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### Current Candidates: When to Apply for Licensure

Program managers, please inform your current candidates not to apply to ODE for their license until mid to late April. We recently had to decline a few applications as it is too early and their application will expire (60 days) before they are eligible. Candidates cannot be approved until May 6 (2018 spring graduation) and with the high volume at that time, there is no guarantee when their application will be approved.

### Opioid Module Reminder

The Office of Educator Preparation would like to send a special kudos to the programs of Middle Childhood Education (Columbus), Agriscience Education, and Business Education for their persistence in engaging their students to complete the Opioid Module. Each of these programs can boast over 50% of their spring graduates have completed the module already, and it has only been a week since the information was shared!

As a reminder, all Spring 2018 education licensure graduates are now required to complete the Opioid and Substance Abuse Module. The link is provided below:

[https://osu.az1.qualtrics.com/jfe/form/SV\\_0BCiP2U85XIPjCt](https://osu.az1.qualtrics.com/jfe/form/SV_0BCiP2U85XIPjCt)

## Spring District/Program Meeting Reminder

The Ohio State Spring District/Program Meeting will take place on **February 20th** from **8:30am – 11:30 am** at Clark Hall (380 Granville St., Gahanna, OH 43230). An email with a final agenda and RSVP information will be sent next week.

The main focus of this meeting will be networking and hiring practice discussions between Districts and Programs.

All are welcome to attend. For more information, contact [Josh Maher](#).

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## TK20 Help Support Change

TK20, Taskstream and LiveText have merged and recently changed their name to Watermark. While the TK20 system name will not change at the moment, the support desk will reply to questions as Watermark Support at [support@watermarkinsights.com](mailto:support@watermarkinsights.com).

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## TK20 Website Change

In order to comply with required security standards, the TK20 platform has a new URL (web) address, front page and login routine.

To access TK20, enter the following address in your web browser: [osu.tk20.com](http://osu.tk20.com)

Depending on your affiliation with the University, you will use a specific sub-link to access the system. Please follow instructions on the landing page.

If you have any questions regarding TK20 login, please contact Robert Hampton ([hampton.11@osu.edu](mailto:hampton.11@osu.edu)).

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## TK20 Data Restrictions

Per OCIO Institutional Data Policy, **Restricted (S4) data cannot be stored within TK20**. Therefore, please review the Data Element Classification Assignments listed below to make sure you're familiar with the TK20 data restrictions:

Restricted Data (S4) Elements:

- Name + Social Security Number
- Name + Driver's License Number
- Name + State ID Card Number
- Name + Financial Account Numbers + Access Code
- Debit or Credit Card Cardholder Data
- Student Treatment Record
- Protected Health Information
- Export Controlled Data
- Student Loan Application Data

- Financial Account Data Associated with Student Loans
- Password, Private Encryption Key, and Identity Management Database or Repository
- Risk and Information Security Assessments
- Med Center Badge ID
- BuckID Database or Repository
- Bank Account + Routing Number
- FAFSA/ISIR data in its entirety

If you come across Restricted (S4) data while in TK20 (i.e. reviewing applications, assessment uploads, etc.), please contact Robert Hampton ([hampton.11@osu.edu](mailto:hampton.11@osu.edu)) with detailed information about its location so the proper steps can be taken for it to be removed.

If you work with students regarding a process where they are required to upload documents, please remind them to be cautious about what information they include. Additionally, OEP will post a student-facing document to provide guidance on Restricted (S4) data within Tk20 for their reference.

For more information about the OCIO Institutional Data Policies, visit: <https://ocio.osu.edu/policy/policies/idp>.

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## **New Subscribers For The Ed Prep Express**

Do you know of any new faculty or staff who may be interested in receiving this newsletter, the *Ed Prep Express*? This is an electronic newsletter distributed by the Office of Educator Preparation to program managers and faculty leads. The publication is released periodically, and focuses on the logistics of program management (e.g., deadline reminders, OAE and edTPA updates, Tk20 changes, etc.). If so, please contact our office [here](#).

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## **Contact us**

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More information is available on our website at [go.osu.edu/edPrep](http://go.osu.edu/edPrep) on topics such as assessments, background checks, edTPA, field placement, licensure and Tk20. The e-newsletters are archived there as well.

*Our vision is to serve as the Epicenter of Eminence for Educator Preparation (E<sup>3</sup>P)*

