TK20 CLINICAL PRACTICE FORMS

TK20 serves as your professional record as a teacher education candidate. It will help you document your growth throughout your program, receive feedback in course assignments and clinical experiences and build a digital portfolio that highlights your educational experience, professional competencies and accomplishments. It will also help facilitate several administrative processes, such as completing forms related to clinical practice.

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

1. Go to 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
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.