Please note: Students should not complete a Clinical Practice Application and the Clinical Practice Acknowledgements until attending a Clinical Practice Information session hosted by the Office of Student Services and Credentialing.

Complete the Clinical Practice Application

1. Go to https://cofc.tk20.com (it is advised to bookmark this site)
2. Enter your MyCharleston credentials
3. Go to Applications on the left-hand side index
   a. Click on the green Create New Application button
   b. From the drop-down box, select Clinical Practice Application XXXX
   c. Click on the green Next button
   d. Complete the requested information
   e. Click on the green Submit button on the bottom
   f. Click OK when the pop-up box appears
   g. You will be taken to a page that indicates the date/time you submitted the application and status. The status will indicate Review in Progress until OSSC reviews it.

Making changes after submitting the application

You can make changes to your application as long as OSSC has not reviewed it yet (if the status still says “Review in Progress”)

1. Go to Applications on the left-hand side index
   a. Click on the Clinical Practice Application that you previously submitted
   b. Click on the Recall button toward the bottom right-hand side.
   c. Make any necessary changes within your application.
   d. Once done, click on the green Submit button.

Complete the Clinical Practice Acknowledgements

1. Go to https://cofc.tk20.com (it is advised to bookmark this site)
2. Enter your MyCharleston credentials
3. Go to Applications on the left-hand side index
   e. Click on the green Create New Application button
   f. From the drop-down box, select Clinical Practice Acknowledgements
   g. Click on the green Next button
   h. Complete the requested information
   i. Click on the green Submit button on the bottom
   j. Click OK when the pop-up box appears
   k. You will be taken to a page that indicates the date/time you submitted the application and status. The status will indicate Review in Progress until OSSC reviews it.