



Creating and Submitting an Application for the CARE Teacher Certification Program





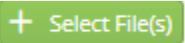

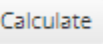




- This process is for applying to the CARE Teacher Certification Undergraduate Program. You cannot use this account for any Tk20 related assignments or field experience applications.
- If you are interested in applying to the Graduate Program, please use this link instead:
<https://easternct.elluciancrmrecruit.com/Apply/Account/Login>

Creating a Free Tk20 Applicant Account

1. Access Tk20 via: easternct.tk20.com preferably using Google Chrome or Apple Safari.
2. Scroll down to the bottom of the Tk20 sign on screen and click the **Admissions** accordion tab or [Click here to Create a Tk20 Applicant Account](#)
3. You will be directed to the Create Applicant Account page.
4. Complete all the fields with an *.
 - a. For Email Address, you can use your Eastern email address or any of your personal email address.
 - b. The Password you create
 - i. Needs to be 6 to 12 characters long.
 - ii. May contain numbers and or special characters.
 - iii. Is case sensitive
5. Once you have completed all the required fields, click **Submit**.
6. Your Tk20 Applicant account userid will be created once you have successfully completed the process. Please write down your userid and password since you will need to use the information to sign into Tk20 in order to submit a CARE application.

Creating and Submitting a Tk20 CARE Application

1. Log into Tk20 via: easternct.tk20.com.
 - a. Use the userid and password you created
 - i. If you forget the password, please send an email to: sepstk20@easternct.edu or Amy Tse (tse@easternct.edu)
2. Click **LOG INTO YOUR ACCOUNT →**

3. Once you are logged in, click 
4. From the drop down menu, select "CARE Teacher Certification Undergraduate Program Application."
5. Click 
6. Follow the online instructions provided to complete the application.
 - a. You do not have to complete the application in one sitting. Click  before exiting Tk20 to resume working on the application at another time.
 - o Questions with ending with an * must be provided in order for the application can be successfully submitted.
 - o Some questions require you to add row(s) of information. Click the + to add the necessary rows.
 - o If you need to delete a row, select the checkbox left of the item you want to delete and then click  next to the add button.
 - o To upload documents, click  and then select the file you want to upload. If there are multiple files to upload, repeat this step.
 - o To delete a file you have already uploaded, click  right of the file you uploaded.
 - o For Service Hours, complete the [Service Hours Form](#) and obtain the proper signature.
 - You can upload a copy for each location to which you provided service hours.
 - You can then provide the total hours by location in the Service Hours Location(s) and Hours Performed question.
 - Click on  at the top right corner of the question for the system to calculate total hours.
7. When you reach the final page of the application, you can click the  button if your application is complete. You will receive an error message after clicking  if there are required fields that are still incomplete. All required fields must be completed before you can successfully submit your application. If you intend to make additional changes or review your information, click  instead.
 - a. If you need to make a change to a submitted application, open the application you want to recall, and click on the  button on the top right-hand corner of the page.
 - i. If you are unable to recall your application, please send an email to: sepstk20@easternct.edu or Amy Tse (tse@easternct.edu)

Additional Resources:

- [CARE Site](#) – use this link to find out more about requirements, prerequisites, and other information related to CARE.