TK20 CLINICAL PRACTICE FORMS

Below are directions for completing clinical practice related forms/applications. These forms may not be applicable to all. Do not complete until you receive guidance from the Office of Student Services and Credentialing (OSSC).

- Request to Work during Clinical Practice
- Request to Proceed
- Withdrawal from Clinical Practice.

**Complete Clinical Practice Forms** (listed at [http://teachered.cofc.edu/ossc/cp_internship.php](http://teachered.cofc.edu/ossc/cp_internship.php))

1. Go to [https://cofc.tk20.com](https://cofc.tk20.com)
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 the appropriate clinical practice related form
   c. Click on the green **Next** button
   d. Review and complete all required items on the form.
   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.

**To review your application status for any applications/forms submitted in TK20**

1. Go to [https://cofc.tk20.com](https://cofc.tk20.com)
2. Enter your MyCharleston credentials
3. Go to Applications on the left-hand side index
4. Find the application that you submitted.
   a. After OSSC reviews your application, the status will change to **Review Complete** and the Final Result will state if it is approved or not approved.
5. If the final result indicates that you need to check the review form for comments, click on the application hyperlink
   a. Click on the **Review** tab
   b. Click on **Application Review Form**.
   c. Review the comments provided.