



# Submitting Certification Paperwork via TK20



# What you need to submit your certification paperwork

- ▶ A computer with internet access and your UNA portal log in credentials
- ▶ Completed and signed Transcript Release Form
- ▶ Completed FORM NAL which includes your signed and dated Barcode page.
- ▶ Completed CIT form and a clear, readable copy of acceptable form of ID.
- ▶ Payment/Proof of payment of the Application Fee
- ▶ Know your TCH Number. This can be found on your original background check clearance letter from the state or at the following site (be sure to include all 3 letters, all dashes, and all 8 numbers):

<https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>



**IMPORTANT:**

Only have one window or tab with TK20 open in your web browser at any given time. Having multiple windows or tabs of TK20 open at the same time will cause major issues.

# Step 1: Log into TK20

- Go to the URL <https://una.tk20.com>
- Enter in your UNA login credentials

LOG INTO YOUR ACCOUNT →

**Resources** ▾

**Welcome to Tk20 at the University of North Alabama!**

Tk20 is a comprehensive data management and learning outcomes assessment system that provides a robust set of tools to help track and enhance our candidates' growth as they progress through our programs, as well as make our assessment and accountability tasks easier. All candidates in undergraduate and graduate programs leading to educator certification; undergraduate programs in Exercise Science, Fitness Management, Health Promotion, Recreation, and Sport Management; and all CACREP accredited programs will be required to purchase Tk20. Candidates will have access to Tk20 for 10 years after initial account activation.

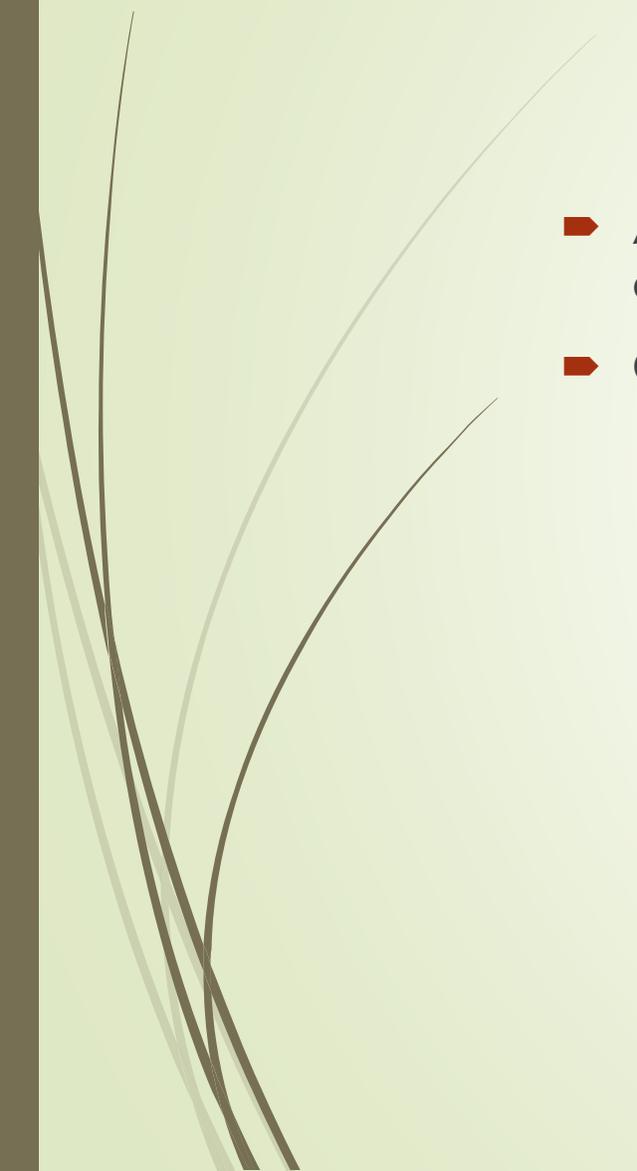
**Candidates**  
Your Tk20 log in information will be the same as your UNA Portal username and password.

**Faculty**  
Your Tk20 log in information will be the same as your UNA Portal username and password.

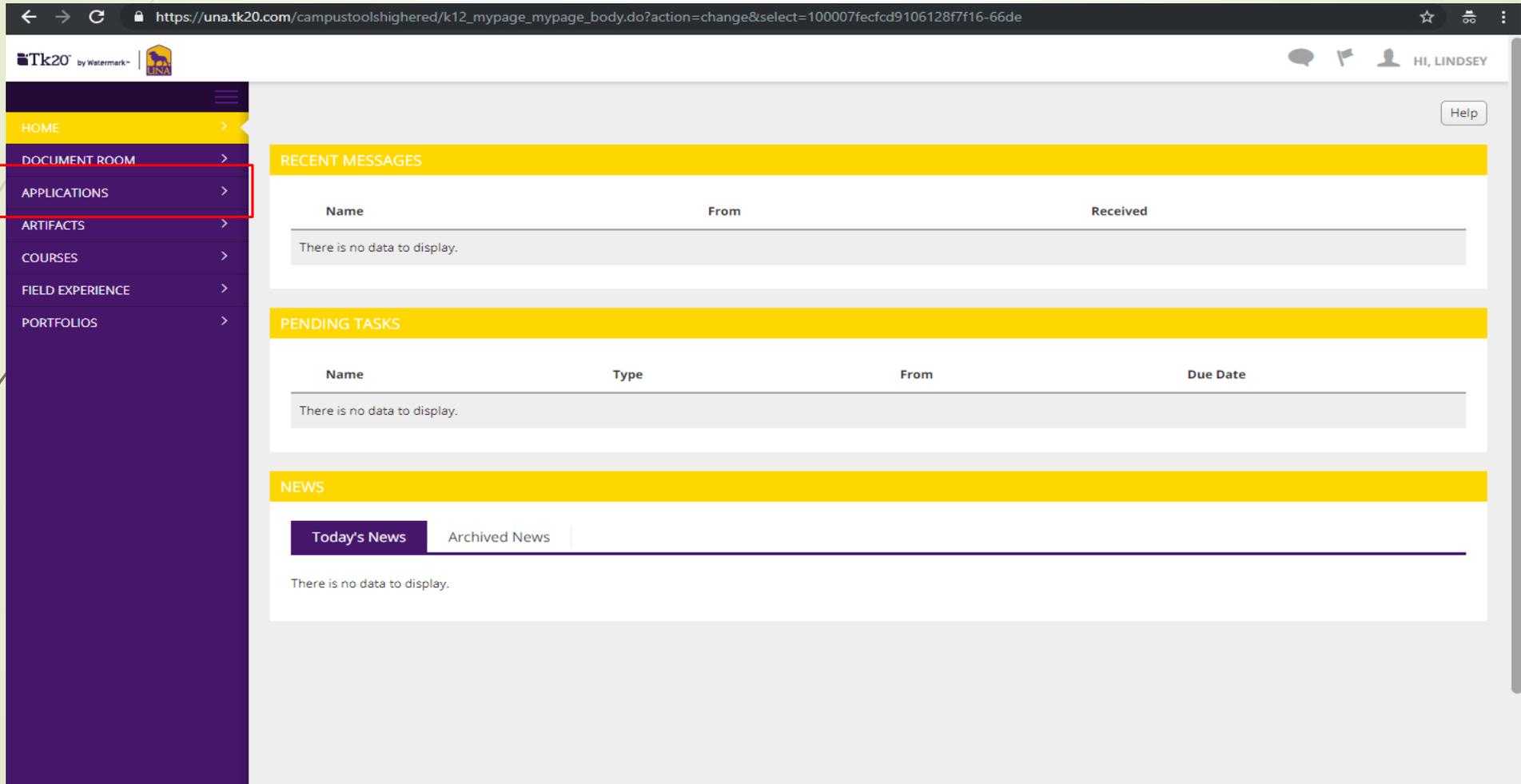
For **assistance**, please visit:  
<https://una.tk20.com/TK20HelpPage.aspx>



## Step 2: Go to Applications

- ▶ After you log in, you will be taken to the home page. On the left hand side of the screen you will see a purple menu.
  - ▶ Click on “APPLICATIONS”
- 

# Step 2: Go to Applications



The screenshot shows the Tk20 web application interface. The browser address bar displays the URL: [https://una.tk20.com/campustoolshighered/k12\\_mypage\\_mypage\\_body.do?action=change&select=100007fecfd91061287f16-66de](https://una.tk20.com/campustoolshighered/k12_mypage_mypage_body.do?action=change&select=100007fecfd91061287f16-66de). The page header includes the Tk20 logo, the UNA logo, and the user name "HI, LINDSEY". A "Help" button is located in the top right corner. The left sidebar contains a navigation menu with the following items: HOME, DOCUMENT ROOM, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE, and PORTFOLIOS. The "APPLICATIONS" item is highlighted with a red box and a red arrow pointing to it from the left. The main content area is divided into three sections: "RECENT MESSAGES", "PENDING TASKS", and "NEWS". Each section has a table header and a message indicating "There is no data to display." The "RECENT MESSAGES" table has columns for Name, From, and Received. The "PENDING TASKS" table has columns for Name, Type, From, and Due Date. The "NEWS" section has tabs for "Today's News" and "Archived News".

HOME

DOCUMENT ROOM

APPLICATIONS

ARTIFACTS

COURSES

FIELD EXPERIENCE

PORTFOLIOS

RECENT MESSAGES

Name	From	Received
There is no data to display.		

PENDING TASKS

Name	Type	From	Due Date
There is no data to display.			

NEWS

Today's News Archived News

There is no data to display.

# Step 3: Select “+ Create New Application”

- When you click on “APPLICATIONS” you will be navigated to a new view.
- Select the green button that says “+ Create New Application”

The screenshot displays the 'Applications' page in the Tk20 by Watermark LUNA system. The left sidebar contains a navigation menu with 'APPLICATIONS' highlighted. The main content area has a yellow header bar labeled 'APPLICATIONS'. Below this, a green button with a plus sign and the text '+ Create New Application' is highlighted with a red box and a red arrow. Underneath the button are icons for trash and refresh. A table header is visible with columns: Application Title, Submissions Deadline, Status, Final Result, and Date Created. The table content area displays 'There is no data to display.' The top right of the page shows a user profile for 'HI, LINDSEY' and a 'Help' button.

# Step 4: Choose the correct Application

- After you click the green button, a new view will appear. Here you will select the type of application you want to create from a drop down menu.
- Click the down arrow to access the menu.
- Select “Certification Paperwork Submission”
- Click the green “Next” button.

The screenshot displays the Tk20 by Watermark application interface. On the left is a dark purple navigation menu with the following items: HOME, DOCUMENT ROOM, APPLICATIONS (highlighted in yellow), APPLICATIONS, Applications, ARTIFACTS, COURSES, FIELD EXPERIENCE, and PORTFOLIOS. The main content area is titled 'CREATE NEW APPLICATION' and features a dropdown menu with the text 'Please Select' and a down arrow icon. Below the dropdown is a green 'Next' button and a 'Cancel' link. The breadcrumb trail at the top reads 'Applications > Applications > Applications > Create New Application'. The user's name 'HI, LINDSEY' is visible in the top right corner.



# Step 5: Fill out the application

- ▶ After you click “Next”, the screen will take you to the application form.
- ▶ Be sure to carefully read the whole application as it will provide all information you need for completing the application.
- ▶ NOTE: Any field with an asterisk (\*) is required. You will not be able to submit the application until all required fields have been answered.
- ▶ At the bottom of the application, you will see 3 buttons. The first is a green “Submit” button, the second is a gray “Save” button, and the third is a gray “Close” button.
  - ▶ “Submit” is used when you are 100% done with the application and wish for it to be reviewed.
  - ▶ “Save” will allow you to save your work and come back to the application later
  - ▶ “Close” will ask you if you want to save before closing the application and taking you back to the view from step 3 but you will now see the application you were working on, if you saved work.

# Step 5: Fill out the application

copy and submit a signed and dated copy to the UNA Certification Office.

**The printed copy must have a barcode on the front page and it must be signed.** The ALSDE will not process it without the barcode. Click [here](#) for specific downloadable instructions on filling out the NAL form and paying the certification fee online.

**Completed and signed NAL Form With Barcode page\***

Drag and drop file here

**CITIZENSHIP VERIFICATION (CIT) FORM**

Beginning August 2019, the Alabama State Department of Education now requires verification of US citizenship. Please complete the CIT form at the link below and submit it along with an acceptable form of ID. Your CIT form will be needed with your Certification application in order for it to be processed.  
<https://www.alsde.edu/sec/ec/Misc%20Docs/SUPPLEMENT%20CIT.pdf>

**Completed Citizenship Verification (CIT) Form\***

Drag and drop file here

**Copy of acceptable form of ID\***

Drag and drop file here

**APPLICATION FEE**

A \$30 non-refundable application fee is required for issuance of each certificate. Students in programs where two certificates will be received must pay \$30 for EACH certificate (\$60 total). Payment may be submitted in the form of a cashier's check or money order made payable to the Alabama State Department of Education. Personal checks and cash are not accepted. Application fees may also be paid through the Alabama state Department of Education Teacher Certification Online Payment System, using a major credit card, at <https://www.alabamainteractive.org/education/>. Your cashier's check, money order, or a receipt verifying online payment must be included with the application you submit to the UNA Certification Officer.

**Payment type\***

Payment Receipt (Please provide a copy of your receipt below)

Cashier's Check (Please deliver to the Office of Educator Preparation in Stevens Hall 515)

Money Order (Please deliver to the Office of Educator Preparation in Stevens Hall 515)

**Payment Receipt**

Drag and drop file here

© 2018 Watermark Insights, LLC. 9.2.7: Tk20 v9.2.7\_780\_1 04/07/2021 11:41 AM 19.946298599243164 MB of 100 MB used



# Step 6: Submitting the application

- ▶ Once all of the required fields have been accurately filled out, you are ready to submit your application for review.
- ▶ Click “Submit”. A dialog box will appear either stating that not all required fields are completed if you missed something or it will ask if you are sure you are ready to submit. Click “OK”.
- ▶ You will receive an automated e-mail to your UNA e-mail address from TK20 informing you that your application has been submitted. If you do not receive this e-mail, it means your application was not submitted.
- ▶ At this point, be sure to check your UNA e-mail and TK20 as these will be the way application reviewers will communicate with you regarding your application.

**Please visit our website at the following link for additional certification information:**

<https://una.edu/education/educator-preparation/certification.html>



# Questions, Comments, & Concerns

- ▶ If you have any questions or run into any issues with the application process or TK20 please don't hesitate to contact the UNA TK20 Administrator. The Administrator will serve as your first point of contact for TK20 technical issues.
- ▶ If the administrator is unavailable, you can contact Watermark customer support.

Ms. Lindsey Pittington  
UNA TK20 Administrator  
e-mail: [tk20@una.edu](mailto:tk20@una.edu)  
Phone: 256-765-4318

Watermark Customer Support  
Help Desk: <https://helpdesk.tk20.com/>  
e-mail: [support@watermarkinsights.com](mailto:support@watermarkinsights.com)  
Phone: 1-800-311-5656

- ▶ If you have questions about Certification, please contact the Certification Officer.

Mr. Gyasi Kellam  
Certification Officer  
e-mail: [gkellam@una.edu](mailto:gkellam@una.edu)  
Phone: 256-765-4860