SUBMITTING UNDERGRADUATE PROGRAM ENTRY APPLICATION ON TK-20
Secondary Program Entry Application

1. Don’t log in.
2. Click Admissions Tab
Click on “Click here to create your account”

Creating an admissions account is totally unrelated to your TK20 account; you will not be charged again. You must create an admissions account that is separate from your TK-20 account! You cannot use your existing TK-20 account.
Enter Your Information

1. Don’t use your UMBC Email
2. Use whatever is easy for your password. I recommend “password”
3. Enter the security text.
4. Click “Create My Account”
Log In with Your New Account Information

Username: crakes0000
Password: password

Helpful Resources

Congratulations! You have successfully created your applicant account. Your login information is Username: crakes0000 Password: password

When you log in, you can create, save, and submit your application.
Click on “Create New Application”
1. Choose “Undergraduate Secondary Education Admissions Application Spring 2014”
2. Click “Continue”
Click “Next”
Fill in Applicant Information and Click “Next”
Upload Two Recommendation Letters

• Then click “Next”
Answer the three writing prompts and click “Next.”
Download Criminal History Disclosure Statement.

- **Must be notarized.**
- Marta Seres (Sherman Hall A Room 426) will notarize for free.
- Submit notarized hard copy to Yeji Yoon (Sherman Hall A Room 427-1)

- **Read Child Abuse and Neglect Policy.**
- Click Agree
- Scroll Down.

[Click here to download the Criminal History Disclosure Statement (PDF).]

[Click here to download the UMBC Policy on the Reporting of Suspected Child Abuse and Neglect document.]
Read the Code of Ethics

Preamble
The National Education Association believes that the education profession consists of one education workforce serving the needs of all students and that the term “educator” includes education support professionals.

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one’s colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct.

The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct. The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

PRINCIPLE I
Commitment to the Student
The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:
1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student’s progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not be in the position of a student to participate in any program.
7. Shall not discriminate against any student.
8. Shall not participate in any program.
9. Shall not use professional relationships with students for personal advantage.
10. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II
Commitment to the Profession
The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:
1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attributes.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

By clicking “Agree” I acknowledge that I have read and understand the policies stated in the UMBC Department of Education Code of Ethics.

Click Agree
• Click “Submit Application Now” – Only when everything else is done.
After submitting, you will be redirected to the Applications screen.

You should see “Undergraduate Secondary Education Admissions Application Spring 2014” under “Application Name.”

Status should say “Review in Progress.”

At this point, you are done!!!