Initial Certification FAQs

- How do I apply for initial certification?

- What are the deadlines to apply for initial certification?
  - Students completing student teaching/Internship II/Internship B in the spring semester must apply by April 15 of the previous year. Students completing student teaching/Internship II/Internship B in the fall semester must apply by December 1 of the previous year.

- What fees are required for certification?

<table>
<thead>
<tr>
<th>Fee Amount and Type</th>
<th>Payable To</th>
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</thead>
<tbody>
<tr>
<td>$105 Application Fee</td>
<td>SC Department of Education (SCDE)</td>
</tr>
<tr>
<td>$53.25 Fingerprint Fee</td>
<td>IdentoGo</td>
</tr>
<tr>
<td>$75 Certification Fee</td>
<td>USC (billed during final internship term)</td>
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<tr>
<td>Various Praxis exam registration fees</td>
<td>ETS</td>
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- What exams must be passed in order to receive certification?
  - Praxis II content area exams and the Principles of Learning & Teaching (PLT) exams must be passed before certificates can be issued. Scores must be on file with both USC and the SCDE. Visit www.ets.org for information about specific tests and registration.

- Where do I go to complete my fingerprinting?
  - The SCDE contracts with IdentoGo. Make an appointment at www.identogo.com
  - Fingerprinting is only good for 18 months

- What is the process for obtaining my certificate once I graduate?
  - Once your degree posts to your academic record (which can take up to four weeks from the date of graduation), your passing Praxis II and PLT scores are on file at USC, and your ADEPT recommendation has been received, your recommendation for certification will be sent from USC to the SCDE. Once the SCDE has your recommendation and transcript, it will take 6-8 weeks for your paperwork to be processed and your certificate issued.

- Does the College of Education send my transcript to the SCDE?
  - No. You must order your transcript to be sent after your degree posts through Self-Service Carolina or the Registrar’s Office. If you have taken courses at any institution other than one in the USC system, you will need to contact that institution and have your transcripts sent directly to the SCDE.
- Will I be notified if there is something wrong with my application or if there is a problem with my background check?
  - Yes. If you are missing anything from your certification application and/or background check, USC will contact you via your USC email.

- Can I be recommended for certification before my degree posts or without my test scores?
  - No. Degrees post three times per year in conjunction with the graduating terms (Spring, Summer, and Fall). Your degree being posted to your record is what indicates program completion, and your recommendation that verifies program completion cannot be sent until your degree posts. Likewise, USC must have official copies of passing test scores on ALL required exams before your recommendation can be sent to the SCDE.

- What do I do if I want to teach out-of-state?
  - You will need to contact that particular state’s department of education for instructions. If there are forms that need to be completed by the College of Education, please direct them to the COE’s Certification Officer.

- Where is the SC Department of Education located?
  - The SCDE is located at 8301 Parklane Road, Columbia, SC 29223.

- How can I check the status of my certification?
  - Visit the SCDE’s website at http://www.ed.sc.gov/educators/certification/ to view your certification status and print an unofficial copy of your certificate once issued.

- Who do I contact for additional information?
  - Questions about the electronic certification application, status of your certification, and/or additional areas of certification should be directed to the SCDE at 803-896-0325.
  - Questions about transcripts should be directed to the USC Registrar’s Office at 803-777-5555.
  - Other questions should be directed to the College of Education’s Certification Officer at 803-777-5531.