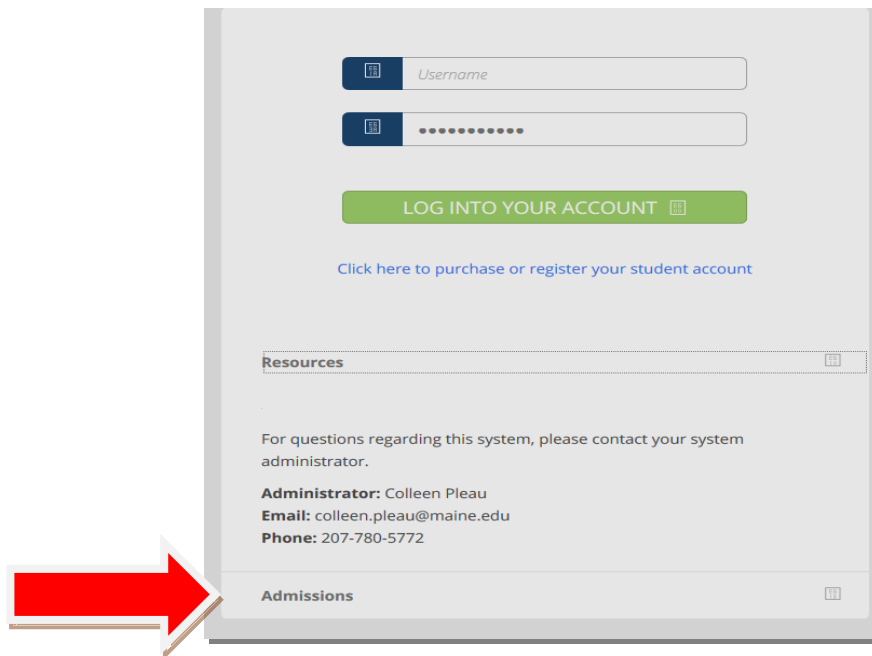




## Complete a Candidacy Application via a Free Tk20 Applicant Account

1. Log onto Tk20 at <https://usmmaine.tk20.com>
2. Click the word "**Admissions**" at the bottom of the page



3. Click "**Click here to create your account**"
4. Enter your name, email address, choose a password, enter and answer a secret question of your choice, type captcha word given
5. Click "**Submit**"
6. You will be told that you have successfully created your account & given a **username**
7. Click "**Back to Login**"
8. Enter your username & password, then click "**Log Into Your Account**"
9. Click "**Admission Applications**" on the side bar
10. Click the green "**Create New Application**" tab
11. Select **Undergraduate Teacher Education Candidacy Application (deadline Jan 31, 2021)** from the drop down menu, then click "**Next**"
12. Click "**Next**" again

13. Prior to working on your Candidacy Application, make sure the "**Basic Candidacy Requirements**" listed at the top of your Candidacy Application are or will be met.
14. Your name and MaineStreet ID # will auto populate
15. Enter **Date of Birth**
16. Declare a **Major and Certification Area**
17. **Fingerprinting and Criminal History Record Check (CHRC)** is a two part process whereby both parts are required. Being fingerprinted and CHRC approval instructions, as well as access to the NEO Portal are found on the Office of Educator Preparation (OEP) website. Instructions to upload your CHRC screenshot is found in the Candidacy Application.
18. Enter Praxis Exam scores and date taken. If Reading, Writing or Math scores are taken on different days, click "**Add Row**" (*green plus sign*)
19. Download **2** blank **Letters of Recommendation** found in your Candidacy Application and pass on to the following individuals to complete:
  - **A Faculty Member in your Major**
  - **Someone who can speak to your work with children (e.g. field experience host teacher, employer, etc.)**Request they return their completed letter of recommendation to Colleen Pleau (*see Candidacy Application for more information*)
20. Upload a **Brief Essay** (*300 – 500 words*)
21. Upload a **Brief Reflection** (*300 – 500 words*)
22. Your Candidacy Application does not need to be completed all at once. To continue working on it at a later time, click **Save** at the bottom of the page. When completely finished with application, click **Submit** at the bottom of the page.

**Questions:** Email Colleen Pleau, Tk20 Administrator, at [colleen.pleau@maine.edu](mailto:colleen.pleau@maine.edu)  
Phone (207)780-5772