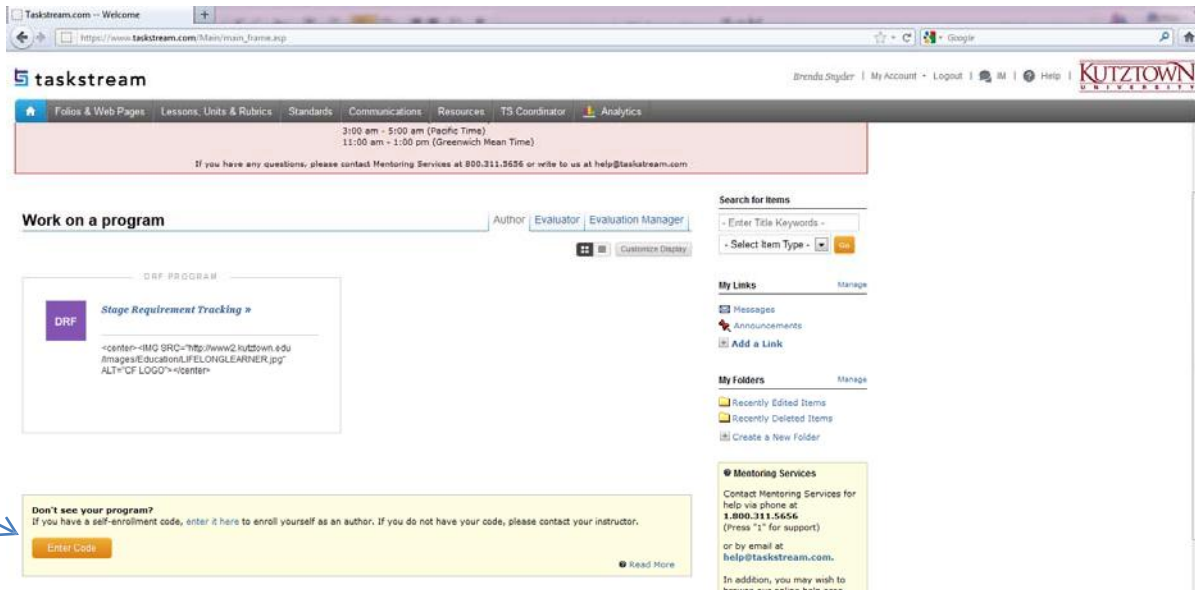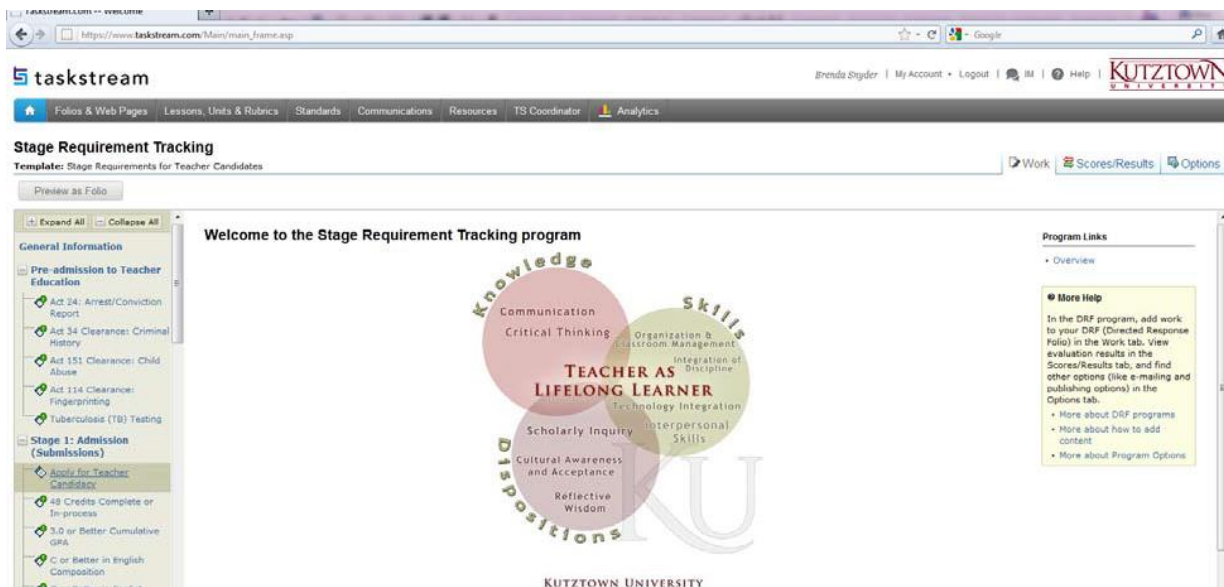# STAGE TRACKING ON TASKSTREAM
## INSTRUCTIONS TO APPLY FOR TEACHER CANDIDACY

1. Click on **"Stage Requirement Tracking"** from your home menu.   If you do not see this option, you need to enroll in this program by clicking the **"Enter Code"** box as noted below and key in the code: **candidacy** (lower case).



> **Note:** If you applied for candidacy in a previous semester and did not meet requirements, your Taskstream candidacy form was sent back to you to update.  Update your form and resubmit.

2. Click on **"Apply for Teacher Candidacy"** under *Stage 1:  Admission*.

3.  Click on **"Complete Form"** in the right margin.



4.  The last step is to click **"Submit Work"** in the right margin.



After the form is submitted, your candidacy status will be evaluated by the College of Education Dean's Office.  If you have met all requirements for candidacy you will receive notification to that effect on Taskstream.   Those who have not met requirements will be notified as well (on Taskstream) and will be changed to "Pre-Candidacy" status on MyKU until requirements have been met.


If you have any questions with this process, please contact cfaust@kutztown.edu.

Thank you.