Candidate Instructions

1. Log into your Tk20 account at the address above.
2. On your Home page under “Pending Tasks”, you will see a link to the Prepracticum Report Survey.
3. Click on this link, then the Survey Form sub-tab.
4. Complete the required information paying attention to correct spelling of your supervisor’s name. If you have multiple placements for one course, enter them on a single form. For example:
   Leominster High/Fitchburg High/Monty Tech
   122 Granite St/140 Arn-How Road/1050 Westminster St. Leominster 01453/Fitchburg 01420/Fitchburg 01420 ...
   etc.
5. To submit, click [Submit]. Throughout your program of study, you will be asked to submit prepracticum information via Tk20 as well as submit paper documentation for each course requiring a prepracticum experience.