

## Application Information for **Advanced Certification** Areas of Administration and Superintendency

<http://www.ed.sc.edu/SA/certification.asp>

All students who **have been previously certified in South Carolina** and are pursuing additional certification must apply for **ADVANCED** certification in order to be recommended for certification. Deadlines must be observed in order to be recommended in a timely manner. **Don't forget that you must apply for graduation separately!**

**Please note that the SCDE requires that students wishing to advance their certification hold a Professional Teaching Certificate. You must hold a Professional Teaching Certificate at the appropriate grade level in order to add Administration or Superintendency to your teaching license. If you do not or will not meet this requirement upon program completion, please contact the SCDE at 803-734-8466 to determine the best course of action.**

Program Completion Date	Deadline	Certification Program Fee	
Spring Semester	No later than May 1, prior to program completion	\$75.00	Billed by and payable to USC Bursar's Office through VIP or in Petigru
Summer II Semester	No later than August 1, prior to program completion	\$75.00	Billed by and payable to USC Bursar's Office through VIP or in Petigru
Fall Semester	No later than December 1, prior to program completion	\$75.00	Billed by and payable to USC Bursar's Office through VIP or in Petigru

### ***I. To Apply for ADVANCED Certification, you must:***

- A. Complete and submit Request for Change/Action form** (<http://www.scteachers.org/cert/certpdf/reqchgact.pdf>) to the USC College of Education Office of Student Affairs (Wardlaw 113). Check all boxes that apply.  
**NOTE: This form is unique to each student. Please check any and all boxes that apply to your situation. If you are applying for certification in Administration, please specify elementary, secondary, or both.**
- B. Complete and submit the Recommendation (Verification of College Preparation Recommendation for Teacher Certificate) Form** (<http://www.scteachers.org/cert/certpdf/recom.pdf>) – top portion only, completed – to the USC College of Education Office of Student Affairs (Wardlaw 113).
- C. Submit online Request for Transcript and transcript fee** to the USC Registrar. Choose “SC Department of Education, Columbia, S.C.” as *Recipient* and “Mail After Degree is Posted” for the *Print* prompt. If you are completing the “Certification Only” option for certification, please choose “mail after final grades have posted.”  
**NOTE: If you received a graduate or undergraduate degree from an institution other than USC-Columbia, you must contact the Registrar's office at that/those institution(s) to have your official transcripts sent to the SCDE.**

### ***II. To be recommended for ADVANCED certification requires:***

- A. Posting of final grades and graduation with degree posted.** You must apply for graduation by the deadline. Check the Registrar's Office webpage for graduation application forms and deadlines. Please turn in all graduation applications to the College of Education Office of Student Affairs (Wardlaw 113).
- B. Program-specific requirements.** These include recommendation letters from the Dept. of Ed. Leadership, recommendation from SLIS for all MLIS students, etc. These do NOT need to be requested by students. These items will be sent automatically to the Office of Student Affairs by the department.
- E. Submit passing scores** on the required Praxis II Area Examination, to **BOTH the College of Education Office of Student Affairs and the SCDE.** You must use the codes listed below when registering for all required Praxis II exams to ensure a copy of each exam score is submitted to BOTH the College of Education and the SCDE:

Office of Student Affairs  
USC College of Education  
Wardlaw 113  
Columbia, SC 29208  
(Praxis School CODE 5818)

Division of Teacher Quality  
SC Department of Education  
3700 Forest Drive, Suite 500  
Columbia, SC 29204  
(Praxis School CODE 8108)

### ***III. Certification process***

When your final grades and degree (if applicable) have posted, the Registrar's Office will forward to the SCDE a copy of your transcript, assuming you have ordered it. Once you have successfully completed the final practicum experience, your degree has posted (**NOTE: This can take up to four weeks**), you've submitted passing scores on the Praxis II area examination, and all program specific requirements have been met, the College of Education will forward the recommendation form and change/action form to the SCDE. Please allow at least four weeks from the time this information leaves USC for the SCDE to issue a Letter of Eligibility. Then, allow an additional eight to 10 weeks to receive your certificate. ***Follow the progress of your recommendation for certification online at <http://www.scteachers.org/> "View Certification Status".***

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#### **Helpful Contact Information**

SC Department of Education (SCDE)  
Division of Teacher Quality  
3700 Forest Drive, Suite 500  
Columbia, SC 29204 – 803.734.8466  
<http://www.scteachers.org/>

Laura Aboyan, Certification Administrator  
[aboyan@mailbox.sc.edu](mailto:aboyan@mailbox.sc.edu)  
USC College of Education Office of Student Affairs  
Certification – Wardlaw 113  
Columbia, SC 29208 – 803.777.3031

The Praxis Series: Teacher Licensure and Certification  
<http://www.ets.org/>

USC Registrar – 803.777.5555 or online at  
<http://registrar.sc.edu/html/transcripts/default.stm>