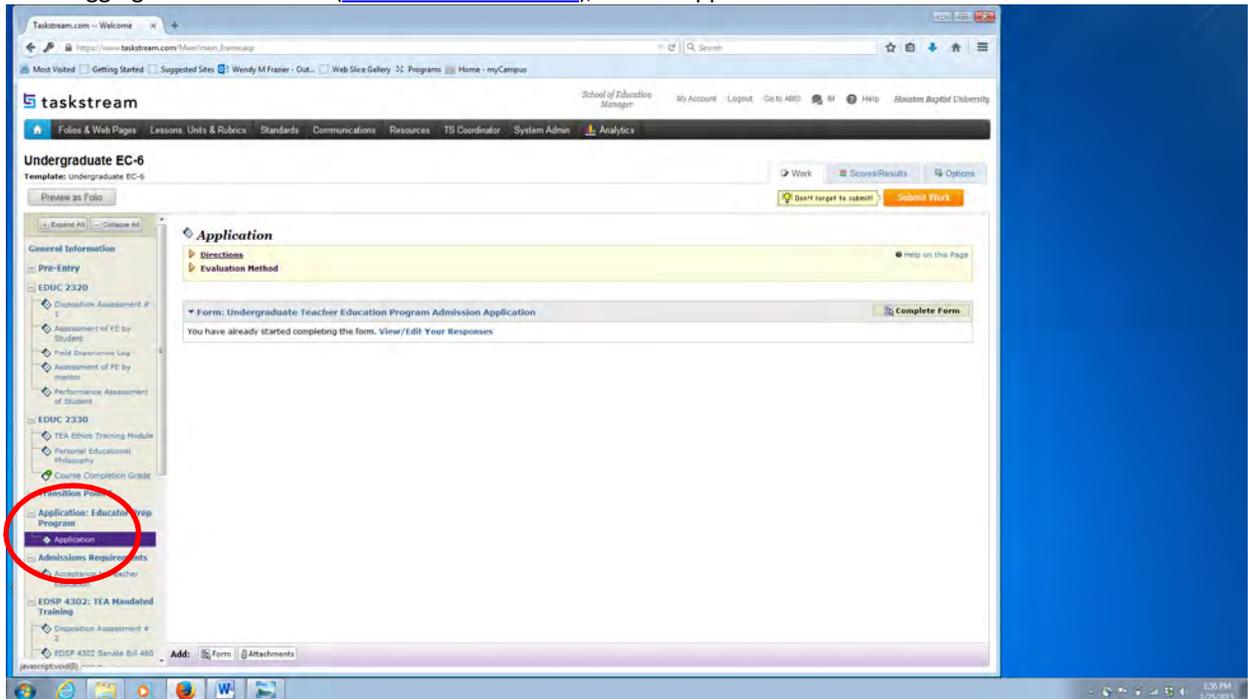
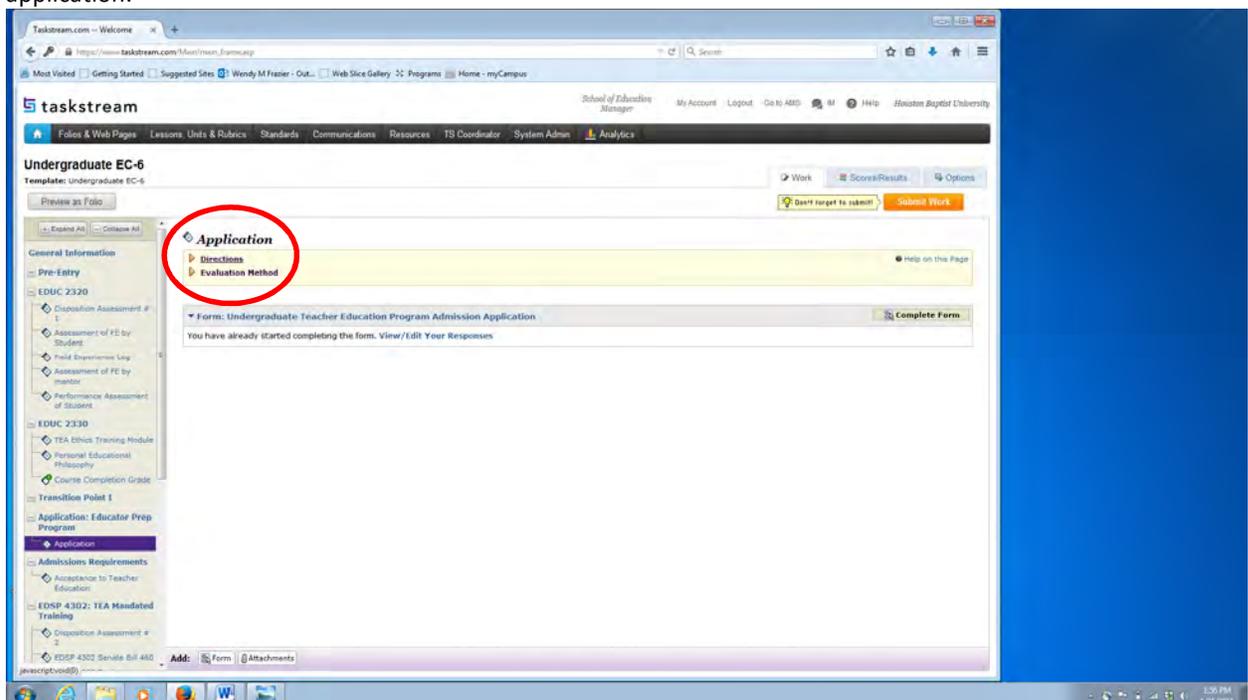


Instructions: Apply to HBU's Educator Preparation Program via Taskstream

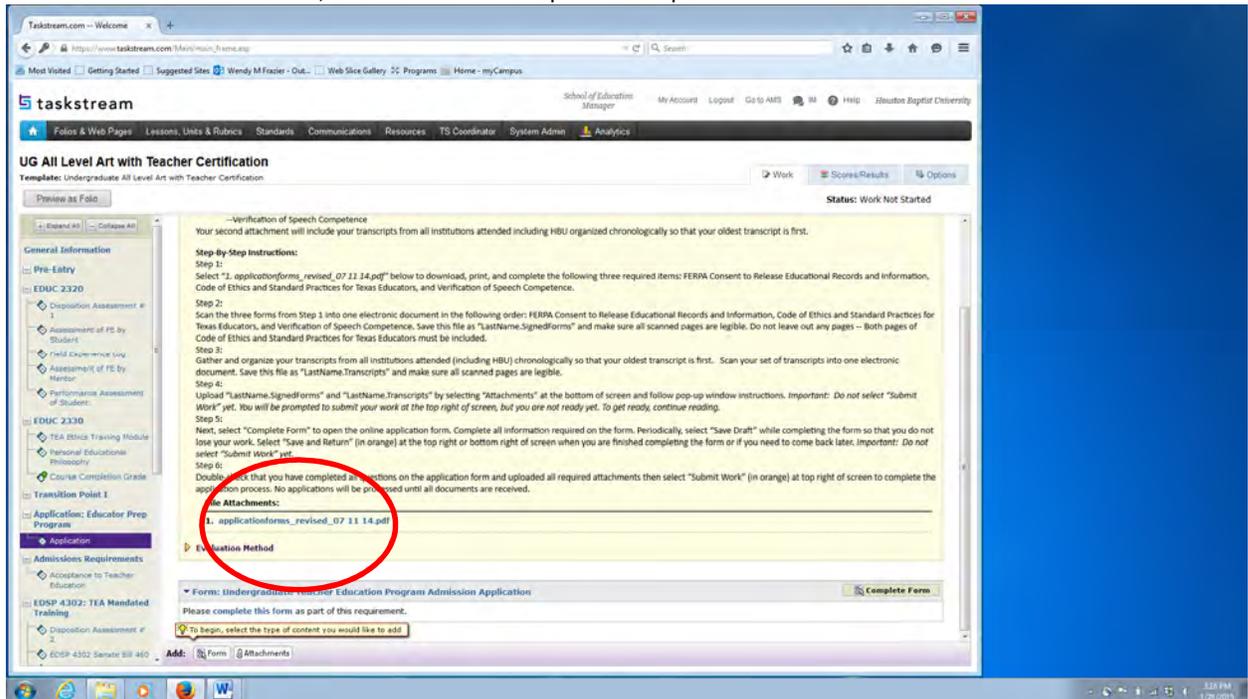
1. After logging in to Taskstream (www.taskstream.com), select "Application" in the menu at the left:



- Select "Directions" to read the list of items you will need to upload as attachments to complete your online application:

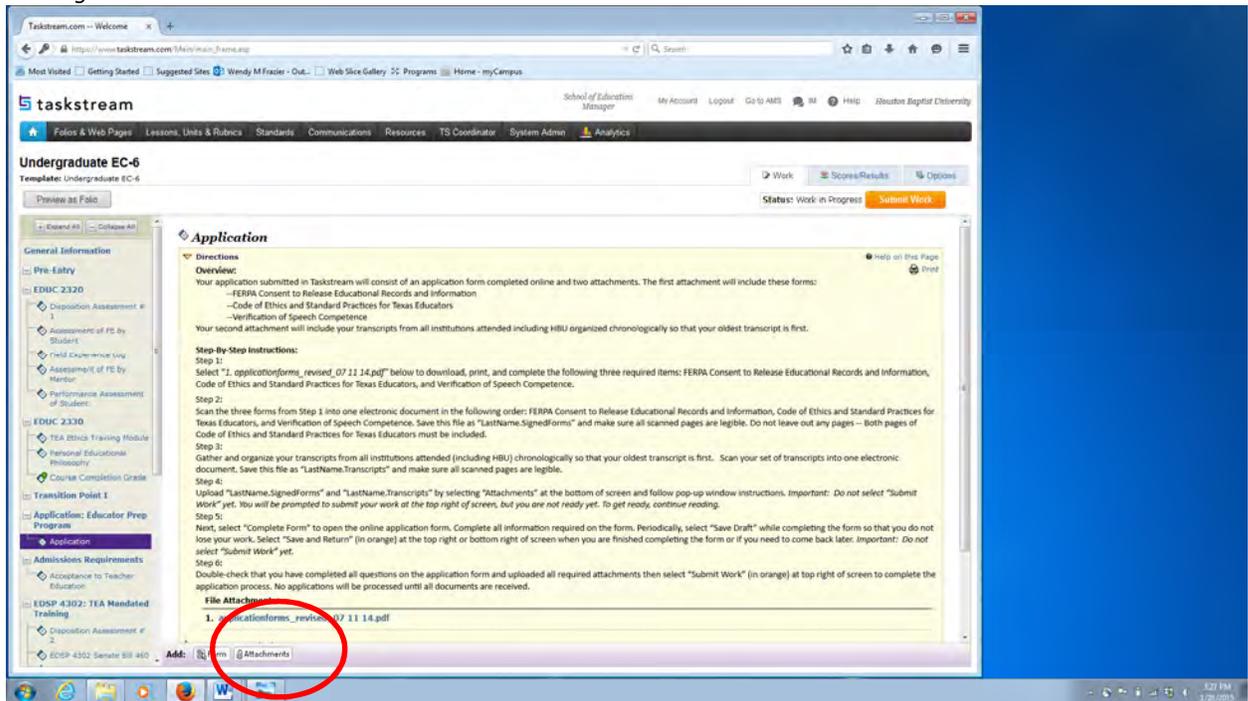


Select "1. applicationforms_revised_07 11 14.pdf" to download, print, and complete the following three required items: FERPA Consent to Release Educational Records and Information, Code of Ethics and Standard Practices for Texas Educators, and Verification of Speech Competence:

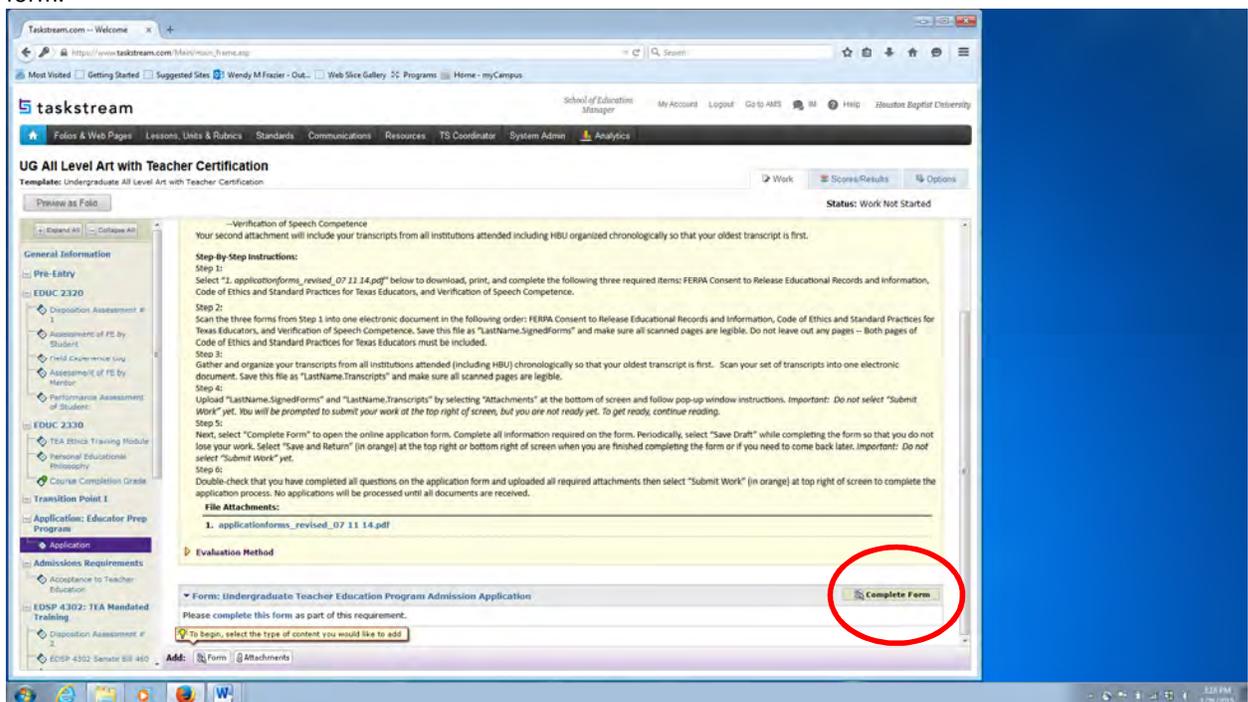


2. Scan the three forms from Step 1 into one electronic document in the following order: FERPA Consent to Release Educational Records and Information, Code of Ethics and Standard Practices for Texas Educators, and Verification of Speech Competence. Save this file as "LastName.SignedForms" and make sure all scanned pages are legible. Do not leave out any pages -- Both pages of Code of Ethics and Standard Practices for Texas Educators must be included.
3. Gather and organize your transcripts from all institutions attended (including HBU) chronologically so that your oldest transcript is first. Scan your set of transcripts into one electronic document. Save this file as "LastName.Transcripts" and make sure all scanned pages are legible.

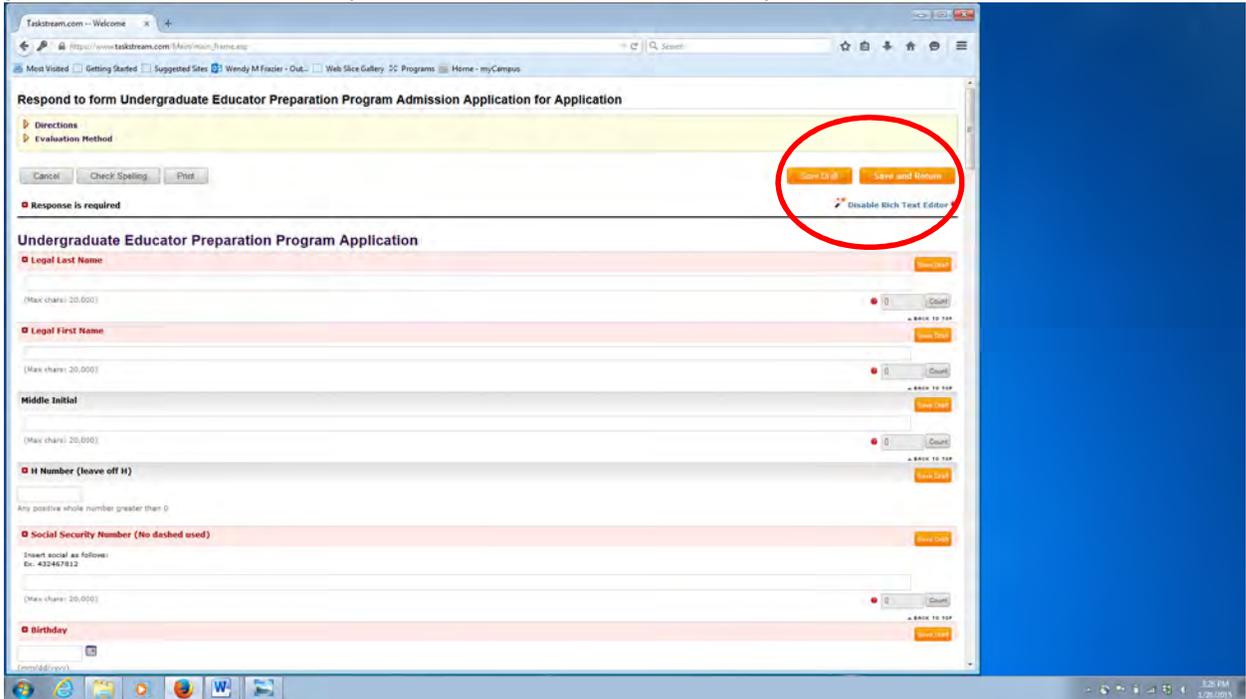
- Upload “LastName.SignedForms” and “LastName.Transcripts” by selecting “Attachments” at the bottom of screen and follow pop-up window instructions. *Important: Do not select “Submit Work” yet. You will be prompted to submit your work at the top right of screen, but you are not ready yet. To get ready, continue reading.*



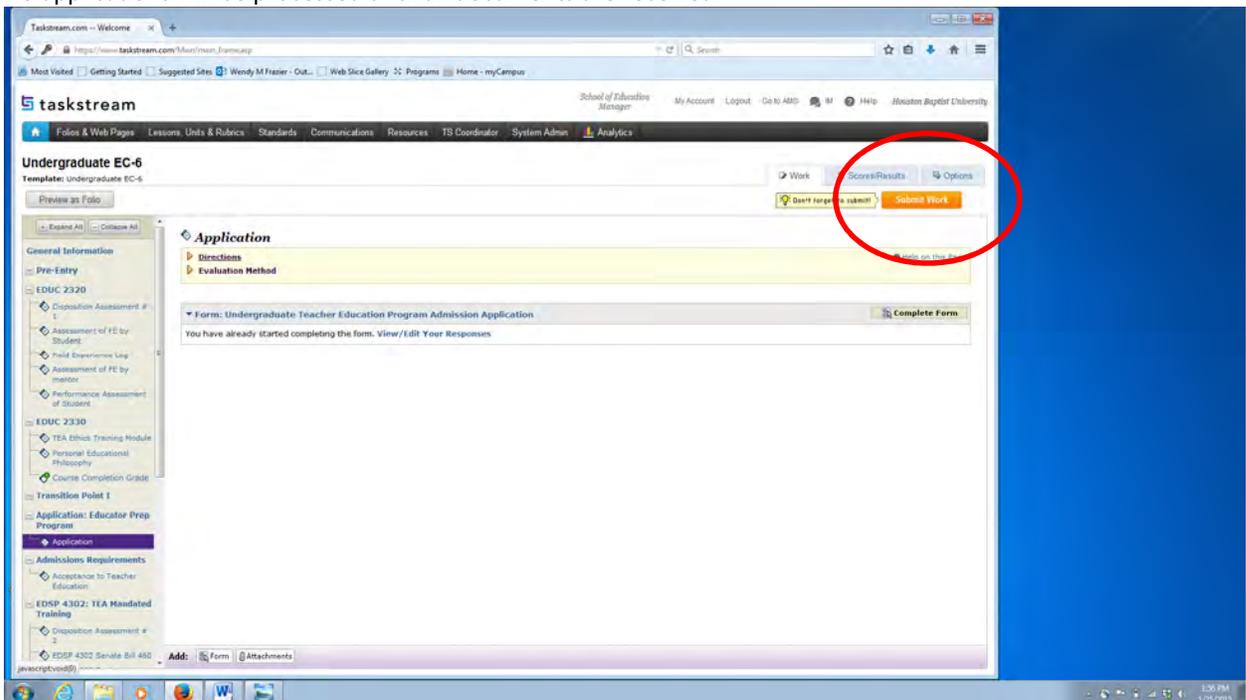
- Next, select “Complete Form” to open the online application form. Complete all information required on the form.



Periodically, select “Save Draft” while completing the form so that you do not lose your work. Select “Save and Return” (in orange) at the top right or bottom right of screen when you are finished completing the form or if you need to come back later. *Important: Do not select “Submit Work” yet.*



6. Double-check that you have completed all questions on the application form and uploaded all required attachments then select “Submit Work” (in orange) at top right of screen to complete the application process. No applications will be processed until all documents are received.



Taskstream assistance is available in Hinton 336 with Dr. Wendy Frazier during her office hours. Please email wfrazier@hbu.edu for an appointment.