

Application Information for INITIAL Certification

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

All Teaching Areas

All students who have **not** previously been certified to teach in South Carolina, must apply for INITIAL certification by the appropriate deadline in order to begin the certification process and be cleared by the SC Department of Education (SCDE) to complete Student Teaching/Internship II/Internship B.

Semester you are completing your Final Student Teaching / Internship II / Internship B	Deadlines	Fees	Paid To
Fall 2012	December 1, 2011 – Deadline to apply for certification (A below)	\$105.00	SCDE
	December 1, 2011 – Deadline to have been fingerprinted (B below)	\$54.25	L-1
	December 1, 2011 – Deadline to submit INITIAL Certif. Checklist, Recommendation form, and photocopy of L-1 paid receipt (C below) Will be billed with tuition Final Student Teaching Semester	\$75.00	USC
Spring 2013	April 15, 2012 – Deadline to apply for certification (A below)	\$105.00	SCDE
	April 15, 2012 – Deadline to have been fingerprinted (B below)	\$54.25	L-1
	April 15, 2012 – Deadline to submit INITIAL Certif. Checklist, Recommendation form, and photocopy of L-1 paid receipt (C below) Will be billed with tuition Final Student Teaching Semester	\$75.00	USC

- Fees are subject to change without prior notification.
- Failure to submit all required documents and fees by the deadline indicated in the above chart, disqualifies a student from student teaching/internship/clinical experience the desired semester.

All of the application documents listed in A-C (below) are due by the applicable deadline as indicated above.

Step I – Apply for INITIAL Certification. To apply for INITIAL Certification, you must:

A. Visit the SCDE website at <http://www.scteachers.org/> and click on “Apply for Certification”.

1. Scroll down to “Continue to Login”. Complete and submit the following online to the SCDE:

- Application for Educator Certification (Type of certification – “Pre-Student Teaching”, term will be the term you plan to complete FINAL student teaching, Internship II, Internship B)
- Photocopy of your social security card **mailed to the SCDE** (see address on the back of this sheet)
- Non-refundable application fee submitted online or mailed separately to the SCDE.

NOTE: For those choosing the online payment via credit/debit card, there will be an additional government portal fee and a convenience fee of approximately \$5 – total application fee charge approximately \$110.

B. Contact L-1 Identity Solutions Enrollment Services Division (L-1) to be fingerprinted (called *live scan*).

- Register online with L-1 at <http://www.l1enrollment.com/> or call 866-254-2366 to schedule an appointment for electronic fingerprinting.
- Fee paid directly to L-1
- Copy of paid receipt to be submitted to USC.

C. Complete and submit hard copies of the following documents to USC College of Education Office of Student Affairs (Wardlaw 113):

- Recommendation for certification form (formally titled, *Verification of College Preparation Recommendation for Teacher Certificate*) <http://www.scteachers.org/cert/certpdf/recom.pdf> – top portion only, completed

NOTE: This is not the same form as the Recommendation form for the Professional Program submitted by faculty on your behalf. This is the form USC submits to the SCDE once you have completed the program.

- Photocopy of paid receipt for electronic fingerprinting from L-1 (*See B, above.*)

NOTE: If you complete all program requirements and/or graduate more than 18 months after the fingerprint and background check process, you may be required to be fingerprinted again and assessed an additional fee(s) by the SCDE and/or L-1.

Step II – Graduate and be recommended for INITIAL certification. Complete this portion at the beginning of the semester in which you plan to graduate. To graduate and be recommended for INITIAL Certification, you must:

A. Apply for graduation (<http://registrar.sc.edu/html/forms/forms.stm>) “Application for Degree or Certificate” by deadline.

Deadlines vary from semester to semester. Be sure to check with your advisor and the USC Academic Calendar (<http://registrar.sc.edu/>) for “Last day to apply for graduation”.

B. Submit the online Request for Transcript and fee to USC Registrar at the same time you apply for graduation.

1. Be sure to indicate “SC State Department of Education, Columbia, S.C.” as *Recipient*, “Mail After Degree is Posted” for the *Print* prompt, then the year and term you will graduate. **Transcripts are NOT sent by the College of Education. If you do not order a transcript through the Registrar’s Office or VIP, it will not be sent to the SCDE.**

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. The SCDE will not accept unofficial transcripts.

C. Submit passing scores on the required portion(s) of the Praxis II Area Examination(s) AND the appropriate Praxis II PLT (Principles of Learning and Teaching) Examination for all teacher certification candidates submitted 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 USC 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)

NOTE: Praxis II and PLT are NOT required for graduation, but are required for certification. Middle Level students MUST pass both content exams to become certified.

D. Faculty will submit your final ADEPT evaluation to the Certification Administrator. You must receive a “Recommend” evaluation.

Once you have successfully completed the student teaching/ internship, your degree has posted (approximately four weeks after graduation), you’ve submitted passing scores on ALL required examination(s) of the Praxis II and PLT, and you’ve been ADEPT recommended, the College of Education will forward the Recommendation form (see I C1, previous page) 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 application and recommendation for certification online at <http://www.scteachers.org/> “View Certification Status”.
- Questions? Visit <http://www.ed.sc.edu/SA/CertFAQ.pdf>.

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/>

USC College of Education Office of Student Affairs
Certification – Wardlaw 113
Columbia, SC 29208 – 803.777.3031
Laura Aboyan, Certification Administrator
ABOYAN@mailbox.sc.edu

L-1 Identity Solutions Enrollment Svcs Div (L-1)
<http://www.l1enrollment.com/>
866.254.2366

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

USC Orientation and Testing Office – 803.777.2782
<http://orientation.sc.edu/>

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