

APPLICATION INFORMATION FOR ADVANCED CERTIFICATION

Elementary Administration

Secondary Administration

Superintendency

IMPORTANT NOTES

Please note that the SCDE requires that students wishing to advance their certification hold a **Professional Teaching Certificate**. You must hold a Professional Teaching Certificate at the appropriate grade level in order to add Elementary Administration, Secondary Administration, or Superintendency to your teaching certificate.

If you do not or will not meet this requirement upon program completion, please contact the SCDE at 803-896-0325 to determine the best course of action.

Submitting documents for certification is NOT applying for graduation – these are separate processes! For questions regarding graduation and degree requirements, please contact Mrs. Lawona Hill at LHILL@mailbox.sc.edu.

DEADLINES

Semester you are completing your program	Deadline to submit certification documents to Lauren Sanborn
Fall 2018	December 1 st , 2018
Spring 2019	May 1 st , 2019
Summer 2019	August 1 st , 2019

REQUIRED FORMS – SUBMITTED TO LAUREN SANBORN

Complete the Applicant Information box at the top of the Verification of Educator Preparation – Recommendation for Certification form and submit form to Lauren Sanborn. Scan and email the form to brownlw@mailbox.sc.edu or drop it off in Wardlaw 113. You can access the recommendation form [here](#).

Complete the Request for Change/Action and submit form to Lauren Sanborn. You can access the Change/Action form [here](#).

- Fill out the top box.
- Check item 2 and indicate your USC transcript has been ordered (though in reality, you have not ordered it yet!).
- Check item 3. Check the MA or MA+30 level box and write “Administration” for the area (write small!).
- Check item 4, indicate Elementary or Secondary Administration as the area, and check Approved Program.
- Be sure to sign the bottom of the form and scan and email the form to brownlw@mailbox.sc.edu or drop it off in Wardlaw 113.

The recommendation will be completed once your degree posts, provided you have passing Praxis II scores on file with the College of Education. This recommendation will be mailed to the SCDE along with the change/action form.

TRANSCRIPT INFORMATION

It is your responsibility to send all college transcripts to the SC Department of Education (SCDE). You can order your USC transcript through Self Service Carolina (under “student records”). The registrar’s office processes all transcript requests and can be reached at 803-777-5555. **Make sure to request your transcript after your degree posts (see next slide).** You can opt to send official transcripts by standard mail or electronically to the SC Dept. of Education:

Electronically: transcripts@ed.sc.gov

OR

Mail:


SC Department of Education
Office of Educator Services
8301 Parklane Road
Columbia, SC 29223

TRANSCRIPTS CONTINUED

To see if your degree has posted, view your Academic Transcript in Self Service Carolina (under “student records”)


NOT POSTED

Curriculum Information	
Current Program	
Degree:	Bachelor of Arts
College:	College of Education
Campus:	USC Columbia
Major:	Middle Level Education
Major Concentration:	Social Studies/English
***Transcript type:ADVS Advising is NOT Official ***	
DEGREE INFORMATION	
Pending: Bachelor of Arts	Degree Date:
Curriculum Information	
Primary Degree	
Major:	Middle Level Education
Major Concentration:	Social Studies/English



POSTED

Curriculum Information	
Current Program	
Degree:	Bachelor of Arts
College:	College of Education
Campus:	USC Columbia
Major:	Middle Level Education
Major Concentration:	Social Studies/English
***Transcript type:ADVS Advising is NOT Official ***	
DEGREE INFORMATION	
Awarded: Bachelor of Arts	Degree Date: May 06, 2017
Curriculum Information	
Primary Degree	
Major:	Middle Level Education
Major Concentration:	Social Studies/English



PRAXIS II

To gain Elementary or Secondary Administration certification, you must pass the Praxis II Subject Area exam - Educational Leadership: Administration and Supervision (code 5412, minimum score 146)

Test dates are available on the ETS website as you go through the registration process.

For specific information on how to register:

1. Call ETS at 1-800-772-9476 or log onto the website at www.ets.org/praxis.
2. Select “Register for a Test” and follow instructions for registering online.
3. **You must indicate both USC and the SC Department of Education (SCDE) to receive your Praxis and PLT scores in order to be recommended for certification (USC) and certified (SCDE).**

USC’s Praxis School **CODE: 5818**

SCDE Praxis School **CODE: 8108**

ETS offers a fee waiver for the Praxis II exam for qualifying students. Visit their [website](#) for details.

CERTIFICATION PROCESS

- Submit recommendation and change/action forms to Lauren Sanborn by the deadline
- Make sure you have taken and passed the Praxis II exam and that USC and the SCDE have your scores on file (Elementary and Secondary Administration only; Superintendency candidates will already have this exam on file with the SCDE)
- Check frequently to see if your degree has posted – typically posts 3-4 weeks from the commencement date
- Once your degree has posted and your Praxis II scores are on file with USC, I will complete your recommendation and mail it, along with your change/action form, to the SCDE.
- Once your degree has posted, be sure to submit your USC transcript to the SCDE
- Once the SCDE processes your USC transcript with degree posted, your passing Praxis II scores, the recommendation form, and the change/action form the SCDE will upgrade your certification to include the area of administration you are seeking.

CONTACT INFORMATION

Lauren Sanborn
Certification Officer

USC College of Education
Wardlaw 113
820 Main Street
Columbia, SC 29208
brownlw@mailbox.sc.edu
803-777-5531

SC Department of Education
Office of Educator Services
8301 Parklane Road
Columbia, SC 29223

certification@ed.sc.gov – certification questions

transcripts@ed.sc.gov – email address to use if sending electronic transcript

Certification Hotline: 803-896-0325