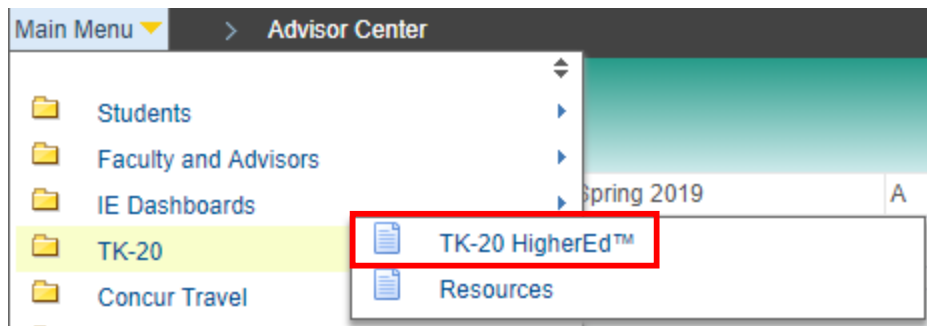


APPLYING FOR YOUR CLINICAL PRACTICE

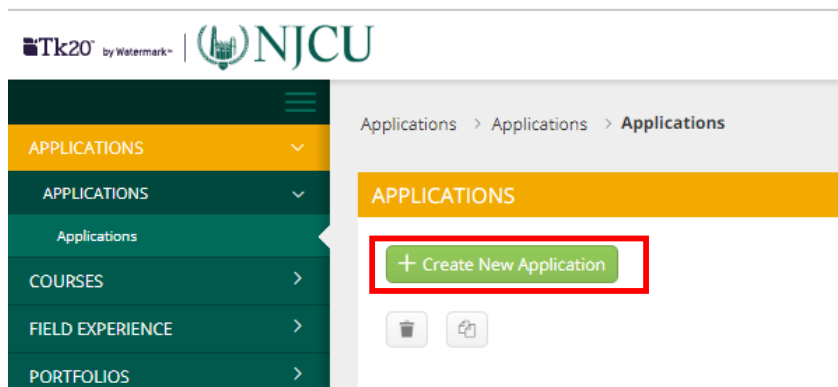
Clinical Practice applications should be submitted online through TK20. Please have the following documents ready to attach to your application:

- Current professional resume
- Praxis Core scores or exemption documentation
- Clinical experience Time Log
- Mantoux test results
- Substitute license
- Workplace request form (if applicable)

1. To submit your Clinical Practice Application, log into your GothicNet account and go to Main Menu > TK-20 > **TK-20 HigherEd**.



2. Click the tab for **Applications** on the menu at the top left of the page, and then click the green button for **Create New Application**.



3. Select the correct application for your major from the dropdown menu, and then click the green **Next** button.

The screenshot shows the 'CREATE NEW APPLICATION' interface. On the left is a dark green sidebar with a menu containing 'HOME', 'APPLICATIONS', 'APPLICATIONS', 'Applications', 'COURSES', 'FIELD EXPERIENCE', and 'PORTFOLIOS'. The 'APPLICATIONS' menu item is highlighted in yellow. The main content area has a yellow header 'CREATE NEW APPLICATION' and a sub-header 'Choose the application type that you would like to create and submit:'. Below this is a dropdown menu showing 'Clinical Practice Application Art Education Fall 2019'. At the bottom, there are three buttons: 'Prev', 'Next' (highlighted with a red box), and 'Cancel'.

4. Complete the application as directed. Any fields with an asterisk (*) must be filled in before you submit, including all attachments for required documents.
5. To get a copy of your Clinical Experience Time Log, in TK20, go to Home > Time Logs and click the "Export" button at the top right. If you have not logged your hours in TK20, then upload a document stating how you have met the Clinical Experience hours requirement.

The screenshot shows the 'TIME LOGS' interface. On the left is a dark green sidebar with a menu containing 'HOME', 'TIME LOGS', 'APPLICATIONS', 'COURSES', 'FIELD EXPERIENCE', and 'PORTFOLIOS'. The 'TIME LOGS' menu item is highlighted in yellow. The main content area has a yellow header 'TIME LOGS' and a sub-header 'TIME LOGS'. Below this are two tabs: 'Entries' (active) and 'Dashboard'. There is a green '+ Create New Activity' button. At the bottom, there are four buttons: 'Submit for Approval', a trash icon, 'Filter (0)', and 'Export' (highlighted with a red box).

6. Once you have started an application, you have 3 options:
 - a. Save: Click this at any time to save your progress and return at a later time to finish the application.
 - b. Submit: Submit your application for final review.
 - c. Cancel: Exit the application without saving or submitting any changes.

NOTE: If you do NOT see the name of the application you need to complete, you may be attempting to complete an application AFTER its due date has passed. Contact ctpp@njcu.edu for assistance.