REQUIREMENTS FOR ADMISSION TO PROFESSIONAL EDUCATION

1. **GPA:**
   Admission into the Division of Education requires an overall GPA of 2.5 or better and a GPA of 2.5 or better in your major or concentrations.

2. **Praxis I Exams:**
   You will need to take and pass the Praxis I exams (Reading, Writing, and Math) and have the results sent to Ohio Dominican University. If you have an ACT score of 24 or higher, or an SAT score of 1650 or higher, you are exempt from taking the Praxis I. Documentation of these scores must be submitted to the Education office, Spangler 112.

3. **Faculty Recommendations:**
   Three faculty recommendations must be submitted to the Education Office, Spangler 112. If you are enrolled in an Intro to Teaching course (EDU 103, 105, 110, 112), your instructor will give you these forms. The Intro to Teaching instructor and early field cooperating teacher each complete a recommendation form. You need to invite one other professor to complete the form for you. If you transferred the early field experience from another institution, you may obtain the forms from the Education Office and ask three faculty members to complete the forms.

4. **Tk20:**
   You must purchase a Tk20 account in the Business office for a one-time fee of $100. In two weeks you will receive an email in your ODU account with a Tk20 username and password. Save your receipt. If you don't receive the email within 2 weeks, check in the Education office, Spangler 112.

   Prior to logging on to the TK20, write a short essay (about 300 words) in which you describe your view of an effective teacher. Write the essay using a word processor, such as Word. Save the essay and have it available when you log on to the TK20 site.

   "Creating " your Application for Professional Education in Tk20:

   Step 1. To Logon to the Tk20 site: Go to http://myodu.ohiodominican.edu. Under "Quick Links" roll the curser over to Academic Links and then over and down to Tk20. You'll be asked to enter your username and password. Your first task is to change your password.
   Step 2. Click on the ***APPLICATIONS*** tab.
   Step 3. Click on ***Create*** in the left-hand menu bar.
   Step 4. Select the appropriate application name from the dropdown menu. You should select ***OHIODOMINICAN UNIVERSITY APPLICATION FOR PROFESSIONAL EDUCATION*** from the dropdown menu.
   Step 5. An application form with instructions appears. Fill out the application as directed. (There is no need to Type your name on the application as Tk20 knows who you are upon login).
   Step 6. Choose one student type: ***Degree Seeking*** or ***Continuing Education.***
   Step 7. Choose your ***Teacher Education Major***(s) from the list by clicking on the box in from of each choice. You may choose more than one.
   Step 8. If you plan to add any endorsements to your teaching field, click on the appropriate box(es) under ***Endorsements.***
   Step 9. Enter the ***Submissions Date*** by clicking on the blue "Choose date" hyperlink.
   Step 10. Click on the ***Browse*** button to attach your 300-word essay.

   Submitting, Saving or Cancelling your Application:

   Step 11. Click ***Submit*** if you are ready to send your application for review. (You also have the option of clicking "Save" at anytime to save your application if you need to come back to it at a later date in order to add more information. Additionally, you can click "Cancel" if you wish to delete your application and start over). Once you click "Submit" your application is complete!

   PLEASE NOTE:
   BCI and FBI background checks are required for any field work.

   The form *Requirements for Admission to Professional Education*, Faculty Recommendations, and a Praxis I fact sheet are available from the document holder on the wall outside of the Education office, Spangler 112.