

Application Information for **Library Media Specialist** Certification

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

Students who wish to become certified in South Carolina as a Library Media Specialist must apply and be recommended for certification. Students who have not previously been school certified in South Carolina must apply for INITIAL school certification by the following deadline in order to begin the certification process and be cleared to complete their internship(s). Failure to submit all required documents and fees by the deadline indicated disqualifies a student from completing internship the desired semester.

Enrollment in SLIS 794	Deadline	Certification Program Fee	
Fall 2012	December 1, 2011	\$75.00	Added to tuition – Billed by and payable to USC Bursar’s Office through VIP or in Petigru
Spring 2013	April 15, 2012	\$75.00	Added to tuition – Billed by and payable to USC Bursar’s Office through VIP or in Petigru
Summer 2013	April 15, 2012	\$75.00	Added to tuition – Billed by and payable to USC Bursar’s Office through VIP or in Petigru

I. Applying for **INITIAL** School Certification

Students who have **not** previously been school certified in South Carolina **must** apply for INITIAL school certification.

To apply for INITIAL School 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:

- a. Application for Educator Certification (Type of certification – “Student Teaching”, term will be the term you complete your first internship)
- b. Verification of Teaching Experience form (if applicable, to report any paid teaching experience)
- c. Photocopy of your social security card **mailed to the SCDE** (address is on the back of this sheet)
- d. Non-refundable application fee (\$105.00) 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 charge for the application will be approximately \$110.

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

1. Register online with L-1 at <http://www.l1enrollment.com/> or call 866-254-2366 to schedule an appointment for electronic fingerprinting.
2. Fee paid directly to L-1
3. Make a copy of your paid receipt to submit to USC (*see C, below*)

NOTE: If you are an out-of state student, you will need to be in touch with the SCDE if there is not an L-1 Office in your area. The SCDE strongly prefers that students use L-1. Please contact the SCDE with questions.

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

1. Recommendation for Certification form (*Verification of College Preparation Recommendation for Teacher Certificate*) <http://www.scteachers.org/cert/certpdf/recom.pdf> – top portion only, completed
2. Photocopy of paid receipt for electronic fingerprinting from L-1 (*See B, above.*)

II. Applying for **ADVANCED** Certification

Students who **have been/are school certified in South Carolina** must apply for ADVANCED certification in order to be recommended for certification. Deadlines are listed below.

Enrollment in SLIS 794	Deadline	Certification Program Fee	
Fall Semester	No later than December 1, prior to program completion	\$75.00	Added to tuition – Billed by and payable to USC Bursar’s Office through VIP or in Petigru
Spring Semester	No later than May 1, prior to program completion	\$75.00	Added to tuition – Billed by and payable to USC Bursar’s Office through VIP or in Petigru
Summer I or II	No later than August 1, prior to program completion	\$75.00	Added to tuition – Billed by and payable to USC Bursar’s Office through VIP or in Petigru

To apply for **ADVANCED School 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.
- 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).

III. To be recommended for School Certification, you must:

- A. Apply for graduation by deadline.**
Students must apply for graduation early in the term they wish to graduate, even if they do not plan to attend the commencement ceremony. Applications for graduation, formally titled “Application for Degree or Certificate” are available online at <http://registrar.sc.edu/html/forms/forms.stm>. Deadlines vary from semester to semester.
- B. Submit online Request for Transcript** (<http://registrar.sc.edu/html/transcripts/default.stm>) and transcript fee to the USC Registrar. Be sure to indicate “SC State Department of Education” as *Recipient* and “Mail After Degree is Posted” for the *Print* prompt.
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. Unofficial transcripts will not be accepted.
- D. 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 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)

IV. School Certification process

When your final grades and degree have posted, the Registrar’s office will forward to the SCDE a copy of your transcript (*see II C above*), assuming you have ordered it. Once you have successfully completed the final internship experience, your degree has posted (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 (*Verification of College Preparation Recommendation for Teacher Certificate*) form (*see II B above*) 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”.

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 Svcx Div (L-1)
<http://www.l1enrollment.com/>
866.254.2366

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>