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 licensure process and be cleared by the SC Department of Education (SCDE) to complete Student Teaching/Internship II/Internship B.

<table>
<thead>
<tr>
<th>Semester you are completing Final Student Teaching /Internship II / Internship B</th>
<th>Deadline to Complete All Steps Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016</td>
<td>December 1, 2015</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>April 15, 2016</td>
</tr>
</tbody>
</table>

To SC Department of Education (SCDE):

1. Online Certification Application
   a. [www.ed.sc.gov](http://www.ed.sc.gov) – Under the “Educators” tab, choose “Certification”, then under “Applying for Certification”, select “online application”

   b. On 2nd page of application choose “Student Teaching Approval & Initial Certification” as the type of certificate/license you are applying for and indicate your final internship semester

2. Pay $105.00 application fee
3. Copy of your Social Security card

To Lauren in Wardlaw 113:

1. College Recommendation Form – only complete the top portion

2. Copy of Fingerprint Receipt
   a. Make appointment with IdentoGo for fingerprinting at [www.identogo.com](http://www.identogo.com) and pay fingerprinting fee of approximately $54.00

   b. Attach fingerprinting receipt to verification form. Please write your VIP ID and USC email on the fingerprinting receipt.

NOTES:

1. The SCDE charges a convenience fee of approximately $2 for payments made online, so the total cost will be approximately $107. Payments are NON-REFUNDABLE.

2. The SCDE strongly prefers fingerprints to be done through IdentoGo. If you have recently had your prints taken elsewhere, you will need to make sure the SCDE has them on file.

3. Fingerprints are only good for 18 months. If you finish your program requirements more than 18 months after your initial fingerprint date, you will be required to be fingerprinted and pay the fee again.

4. A $75 certification program fee will be added to your tuition during your Student Teaching/Final Internship semester.

5. These steps are separate from the applications for Professional Program and Directed Teaching. Those applications can be found on the Office of Student Affairs’ website and must be submitted separately. Please contact your academic advisor for information about the Professional Program and Directed Teaching applications.
DURING YOUR LAST SEMESTER:

1. Apply for graduation through the Registrar’s Office.
   a. Deadlines are usually 3-4 weeks into the semester. Check with the Registrar’s Office for the last
day to apply for graduation.

2. Request an official copy of your transcript to be sent directly to the SCDE ($12). You can order a
   transcript through Self Service Carolina (under the “student records” tab) or by using the Transcript
   Request form on the Registrar’s website (http://registrar.sc.edu/ – choose “transcripts” link). **Make sure
to request your transcript after your degree posts.** You will have to submit a new transcript if you
submit a transcript that does not list your degree.

3. Submit passing Praxis II and PLT scores to the College of Education **AND** the SCDE.
   a. USC School Code: 5818
   b. SCDE School Code: 8108

4. Complete Student Teaching/Internship II/Internship B and be ADEPT recommended.
   a. Recommendations are automatically forwarded to the College of Education.

NOTES:

1. Transcripts are **NOT** sent from the College of Education. You must order a copy from the Registrar’s
   Office in order for it to be sent to the SCDE.

2. If you received a degree from another institution, you will need to contact that institution to have your
   transcripts submitted to the SCDE.

3. You must pass all required Praxis II and PLT exams before you can be recommended for certification.
   Until all passing scores are on file, you will NOT be recommended for certification.

4. It can take up to 4 weeks for your degree to post. Your recommendation cannot be sent until your
degree shows on your academic record. For May graduates, recommendations are typically mailed by
June 1. For December graduates, recommendations are typically mailed by January 31. For August
graduates, recommendations are typically mailed by September 1.

5. Once your degree posts, your college recommendation will be mailed to the SCDE. Once the SCDE has
your recommendation and your transcript(s), it will take approximately 6-8 weeks to receive your
certificate.

CONTACT INFORMATION:

SC Department of Education (SCDE)  
Lauren Brown, Certification Officer  
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Wardlaw 113  
Praxis II & PLT Exams

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Praxis II & PLT Exams  
www.ets.org