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

1. After logging in to Taskstream (<u>www.taskstream.com</u>), 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:

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Preview as Folio			Status: Work Not	t Started		
+ Expand At Collapse At	Verification of Speech Competence Your second attachment will include your transcripts from all institut	utions attended including HBU organized chronologically so that your oldest transcript is firs	a.			
General Information	Step-By-Step Instructions:					
E Pre-Entry	Step 1: Select "1. applicationforms_revised_07.11.14.pdf" below to downlos	oad, print, and complete the following three required items: FERPA Consent to Release Educ	cational Records and info	rmation,		
EDUC 2320	Code of Ethics and Standard Practices for Texas Educators, and Verifi	fication of Speech Competence.				
Disposition Assessment #	Step 2: Scan the three forms from Step 1 into one electronic document in th	Step 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				
Assessment of PE by	Texas Educators, and Verification of Speech Competence. Save this fi Code of Ethics and Standard Practices for Texas Educators must be in	file as "LastName.SignedForms" and make sure all scanned pages are legible. Do not leave o included.	out any pages Both pag	ges of		
Trield Experience Log	Step 3: Other and cimples your transmith from all institutions attended ()	finded an UDI if chronologically so that your oldest transmist is first. Soon your set of transmist	contr into one electronic			
Assessment of FE by Mentor	document. Save this file as "LastName.Transcripts" and make sure al Step 4:	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.				
Partormance Assessment of Student	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.					
E FOUC 2330	Step 5: Next, select "Complete Form" to open the online application form. C	Complete all information required on the form. Periodically, select "Save Draft" while comp	eting the form so that y	ou do not		
TEA Ethics Training Module	lose your work. Select "Save and Return" (in orange) at the top right	it or bottom right of screen when you are finished completing the form or if you need to co	me back later. Important	: Do not		
Philosophy	Step 6:			Sec. 1		
Course Completion Grade	Double-creck that you have completed an existions on the applicat application process. No applications will be processed until all docur	ition form and uploaded all required attachments then select "Submit Work" (in orange) at iments are received.	top right of screen to con	mplete the		
Transition Point I	de Attachments:					
Application: Educator Prep Program	1. applicationforms_revised_07 11 14.pdf					
Application	Evaluation Method					
Admissions Requirements						
Acceptance to Teacher Education		No. of the last of	S Campbe	to Farm		
EDSP 4302: TEA Mandated	Promis undergraduate reacher Education Program Admis	ssion Appacation	Sel compre			
Training	To beau relation to the type of content you muld like to and					
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- 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.

4. 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.*



5. 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.*

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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.

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EDSP 4302: TEA Mandated Training Disposition Assessment = 2 EDSP 4302 Service Bril 460	Add: 18 form BAttachments		

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