



BAYLOR
UNIVERSITY
SCHOOL OF EDUCATION



TEA Required Trainings

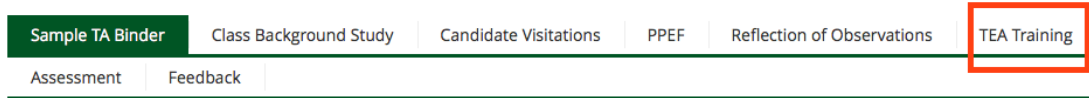
As a Candidate, Texas Education Agency (TEA) requires you to complete four trainings. Each training can be completed online, and a certificate of completion can be saved as you finish each training. Once completed, the certificate must be uploaded to Tk20.

This document includes instructions for:

- Accessing the Training and Instructions
- Uploading a Certificate

Accessing the Training and Instructions

1. Log in to Tk20 and go to your current SOE Binder. Instructions for accessing your binder can be found at <https://www.baylor.edu/soe/doc.php/320002.pdf>.
2. Click the TEA Training tab. It is marked by a red rectangle in the image below.



3. Each of the TEA Required Trainings is listed. Click the appropriate Select button to view Instructions for the training.

ATTACHMENT(S):

SOE - TEA Required Training - Dyslexia:

Select

Not Submitted

SOE - TEA Required Training - Mental Health:

Select

Not Submitted

SOE - TEA Required Training - Substance Abuse:

Select

Not Submitted

SOE - TEA Required Training - Youth Suicide Prevention:

Select

Not Submitted

4. Instructions for the training are displayed. In this example, we are viewing the Dyslexia Training. Note that each training will have different instructions.

The instructions include the follow information:

- The training you are viewing. (Dyslexia in this example.)
- The source of the training. (Region 10 in this example.)
- A link to the website for the training. (www.region10.org in this example.)
 - Note: Clicking the link will open the website in a different tab or window.
- The steps required to complete the training.

DYSLEXIA TRAINING

Region 10

Approximately 3 hours

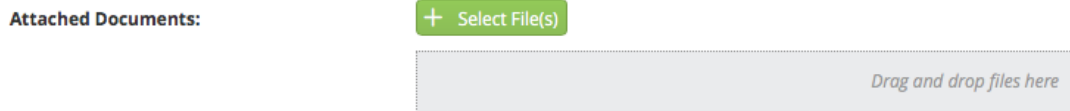
<https://www.region10.org>

1. Click on Login in upper right
2. Create an account here
3. After creating your account s
4. Log in the system

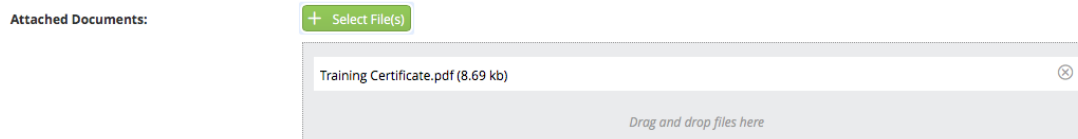
5. When you have completed the training, you will need to upload the certificate. Instructions for uploading the certificate are in the next section of this document.

Uploading a Certificate

1. Once you have completed the training and saved the certificate as a PDF, return to the tab or window that has your training instructions. You may need to log back in to Tk20 and select the training again.
2. Below the instructions, locate the Attached Documents section.



3. You can choose your PDF file 1 of 2 ways...
 1. Drag your PDF to the gray “Drag and drop files here” box
 - or...
 2. Click the “+ Select File(s)” button and navigate to your PDF
4. Once the file is correctly selected, it will look similar to the image below. Notice that “Training Certificate.pdf” is listed in the gray box. In this example, our PDF is named Training Certificate. Your filename will likely be different, and that is OK.



5. You then click the Add button to add the file to your binder. Note that if you have already started on this training, the button may now be Update.
6. Continue by submitting the form, just as you would any form in Tk20. Instructions for submitting forms can be found at <https://www.baylor.edu/soe/doc.php/320002.pdf>.