WILMINGTON UNIVERSITY

COLLEGE OF EDUCATION

Clinical Procedures Manual

I. Criminal Background Check

II. Child Protection Registry

III. PPD/TB Test Results

IV. Health Certification Form

V. Praxis II

VI. TaskStream Application

Practicum: Application & Registration

Field Experience / Placement: A placement in a K-12 classroom aligned to their program of study is awarded by the district to a teacher candidate for Practica I, II and III.

Field Placement Application: A required Taskstream application to be completed by the teacher candidate by the deadline posted per each semester. Students must complete the application, and all clearances by the deadline or we cannot guarantee placement. Placements are assigned by the Office of Clinical Studies upon approval of individual school districts.

Practicum: CBC, CPR and PPD/TB Requirements:

CBC – State and Federal Criminal Background Check (DE SBI)
CPR – Child Protection Registry Consent Form (DSCYF)
PPD/TB – Tuberculosis Screening
**NOTE: Clearance items are good for all three Practica classes. Candidates do NOT need to renew any items until Student Teaching.*

For Delaware background checks, please visit the State of DE: State Bureau of Identification for more information.
For all out of state background checks, please visit the State Bureau of Identification of residence for more information.
For all students, visit the DSCYF portal to submit your CPR consent form.

Application Submission Deadlines:

Spring Field Placement Application:
Opens early May, deadline August 1st
Fall Field Placement Application:
Opens early November, deadline February 1st
Summer – NO PLACEMENTS DURING SUMMER SEMESTER

Registration:

Teacher candidates must register by the timeline as scheduled by the University. Students will view Course Scheduler to determine Practica course options / sections: Course Schedule

Teacher candidates must be aware of Course Location versus Placement Location. Teacher candidates will be awarded a field placement in the county in which the course is being held:

- Course Section in New Castle or WGC site = placement in New Castle County and/or PA, NJ and northern MD
- Course Section in Dover site = placement in Kent County
- Course Section in Georgetown site = placement in Sussex County and /or lower MD

Student Teaching: Application & Registration

Clinical Experience or Student Teaching: A teacher candidate is afforded the opportunity to complete Capstone Clinical Residency in the K-12 classroom aligned to their program of study.

Student Teaching Application: A required Taskstream application to be completed by the teacher candidate by the deadline posted per each semester. Students must complete the application, Praxis II, and all clearances by the deadline or we cannot guarantee placement. Placements are assigned by the Office of Clinical Studies upon approval of individual school districts.

Student Teaching: CBC, CPR, PPD/TB, and HF Requirements:

CBC – State and Federal Criminal Background Check (DE SBI)
CPR – Child Protection Registry Consent Form (DSCYF)
PPD/TB – Tuberculosis Screening
HF – Health Certification Form with signed voided prescription form, letterhead, or stamp
NOTE: All districts require all teacher candidates to have **NEW CBC, CPR, PPD/TB, and HF regardless of prior submission for Practica. Forms can be downloaded from the Clinical Procedures Manual. Clearances for Student Teaching expire after one year. For Spring candiates, clearances MUST be valid from January 1st until June 11th; make all appointments no earlier than June. For Fall candidates, clearances MUST be valid from August 20th until January 7th; make all appointments no earlier than January.*

For Delaware background checks, please visit the State of DE: State Bureau of Identification for more information.
For all out of state background checks, please visit the State Bureau of Identification of residence for more information.
For all students, visit the DSCYF portal to submit your CPR consent form.

Passing scores and sub-scores of Praxis II in respective content area also required.

Application Submission Deadlines:

Spring Student Teaching Placement Application:
Opens early May, deadline August 1st
Fall Student Teaching Placement Application:
Opens early November, deadline February 1st
Summer – NO PLACEMENTS DURING SUMMER SEMESTER

Registration:

Teacher Candidates in undergraduate programs must register for both EDU 452 and the respective "Student Teaching" course:

- Birth-2 = ECE 450 and EDU 452
- K-6 and Middle Level (6-8) = EDU 451 and EDU 452

Teacher Candidates in graduate programs must register for these courses:

- M.Ed. in Elementary Education: MEE 8801
- M.Ed. in Special Education: MSE 8802
- M.A. in Secondary Education: MAS 8801

Yearlong Residency:

The Yearlong Residency option provides candidates the opportunity to experience all facets of the entire school year while collaborating with peers and a team of high quality mentor teachers, in pursuit of building skills and knowledge in the teaching profession. This residency allows interns the opportunity to serve as a co-teacher in a classroom setting for the entire school year, mastering the teaching standards and expanding their techniques and strategies with the guidance of a high quality Delaware teacher. If interested, please contact Mr. Tyler Wells at tyler.a.wells@wilmu.edu.

Office of Clinical Studies Contact Information:

Mr. Tyler Wells – Chair
302-342-8604
tyler.a.wells@wilmu.edu

Ms. Keira Potter –Compliance Mgr.
302-342-8608
keira.m.potter@wilmu.edu

Mrs. Theresa Carter – Placement Cord.
302-356-6794
theresa.d.carter@wilmu.edu

Mrs. Amanda Shenton– Placement Cord.
302-346-3914
amanda.m.shenton@wilmu.edu

Clinical Compliance Steps

Step	Required For	Documentation	Instructions / Descriptions
Step 1	Prior to Practicum I & prior to Student Teaching	Criminal Background Check (CBC)	A valid State and Federal Criminal Background Check in a sealed envelope (Delaware CBC will have an original label reading *To Be Opened by WilmU* ***only***). Submit to the Office of Clinical Studies by one of the following: 1. Hand deliver your results to Dover, Georgetown or the main New Castle campus (Attn. Tyler Wells) **OR** 2. Mail your results *with an official tracking method* to: **Keira Potter, Compliance Manager** **Office of Clinical Studies** Wilmington University 3282 N. DuPont Hwy Dover, DE 19901.
Step 2	Prior to Practicum I & prior to Student Teaching	Child Protective Registry (CPR) Consent Form	School districts require this clearance for any person working or observing in its schools. The Delaware Department of Services for Children, Youth and Their Families (DE DSCYF) will check your name against its records searching for any substantiated cases of child abuse or neglect. All information provided in the form is confidential. Complete the requirements as directed by the DSCYF in their Delaware Child Protection Registry Request Web Portal (see attached *Individual Procedures* process from DSCYF); save it to your computer under the name CPR"your last name" "your first name" (for example CPRpotterkeira). Upload the CPR results page to the application prior to submitting. **Attach the document to the Taskstream application prior to submitting the application.**

Clinical Compliance Steps

Step	Required For	Documentation	Instructions / Descriptions
Step 3	Prior to Practicum I & prior to Student Teaching	PPD/TB Test Results *AND* signed Voided Prescription Form, signed Letterhead, or Office Stamp	Download the PPD/TB form and have your physician complete the form. Attach a signed voided prescription form, letterhead, or office stamp. Scan and upload the results as part of the clearance process. Complete the PPD/TB form; scan it to your computer under the name PPD.TB "your last name" "your first name" (for example PPD.TBpotterkeira). Upload the completed and signed PPD/TB Test Results form with a signed voided doctor's script, signed letterhead, or stamp to the application prior to submitting. **Attach the document to the Taskstream application prior to submitting the application.**
Step 4	Prior to Student Teaching Only	Health Certification Form *AND* signed Voided Prescription Form, signed Letterhead, or Office Stamp (HF)	Download the Health Certification Form and have your physician complete the form. Attach a signed voided prescription form, letterhead, or office stamp. Scan and upload the results as part of the clearance process. Complete the Heath Form; scan it to your computer under the name HF "your last name" "your first name" (for example HFpotterkeira). Upload the completed and signed Health Certification Form *with a signed voided doctor's script, signed letterhead, or stamp to the application prior to submitting*. **Attach the document to the Taskstream application prior to submitting the application.**
Step 5	Prior to Student Teaching	Praxis II Score Results (including Sub Scores)	Passing Praxis II scores must be submitted directly from ETS to Wilmington University ***AND*** the Delaware Department of Education prior to applying for Student Teaching. Tests required for specific licensure areas can be found on ETS's Praxis II website. If Wilmington University and the Delaware DOE were not identified as a score recipients through ETS, the teacher candidate must contact ETS to have all scores sent to the University and/or Delaware DOE.

Clinical Compliance Steps

Step	Required For	Documentation	Instructions / Descriptions
Step 6	Prior to Practicum I, Practicum II, Practicum III *AND* Student Teaching	Application for the appropriate clinical semester	All applications must be completed in TaskStream. Please review instructions found in *Part V. TaskStream Application* for further directions. **IMPORTANT: Do not submit your applications for practicum I or student teaching until all clearances have been uploaded and attached (fingerprint receipt, CPR results, PPD/TB, and HF*).** **(*Note: HF is required for student teaching ONLY)**

I. Criminal Background Check

General Instructions

Students applying for clinical coursework (Practicum I and Student Teaching) are required to submit to Wilmington University a criminal background check (CBC) **PRIOR** to submitting an application for placement. The CBC fingerprinting receipt (not to be confused with the payment receipt) must be scanned and attached to the application in TaskStream. Please visit WilmU's Watermark – TaskStream website for guides and contact information for any issues or concerns about TaskStream.

Applications for the clinical semester ***MAY NOT*** be submitted until after the criminal background check has been provided to the Office of Clinical Studies. The student must indicate, when requesting the CBC, that he/she is a student teacher candidate and request that the copy be sent to the student. The report will be sent to a home address after the fingerprints are taken at the State Bureau of Identification. When the report arrives, ***DO NOT OPEN*** the envelope. Any envelope that is opened or tampered with will not be reviewed or considered. Note that a reduced fee is charged for student teachers when requesting a CBC.

The ***SEALED*** envelope with the *WilmU label* containing the criminal background check from the State Bureau of Identification must be delivered ***UNOPENED*** to the Office of Clinical Studies in the **College of Education ONLY** during regular working hours to complete an application for placement. These locations are:

- **New Castle**: Peoples Building, ground floor
- **Dover:** Building B receptionist area or Clinical Studies office
- **Georgetown:** William A. Carter Partnership Building, Wilmington University Offices

Request for placement during the clinical semester will not be presented to school districts until the criminal background check has been received and suitability has been determined. The school district will then decide if they will accept the student teacher.

The CBC and the CPR will be reviewed by the Office of Clinical Studies for a determination of whether or not the candidate is deemed suitable for student teaching placement, and notification of such determination will be mailed within seven (7) business days of the date the University notifies the student of receipt of the reports. The Clinical Compliance Database Manager may consult with the Program Chair of Clinical Studies for guidance, typically on an anonymous basis.

If the determination is that the teacher candidate is NOT suitable, the teacher candidate will receive a copy of the University's Suitability Appeal Process.

Please note: placement is contingent on a suitability determination both by the University AND the school district in which the University is attempting to place the teacher candidate, in addition to meeting all other eligibility requirements. If deemed suitable by the University, the school district in which the University is attempting to place the teacher candidate will receive a copy of the reports and a statement that the teacher candidate was determined suitable according to the Wilmington University Guidelines. The school district will then review the reports to determine in its sole discretion if it will place the teacher candidate in a student teaching position. Such decision is final; the teacher candidate is not afforded an appeal process by the school district.

I. Criminal Background Check

Where to Complete the Criminal Background Check

Any student may travel to the Dover State Police Headquarters where no appointment is necessary.

Kent County
Criminal background checks are administered at:
Blue Hen Corporate Center and Mall
Suite 1B
655 Bay Road (US 113)
Dover, DE
302-739-5884

WALK IN AVAILABILE
HOURS OF OPERATION:
Monday, 8:30 a.m. – 6:30 p.m.
Tuesday through Friday, 8:30 a.m. – 3:30 p.m.

New Castle County
Criminal background checks are administered at:
State Police Headquarters Troop II
100 Lagrange Ave.
Newark, De 19702
302-739-2528 or 800-464-4357

BY APPOINTMENT ONLY
HOURS OF OPERATION:
Mon., Wed., Thurs., Fri. 8:30 a.m. – 3:15 p.m.
Tues. 11:30 a.m. to 6:15 p.m.

Sussex County
Criminal background checks are administered at:
State Police Headquarters Troop IV
Thurman Adams State Service Center
546 S. Bedford Street (Room 202)
Georgetown, DE 19947
800-464-4357

BY APPOINTMENT ONLY
HOURS OF OPERATION:
Monday – Thursday 8:30 a.m. – 3:30 p.m.

I. Criminal Background Check

Procedures for Maintaining Criminal Background Check Information

The Office of Clinical Studies at Wilmington University follows Delaware Administrative Code 764 – Criminal Background Check for Student Teaching. All information and records pertaining to criminal background checks and this regulation shall be maintained in a confidential manner including, but not limited to, the following:

> *Access to criminal background check records, letters of reference accompanying out of state criminal background checks, and determination of suitability shall be limited to the Higher Education Institution officer responsible for student teacher assignments and one person designated to assist in the processing of criminal background checks; and the Public School Superintendent responsible for the determination of suitability in the placing Public School. These persons shall be required to sign an agreement to keep such information confidential and employ proper precautions to insure that interoffice communications remain confidential;*
>
> *All such records shall be kept in locked, fireproof cabinets;*
>
> *No information from such records shall be released without the signed approval of and the appropriate signed release of the candidate or person placed in a Student Teaching Placement.*
>
> *The Higher Education Institution may dispose of the criminal background check in a secure manner no earlier than six (6) months after the student graduates from the Higher Education Institution.*

II. Child Protection Registry

(as found on [Delaware Child Protection Registry (CPR) Request Web Portal](childprotectionregistry.delaware.gov/))

Individual Procedures – Delaware Child Protection Registry (CPR) Request Web Portal

Delaware child abuse and neglect checks must be requested through the **Department of Services for Children, Youth and Their Families (DSCYF), Child Protection Registry Request Web Portal**.

Individuals need to download and complete the consent form on the portal homepage, then register on the portal to submit a CPR request and obtain their completed CPR results.

Registration -To register on the portal, go to childprotectionregistry.delaware.gov/

1. Click **New Individual Registration**. The INDIVIDUAL REGISTRATION FORM will appear:
2. Complete all required * fields.
3. Read the conditions for requesting access to the Delaware Child Protection Registry Portal. When you accept and agree to the conditions, click the box beside I ACCEPT AND AGREE.
4. Click **Register**. If all required information is completed, the screen should turn white, and then a notice will appear to **Check your email regarding the status of your registration**.
5. Check your email for a **Welcome to the Delaware Child Protection Registry Portal** notice. It will contain your User Name. If this email is not received within 5 days of registration, call the Criminal History Unit (CHU) at 302 892-4525. You will need to provide the date registered.
6. Read the entire email, click on large link.
7. Enter new password, confirm password, click **Change Password. Keep your User Name and Password** for future portal access.
8. Click **CLICK HERE TO CREATE NEW CPR REQUEST**
9. Complete all required* fields (additional fields can be completed for a more extensive search of the child protection registry), click **CONFIRM**. Request is in "PENDING" Status.
10. Follow instructions on page for **How to upload completed consent form**. In **Notes and Attachment** section, click **Upload Files** to upload the completed CPR consent form.
11. Message across middle of screen "Upload Files", click **Done.**
12. Message at top of page - **1 file was added to the Child Protection Registry**.
13. Top right side of page, click **Review and Save**.
14. Click **Save**
15. Message at top of page - **CPR request successfully submitted**. Request is under "CONTINGENT PAYMENT REQUESTS", needing payment to submit.
16. To view CPR request status or make CPR request payment, click at top of page Click here to create an additional CPR Request, view CPR requests status, make CPR request payment

Payment for CPR Request

1. Click "CONTINGENT PAYMENT REQUESTS" tab.
2. Under CPR Record Name column, click box to left of name. A check mark will appear in the box.
3. Click Proceed to Payment.
4. Complete all required * fields, click Continue.
5. Click Confirm, Modify or Exit. Clicking confirm will attempt to make payment. After payment validation, request moves under "SUBMITTED REQUESTS" tab.

CPR Results

1. Allow 10 business days to receive a **Child Protection Registry Notification** email informing you that CPR results are available on the portal. Click email link to login CPR Portal.
2. Click the "COMPLETED REQUESTS" tab.
3. In the CPR Letter column, click download to view and print results letter. Results will be available on the CPR Portal for 6 months.

Questions may be directed to: DSCYF.CHU.Portal@delaware.gov

III. PPD/TB Test Results

General Instructions

Students applying for clinical coursework (Practicum I and Student Teaching) are required to submit to Wilmington University a PPD/TB Test Results *with* signed voided prescription form, signed letterhead, or office stamp (PPD) **PRIOR** to submitting an application for placement by scanning and attaching to the application in TaskStream. The PPD/TB results must be scanned and attached to the application in TaskStream before submission. Please visit WilmU's Watermark – TaskStream website for guides and contact information for any issues or concerns about TaskStream.

This form is included in the following pages. All forms must be legible, completed in blue or black ballpoint ink only. No electronic signatures are permitted; all forms must have a live signature. As an official document, if any mistakes are made, the student or health care provider must initial the area corrected.

Important notice about this document

For identification, the health care provider signing the following certificate should also submit one of the following:

1. signed voided prescription form
2. signed letterhead with patient's name and date of office visit
3. office stamp with name of provider's office and address

This document will not be accepted and will be marked as incomplete until the student is able to provide one of the following noted above.

All readings must have a numerical millimeter (mm) induration noted - see *PPD (Mantoux) Test Result* area on form. If the results show a positive reading, a chest x-ray must be performed. The results of the chest x-ray must be included with the completed PPD/TB form. All readings must have a numerical induration noted: forms without a numerical reading will be considered incomplete and will not accepted.

Wilmington University will only consider a health care provider's office form if all pertinent information as presented in the proceeding document is included in the office form.

WILMINGTON UNIVERSITY™
EDUCATION

Dear Physician/Health Care Provider:

State health regulations require that all applicants for school-based fieldwork (Practicum and Student Teaching) provide written proof of a current, negative PPD (Mantoux) Tuberculin Test. Please note that a Tine or Monovac Test may not be substituted for the PPD Test. The test can be performed by your personal physician or at any health clinic. The results must be reported as positive or negative, recorded in millimeters (mm), and certified by a health care provider. Any error made by medical staff on this form must be initial to note the correction.

Applicants must be able to provide proof of a negative tuberculin test that was administered within 12 months by the beginning of the semester for the enrolled school-based field work (Practicum and/or Student Teaching) course. **Applicants should retain a copy of test results for future use.**

IMPORTANT NOTICE ABOUT THIS DOCUMENT:

For identification, the health care provider signing this certificate should also submit one of the following:

1. signed voided prescription form
2. signed letterhead with patient's name and date of office visit
3. office stamp with name of provider's office and address

PPD (MANTOUX) TUBERCULIN SKIN TEST

(Tine or Monovac is not acceptable)

Student ID: _____

_____

Last Name First Name M.I.

Date administered:_____ Date read: _____

PPD (Mantoux) Test Result: ____Negative ____Positive _____mm induration *(if no induration, mark "o")*

Name of Facility: _____

Name of Health Care Provider: _____

Signature of Health Care Provider:_____

Please return the signed certificate to the applicant, or mail directly to:

Keira Potter, Compliance Manager
Office of Clinical Studies
Wilmington University
3282 N. DuPont Hwy.
Dover, DE 19901

Telephone: (302) 342-8608
Fax: (302) 734-1331
E-mail:keira.m.potter@wilmu.edu

IV. Health Certification Form

General Instructions

Students applying for clinical coursework (Student Teaching ***only***, not for Practicum) are required to submit to Wilmington University a Health Certification Form *with* signed voided prescription form, signed letterhead, or office stamp (HF) **PRIOR** to submitting an application for placement. The HF results must be scanned and attached to the application in TaskStream before submission. Please visit WilmU's Watermark – TaskStream website for guides and contact information for any issues or concerns about TaskStream.

This form is included in the following pages. All forms must be legible, completed in blue or black ballpoint ink only. No electronic signatures are permitted; all forms must have a live signature. As an official document, if any mistakes are made, the student or health care provider must initial the area corrected.

Important notice about this document

For identification, the health care provider signing the following certificate should also submit one of the following:

1. signed voided prescription form
2. signed letterhead with patient's name and date of office visit
3. office stamp with name of provider's office and address

This document will not be accepted and will be marked as incomplete until the student is able to provide one of the following noted above. Notation is required on the restrictions line: if no restrictions, the health care provider must indicate "None." Forms with the *Restrictions* line left blank will be considered incomplete and will not accepted.

Wilmington University will only consider a health care provider's office form if all pertinent information as presented in the proceeding document is included in the office form.

WILMINGTON UNIVERSITY™
EDUCATION

Dear Physician/Health Care Provider:

State health regulations require that all applicants for school-based fieldwork (Student Teaching) provide written proof of a current health certificate form.

This candidate is applying to enroll in student teaching. This is the long-term, school-based, supervised field experience that occurs at the end of a teacher preparation program. A student teacher is required to assume an active role in the instruction of children/youth over a period of several months. In addition to the technical and intellectual abilities required, a student teacher must also possess the physical stamina and emotional stability required of a classroom teacher.

Due to the length of the experience and the level of responsibility that must be assumed, all student teachers must be screened before they are given final approval to begin working in schools. The Health Certificate below is part of the screening process. Thank you for your assistance.

IMPORTANT NOTICE ABOUT THIS DOCUMENT:

For identification, the health care provider signing this certificate should also submit one of the following:

1. signed voided prescription form
2. signed letterhead with patient's name and date of office visit
3. office stamp with name of provider's office and address

HEALTH CERTIFICATE FOR TEACHER PREPARATION STUDENTS

Date: _____

This is to certify that the applicant, _____, has been examined and is known by me to be free from any physical or emotional condition that might interfere with his/her success as a student teacher. Notation is required on the restrictions line: if no restrictions, the health care provider must indicate "None." Forms with the *Restrictions* line left blank will be considered incomplete and will not accepted.

Restrictions: _____

Name of Facility: _____

Name of Health Care Provider: _____

Signature of Health Care Provider:_____

Please return the signed certificate to the applicant, or mail directly to:

Keira Potter, Compliance Manager
Office of Clinical Studies
Wilmington University
3282 N. DuPont Hwy.
Dover, DE 19901

Telephone: (302) 342-8608
Fax: (302) 734-1331
E-mail:keira.m.potter@wilmu.edu

V. Praxis II

Passing Praxis II scores must be submitted directly from ETS to Wilmington University ***AND*** the Delaware Department of Education prior to Student Teaching. Tests required for specific licensure areas can be found on ETS's Praxis II website:

- Delaware
- Maryland
- New Jersey
- Pennsylvania

For students residing in areas other than the listed above, please refer to ETS's Praxis II website and search for the state requirements in question.

If Wilmington University was not identified as a score recipient through ETS, the teacher candidate must contact ETS to have all scores sent to the University and the Delaware Department of Education. Please know ETS may charge an additional fee for additional scores to be sent, so it is strongly advised to review score recipients prior to registering for any exams in ETS's portal.

Should any questions arise, please contact your assigned placement coordinator or the Office of Clinical Studies.

VI. TaskStream Application

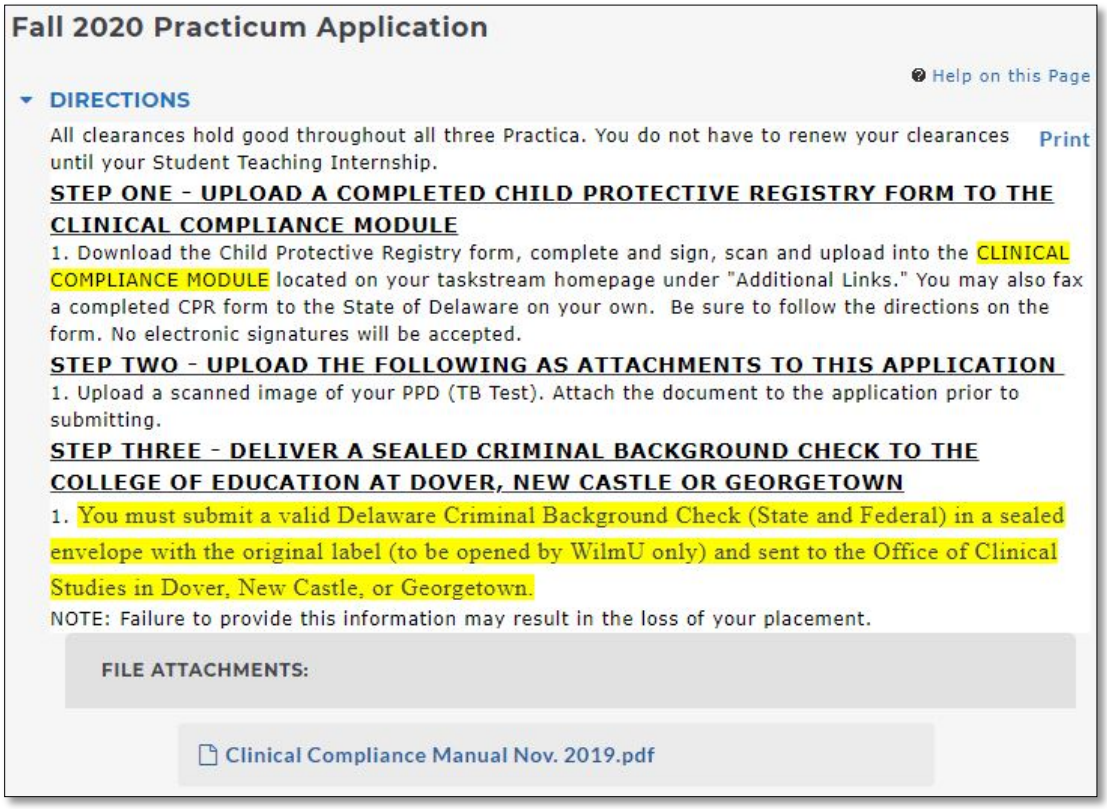
- Log into your TaskStream account and enter your DRF program *(BS K-6 is listed here as an example)*

- In your DRF program, the left hand side will have expandable requirements within various courses. At the top will list the *Application Practicum & Student Teaching*. Select the **CORRECT** application for the course you are seeking placement. Completing multiple or incorrect applications will delay processing of *ALL* applications, so it is imperative that you complete the correct application for the course you are seeking placement.

**NOTE: The provided screenshot above labels the applications for the Fall 2020 semester. This name will change based on the semester placement is sought.*

VI. TaskStream Application

- Click on the clinical course you are applying to access, and review the directions listed as seen below. Download the file attachment labeled *Clinical Procedures Manual* to review all requirements.



**NOTE: The provided screenshot above labels the Clinical Procedures Manual as the Clinical Compliance Manual. The Clinical Procedures Manual will take its place in all DRF program application submission areas. Directions may change based on the semester's requirements. Refer to the directions in TaskStream directly for the most up to date information.*

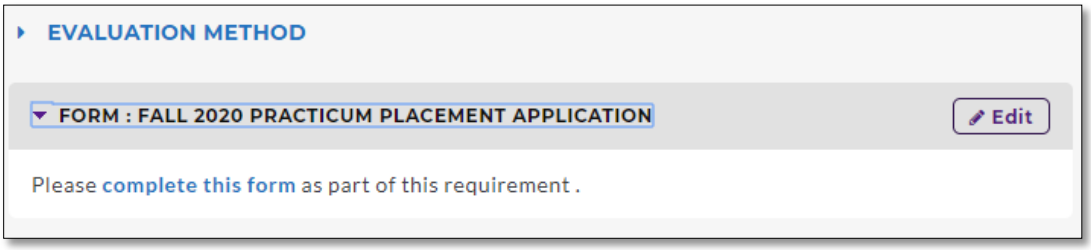
- All applicants for Practicum II and Student Teaching MUST electronically submit clinical documents by scanning and attaching to the application. At the very top of the page, you will see an *Add Icon* with 7 options. In order to attach your clearances, click *Attachments* and follow the prompts on the new screen.

**NOTE: Only PRACTICUM I and STUDENT TEACHING candidates are to submit clearances. If you are applying for Practicum II or III, your clearances from Practicum I are valid clearances. You do NOT need to resubmit any documents.*

VI. TaskStream Application

- When finished attaching documents, click *Save and Return* to return to the *Application* page.

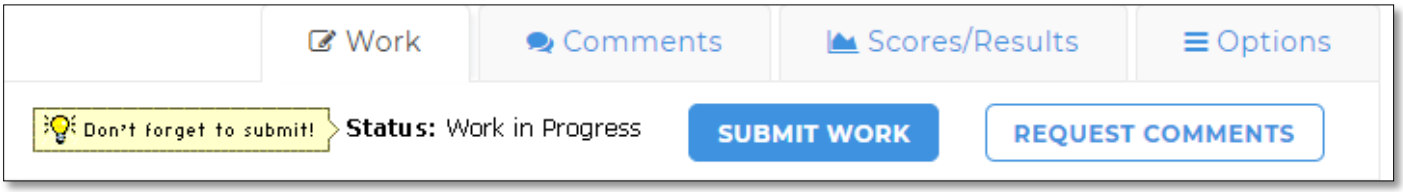
- Select *View Form* under the *Evaluation Method* section.



- This will take you to a new page. All pop-up blockers must be disabled or paused or the page will not load. Complete all highlighted areas in pink. If any areas are blank, you will not be able to submit the application. If any areas do not apply to you, type in *N/A* as stated in the directions.

- When this form is complete, click *Save and Return*.

- This will bring you back to the Application page. Click *Submit Work*, which will prompt a new window.

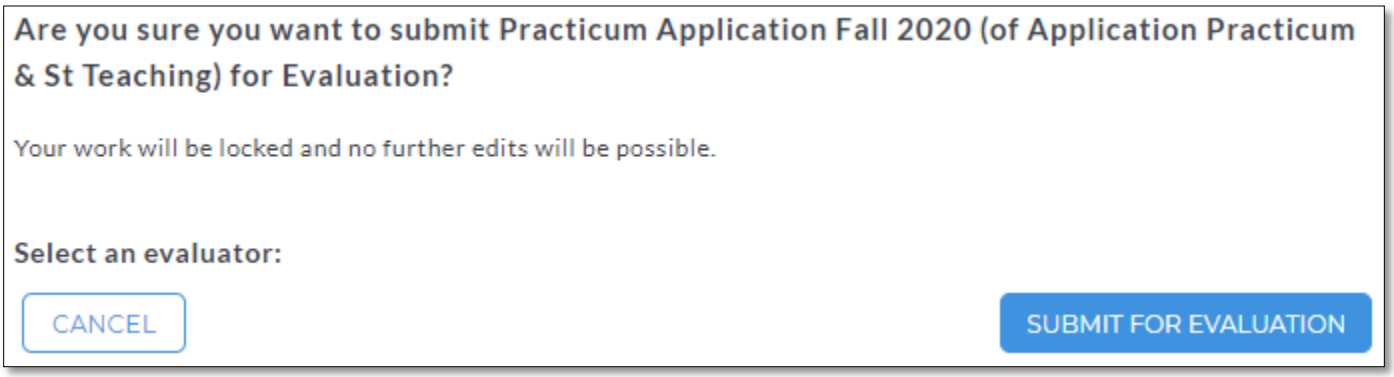


VI. TaskStream Application

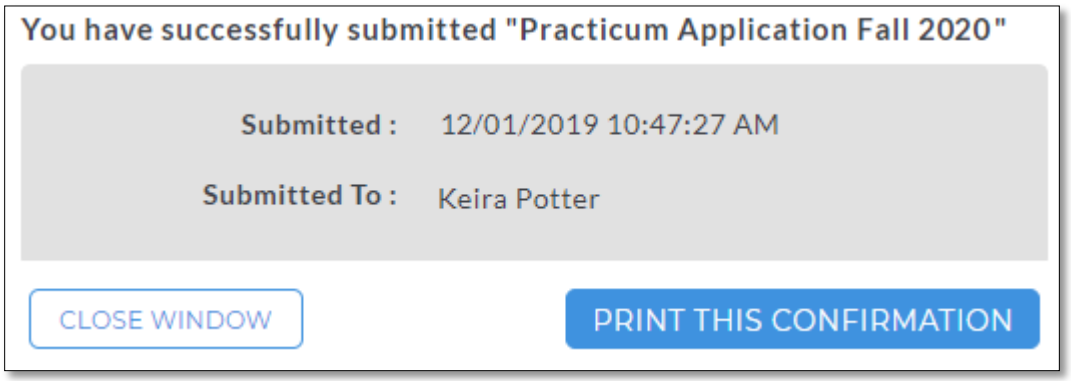
- NOTE: if you have any areas in the application form incomplete, you will not be able to submit as such:

  You must go BACK into the form and complete all required steps highlighted in pink.

- Choose *Keira Potter* as the evaluator.



- You will receive a confirmation it went through successfully.



VI. TaskStream Application

- To verify if your application has been submitted, click into your DRF program and review the *Score/Results* tab as seen below:

Here, you can also see if your application has met or has not yet met all requirements for the appropriate clinical semester. This tool also works with any submissions in TaskStream for any other Education courses.