

Before starting the application process, please read and follow the procedures below.

A review of your application for certification will not be initiated until the following MINIMUM required documentation is submitted to the Office of Educator Certification.

- Individuals applying for **Career and Technology** certification should follow the application instructions available at www.scteachers.org/cert/careertech/tandi.cfm.
- Individuals applying for **Academic Certification** www.scteachers.org/cert/index.cfm (includes those who have completed an approved teacher education program or who hold a professional certificate from out of state) must submit an application, [electronic fingerprinting](#), fee, college transcripts, and one of the following: teaching Recommendation of Completion of an Approved Program or a current out-of-state certificate (if applicable). Additional documentation may be required to finalize your certification.
- Individuals currently enrolled in an approved teacher education program must apply for the **Student Teaching Background Check** and be cleared before their **Student Teaching** placement begins (individuals must be enrolled in an approved teacher education program who will be completing student teaching in a South Carolina public school) must submit an application, fee, and [electronic fingerprinting](#). Additional documentation may be required to finalize your certification at the point of program completion.
- Individuals applying for **Alternative Certification** (includes those applying to the Program of Alternative Certification for Educators (**PACE**) or the American Board for the Certification of Teaching Excellence (**ABCTE**)) must submit the following:
 - PACE: application and official college transcripts
scteachers.ed.sc.gov/apps/paceweb/index.cfm
 - ABCTE: application, [electronic fingerprinting](#), fee, college transcripts, ABCTE test score and ABCTE certificate. www.scteachers.org/Cert/certpdf/abctewebinfo.pdfAdditional documentation may be required to finalize your certification once admitted to either of these alternative routes.

CERTIFICATION DOCUMENTS

The following list includes potential documents that may be required for your certification to be completed. Different documents are required based on which certification avenue you are pursuing. Be sure to review the links above to understand each type of certification process.

- **Non-Refundable Fee** - The application fee is required of all applicants at some point in the certification process. An online credit card fee payment option is now available and you will be provided instructions as part of this online certification application process. You have the option to submit a check or money order for \$105.00 to cover the processing of your application materials. Checks or money orders should be made payable to the "South Carolina Department of Education". The **\$105.00 fee is Non-Refundable** and does not include the FBI fingerprint processing fee. The application fee for PACE applicants is due when eligibility is confirmed.
- **Transcript(s)** – All certification processes require official college transcripts from each college you attended. Please contact each college and request that an official transcript(s) be sent directly to the Office of Educator Certification. Sealed transcripts from applicants will also be accepted. Student Teaching applicants should not submit transcripts until the completion of their preparation program or graduation.

- **Score Reports** – Most certification applicants are required to submit passing scores on the appropriate South Carolina required Praxis examinations. Contact the Educational Testing Service (ETS) in Princeton, New Jersey, to request that an official copy of your teacher examination scores be submitted directly to the Office of Educator Certification. ETS can provide scores that are within 10 years old. ETS no longer provides sealed score reports directly to examinees. You may contact ETS by calling 800-772-9476 or accessing their web site at <http://www.ets.org>. If you have test scores from assessment programs in other states that were required for certification, submit copies of those reports or other verification. South Carolina test requirements can be found on the web at <http://www.scteachers.org/cert/exam.cfm>.
- **Electronic Fingerprint process** – All certification applicants must complete the FBI Electronic Fingerprint process for certification in South Carolina. Full instructions for submission of fingerprints can be found at www.scteachers.org/cert/certpdf/livescanproceduresweb.pdf. **In-state** applicants can schedule an appointment for fingerprinting by contacting L-1 Enrollment Services at www.l1enrollment.com. **Out-of-State** applicants may request a fingerprint card from the Educator Certification web site for manual submission of fingerprints. **The fingerprinting cost is \$54.25 and is payable to L-1 Enrollment Services. Fingerprinting costs are not included in the \$105.00 application fee.**
- **Recommendation Verifying Completion of an Approved Program** - If applicable, complete the personal data portion of the recommendation form and send it to the college where you completed your teacher preparation, including student teaching. The college will return it to you for inclusion in your submission package. The Recommendation form can be downloaded at <http://www.scteachers.org/cert/certpdf/recom.pdf>. (The recommendation is not required for PACE, ABCTE, those holding current out-of-state certificates, or for student teaching certification applicants.)
- **Out-of-State Certificate** - If applicable, send a copy of both sides of your current out-of-state teaching credential. Provide an interpretation key for any unexplained certification codes.
- **Verification of Teaching Experience** - If applicable, send the Verification of Teaching Experience forms to previous employers and request each to complete the form and return it to you. The Experience Verification form can be downloaded at www.scteachers.org/cert/certpdf/expverification.pdf.

If you are not completing the electronic application, please send completed documents to:

Division of Educator Quality and Leadership
 Office of Educator Certification
 Landmark II Office Building
 3700 Forest Drive, Suite 500
 Columbia, South Carolina 29204

After receipt and evaluation of all required documents, an Office of Educator Certification staff member will advise you in writing of your status. All submitted documents are shredded once they are electronically entered into the certification database. You may check the electronic documents on file in our office by accessing the Web site at www.scteachers.org/Cert/index.cfm. Click on certification status and follow the instructions. The FBI fingerprint background check is required before a credential can be issued. Make sure the electronic fingerprinting procedures are completed promptly to avoid delays in receiving a credential.



South Carolina
Department of Education
Application for
Educator Certificate

Division of Educator Quality and Leadership
 Office of Educator Certification
 Landmark II Office Building
 3700 Forest Drive, Suite 500
 Columbia, South Carolina 29204

SECTION I

PERSONAL INFORMATION

Social Security Include copy of SS Card	Date of Birth* Month/Day/Year	Race* <input type="checkbox"/> Black- not Hispanic <input type="checkbox"/> American Indian <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> White- not Hispanic <input type="checkbox"/> Other (please specify)	Gender* <input type="checkbox"/> Female <input type="checkbox"/> Male
Name (Last)	(First)	(Middle)	(Any Former Names Used)
Preferred Mailing Address (Please provide changes of address to ensure that you receive communication from our office. Failure to do so may result in an inability to communicate with you.)			
(City)	(State)	(Country)	(Zip Code)
1st Telephone ()	2nd Telephone ()	E-Mail Address:	

SECTION II

CERTIFICATION INFORMATION

South Carolina Certification					
Are you applying for a: (Please check only one category.) <input type="checkbox"/> Academic certificate <input type="checkbox"/> PACE (Program of Alternative Certification for Educators) <input type="checkbox"/> Student Teaching - FBI background check clearance (Scheduled for student teaching - <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="text"/> Year) <input type="checkbox"/> ABCTE (American Board for Certification of Teaching Excellence)					
Are you enrolled in or have you completed a regionally accredited teacher education program?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, which institution? (Required for Student Teaching App)			
Have you ever held a S.C. certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, Certificate Number:			
In what South Carolina certification areas are you requesting to be certified?					
What education level are you requesting certification?	Bachelor's <input type="checkbox"/>	<input type="checkbox"/> Bachelor's + 18 graduate hours	Master's <input type="checkbox"/>	<input type="checkbox"/> Master's + 30 graduate hours or Specialist	Doctorate <input type="checkbox"/>
Out of State or ABCTE Certification					
Do you hold a current regular certificate from another state or an ABCTE certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, submit a copy.		If yes, indicate state(s) or ABCTE :		
Areas of certification in other state(s) or ABCTE:					

* Required by SC Code Ann. Section 59-25-130

NATIONAL BOARD CERTIFICATION			
Are you currently certified by the National Board for Professional Teaching Standards? If yes, submit a copy.	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, in what area(s):	If yes, in which state were you teaching when certification was achieved?
Expiration date:			

PRAXIS SERIES TEST/ NATIONAL TEACHER EXAMINATION (NTE)/ or ABCTE TEST INFORMATION			
Have you taken any Praxis II subject area exams?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, what month(s)/year(s)?
Have you taken the Principles of Learning and Teaching exam?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, what month(s)/year(s)?
Did you take any National Teachers Exam (NTE) subject area exam (required through 06/30/99)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, what month(s)/year(s)?
Have you taken the ABCTE Exam?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, what month(s)/year(s)?

Please have your NTE/PRAXIS/ABCTE official scores sent to the Office of Educator Certification.
 NTE/PRAXIS scores less than ten years old may be requested from:
NTE/The PRAXIS Series, ETS, P. O. Box 6051, Princeton, NJ 08541-6051

SECTION III

EDUCATION

Dates Attended		All Colleges or Universities Attended (Graduate and Undergraduate – beginning with most recent college experience)				
From Month/Year	To Month/Year	Name	Location	Degree	Date Degree Received Month/Year	Major

SECTION IV

EDUCATOR EXPERIENCE

(Teaching, counselor, administrative, etc. experience only--beginning with most recent)

Dates		Positions Held	Name, Addresses, and Telephone Numbers of Schools	
From Month/Year	To Month/Year			
Total Number of Years of Educator Experience			Total Number of Years Educator Experience in SC	

SECTION V

EMPLOYMENT RECORD

(Other than education and including part time—beginning with most recent employment experiences)

Dates		Position	Name and Address of Employer
From Month/Year	To Month/Year		

Note: Guidelines for work experience that will count towards educator experience can be found at www.scteachers.org/Cert/index.cfm. Additional work experience information is required for PACE. The required form for PACE may be found at <http://www.scteachers.org/cert/certpdf/pacewkexp.pdf>.

SECTION VI

BACKGROUND CHECK

Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever had a teaching certificate revoked, suspended, or denied by any state; or is there any action pending against your certificate or application in any state? (Academic ineligibility is not considered grounds for denial of a certificate). If Yes, you must state where your certificate was revoked, suspended, denied or where action is pending against your certificate or application.				
	City	State	Date	Reason for Action	Disposition
Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever been convicted, pled guilty, entered a plea of no contest, or paid a fine for any criminal offense, other than a minor traffic violation such as speeding or driving too fast for conditions; or have you ever been arrested or ticketed for a criminal offense where the criminal charge is still pending? You must answer yes to this question for every conviction, plea or fine paid, no matter how long ago it occurred, unless the record of the criminal charge has been sealed or expunged by written court order. You also must answer yes to this question if you were ever arrested or ticketed and the charge was never formally dismissed, no matter how long ago the incident occurred. If you check yes, you must give the information requested for each criminal charge. Failure to answer this question accurately and/or failure to provide all of the requested information could result in denial of certification.				
	City Where Arrested	State	Date of Arrest	Charge(s)	Disposition

SECTION VII

VERIFICATIONS AND ASSURANCES

Please check each item below, indicating your understanding and consent:

- I understand and consent that the State Department of Education will verify my certification status in other states through the NASDTEC Educator Clearinghouse and will obtain my criminal record history through the Federal Bureau of Investigation, as required by S.C. Code Ann. Section 59-25-115.
- I understand and consent that the State Department of Education may at any time release certain information in my certification file to the institution(s) where I completed my teacher education and/or educational administration program(s) (if a South Carolina institution) and to any school district to which I am applying for employment. Such information may include evaluation results and employment contract status, pursuant to S.C. Code Ann. Section 59-26-30.
- I understand and consent that by submitting this certification application to the State Department of Education, I am verifying that all information contained in this application is accurate and that falsification of information, or failure to report accurate information, could be grounds for denial of certification pursuant to State Board of Education regulations.

Failure to check each item above could result in denial of your application for certification.

Signature _____

Date _____