam; scores need to be sent to KSC and NH DOE. Please request with registration, if needed, to ensure you report your scores.
- Passing CORE must happen by October 1st(fall) or April 1st (spring) for Elementary Education students
- Passing CORE must happen by the application deadline for the semester for all other programs.

Additionally, to meet academic requirements for admission and to take Methods I/First Practicum:

- Students must submit an application for Admission to Educator Preparation in Tk20
- Students must meet the cumulative GPA requirement of 2.75
- Students must earn a C or better in all education program option courses (courses vary by program)
- Students must have their major(s) declared, as applicable by program
- Program faculty and EPO staff will review and approve applications

NOTE: Completing the steps above will meet the academic requirements for admission and the eligibility requirements for Methods I or first Practicum. Final selection to Educator Preparation will occur after completing additional steps during your first field experience course. More information is provided below.

Helpful information:

- The Decision Points for Undergraduate Initial Certification Programs are used to determine academic eligibility for clinical field experience courses in Educator Preparation programs and recommendation for endorsement for NH certification. You need to meet the requirements in the Decision Points in order to progress through your program and be considered a Educator Preparation Program completer.
- Decision Points can be viewed here: <https://www.keene.edu/office/teachered/students/decision-points/>
- If you have questions about the admission process and the decision points, please contact the EPO at (603) 358-2286 (603) 358-2753 or email edprepoffice@keene.edu .

CORE Academic Skills for Educators Exam Information:

Prior to submitting your admission application, you must take and pass the CORE Academic Skills for Educators series. Contact the EPO for registration information, test preparation resources and other test information.

- Test results take approximately three weeks to post. You must take and pass the exam by the current semester deadlines in order to submit your application for admission to Educator Preparation.
 - Passing CORE must happen by October 1st(fall) or April 1st (spring) for **Elementary Education** students
 - Passing CORE must happen by the application deadline for the semester for **all other programs**.
- After you have taken and passed the CORE Academic Skills for Educators exam, you may complete the online application process in the Tk20 admission module by the semester deadline.

Current Semester Deadline: _____

Submitting an Application for Admission to Educator Preparation in Tk20

- Go to <https://keene.tk20.com/campustoolshighered/start.do?defaultAccordions=admissions>
- If not already expanded, click on the Admissions tab to expand
- Click the “**Click here to create your account**” link at bottom of page
- Once you have created your account and signed in, complete and submit your application.
 - Click on “Home’ on left sidebar to expand options
 - Click on “Admission Applications” on the left-hand side of the screen
 - Click on “Create New Application”
 - Select “Admission to Educator Preparation (Academic Year)” from the drop-down menu on Application Type
- Your application cannot be reviewed until it is complete and you hit the “SUBMIT” button. Once submitted, you cannot recall your application. Please email edpreoffice@keene.edu for questions or troubleshooting.
- Once you have submitted the application, continue to check your admission status in Tk20. Your status of “Review in Progress”, “Accepted” or “Denied” will be communicated here.

Next Steps:

- After you submit the application for Admission to Educator Preparation, your application will undergo faculty review. When that step is completed, your application will be **Accepted** and you are eligible to take your first methods or practicum course.
- Upon starting your methods/practicum course, you will be directed to pay a one-time Tk20 student license fee. This will allow you to access the full Tk20 system which is required for these courses. Currently that fee is \$139 + tax as applicable. Instructions on paying that fee will be provided to you after you meet eligibility requirements for the class.
- During Methods I/First Practicum, students are required to undergo a criminal record check initiated by Keene State College for a fee of \$10. The Educator Preparation Office will provide directions for that process and will assist in completing paperwork.
- After completing that background check you will receive instructions on completing the final requirements for full admission to Educator Preparation and selection as an Educator Preparation Program (EPP) candidate.

After Admission to Educator Preparation/Selection as an EPP candidate.

- By the end of your first methods/practicum experience, you will be given information on additional NH DOE requirements to progress through your program.
- State law requires completion of a criminal background check administered by the NH DOE after selection as an EPP candidate (Admission to Educator Preparation).
- As another note, 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.
- You will be required to submit documentation of progress and advising upon registration for your second Methods/Practicum course and student teaching.
- Be mindful of communications from the EPO regarding eligibility and complete the steps you are directed to complete to maintain eligibility and progress through your program