

# APPLYING FOR INITIAL CERTIFICATION

Final student teaching semester is **FALL 2019** or **SPRING  
2020**

# OVERVIEW OF PRESENTATION

## Part I - Process to apply for initial teacher certification

- Covers the steps required to apply for initial teacher certification
- This process is separate from applying to the professional program and applying for directed teaching/internship

## Part II – Process to receive initial teacher certification

- Requirements needed for the recommendation for certification and requirements needed for initial certification
- Transcript information
- Credentialing exams
- Contact information

**PART I – STEPS TO APPLY FOR  
INITIAL TEACHER CERTIFICATION**

# GENERAL INFORMATION

Applying for initial certification involves multiple steps outlined over the next several slides

When applying, you are applying for initial certification (granted after graduation if requirements are met) and you are applying for Student Teaching clearance.

You must receive a cleared status from the SC Department of Education before being permitted to start your final internship

**Deadline to apply for certification is DECEMBER 1<sup>st</sup>, 2018 if your final internship is FALL 2019**

**Deadline to apply for certification is APRIL 15<sup>th</sup>, 2019 if your final internship is SPRING 2020**

# COMPLETE THE ONLINE APPLICATION

## YOU MUST SUBMIT THIS APPLICATION BEFORE DOING ANY OTHER STEP IN THIS PROCESS

- Start by going to the SCDE's website at [www.ed.sc.gov](http://www.ed.sc.gov) and under the "Educators" tab, select "Apply for Certification". Then select "Student Teaching Clearance" in the "Apply for Traditional Pathways" box (or just click [here](#)). Review the information on this page, click "Application for Student Teaching Approval and Initial Certification" and access the CATS portal. You will need to create an account to do this.
- Once you are logged in, select "Apply". You must select "Student Teaching" as the type of certification you are applying for. For the student teaching semester, select your final internship semester.
- If you have any questions regarding how to respond to a question on the application, please email Lauren Sanborn at [brownlw@mailbox.sc.edu](mailto:brownlw@mailbox.sc.edu).

# ITEMS SUBMITTED DIRECTLY TO THE SC DEPARTMENT OF EDUCATION

**Application fee** - The application fee is \$105 and is submitted directly to the SC Department of Education (SCDE). The application fee covers the cost of the application and issuance of your certificate. All payments to the SCDE are non-refundable.

You can pay this online through the SCDE's website after completing the certification application or you can mail a check directly to the SCDE. ([Here](#) is a direct link to pay the application fee online.) If you opt to mail a check, make the check out to the SC Department of Education and mail it to the address listed below in the next step.

## **Mail a copy of your Social Security card to the SCDE**

The SCDE must have a copy of your Social Security card on file before they can issue you a certificate.

Make a copy of your Social Security card and mail it to this address:

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

# BACKGROUND CHECKS

**You must complete and submit the online certification application before starting the background check process. If you start this process without having a completed certification application on file, you will pay for and complete a new background check.**

- Once you complete and submit your application, instructions for completing the background check will be viewable. The background check will include an FBI and SLED background check.
- Cost is approximately \$50.50.
- Questions about the background check process should be directed to the SCDE (803-896-0325) and additional information can be found [here](#).
- **You must check your SCDE status (see next slide) to ensure the SCDE has received your FBI and SLED background checks within 30 days of completing the background check process.** Failure to do so could result in repeating the background check process and repaying the background check fee.

# RECOMMENDATION FORM AND CHECK SC DEPT. OF EDUCATION STATUS

**Complete the top section only (“Applicant Information”) of the Verification of Educator Preparation – Recommendation for Certification** and submit form to Lauren Sanborn.

- Scan and email the form to [brownlw@mailbox.sc.edu](mailto:brownlw@mailbox.sc.edu) or drop it off in Wardlaw 113. You can access the Recommendation for Certification form [here](#).
- Include a copy of your fingerprinting receipt that you receive when completing the fingerprint scan (not a payment confirmation if you paid online). Write your program area, degree, and VIP number on this receipt (example: Elementary Education, BA, 12345678)

## **Check your SCDE status**

- Approximately 1 week after completing steps 1-5 check your SC Department of Education status. Right now, click [here](#) to check your status. In the future (date not yet determined), your SCDE status will only be available through the CATS portal.
- You should see “Student Teaching Status: Cleared” in red. If you do not, email Lauren Sanborn for next steps. **Please include a screen shot of your status.**



# PART II - RECEIVING INITIAL TEACHER CERTIFICATION

Please save the information in Part II and refer to it in your final  
semester

# REQUIREMENTS TO RECEIVE INITIAL TEACHER CERTIFICATION

## **What is needed to become certified?**

- Recommendation for Certification form (submitted to SCDE by certification officer; see below)
- All college transcripts must be submitted to the SCDE...You must wait until your degree posts before ordering your USC transcript (see next 2 slides)
- SCDE must have a copy of your Social Security Card on file
- SCDE must have record of passing scores for Praxis II and PLT exams
- Up-to-date background checks must be on file with the SCDE (most students do not have to redo this process to gain certification)

## **What is needed to be recommended for certification?**

- Passing scores for the Praxis II on file with the College of Education – When registering for these exams, be sure to indicate USC/College of Education (code 5818) as a score recipient. If you do not indicate this, you will have to pay an additional fee to have the scores sent to USC.
- Degree must be posted to your USC record (generally 3 weeks after commencement date – see next 2 slides)
- Passing score for the ADEPT/4.0 Rubric in your final internship

# 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](mailto: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

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



## POSTED

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



# CREDENTIALING EXAMS – PRAXIS II AND PLT

Credentialing exams vary between program areas, but for most certification areas, the Principles of Learning and Teaching (PLT) and a Praxis II Content exam are required.

Click [here](#) for a list of SC required assessments

To register:

1. Call ETS at 1-800-772-9476 or log onto the website at [www.ets.org/praxis](http://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).** If USC does not receive official scores, you will have to pay a fee for the scores to be sent to USC.

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.

# GENERAL NOTES

1. The background check process is handled through the SC Department of Education and cannot be done before submitting your online application. **If you submit a background check to the SCDE prior to submitting an online application, you will have to repeat the process and repay the fee.**
2. Any payment to the SCDE is non-refundable.
3. Transcripts are not automatically submitted to the SCDE – you must order your USC transcript (after degree has posted) from Self Service Carolina
4. If you received a degree from another institution, you will need to contact that institution to have your transcripts submitted to the SCDE (initial applicants only).
5. 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. Recommendations are typically mailed by June 1, by September 1, or by January 31, depending on graduation term.
6. Once your degree posts, your college recommendation and change/action forms will be mailed to the SCDE. Once the SCDE has your recommendation, change/action form, and your transcript(s), it will take approximately 6-8 weeks to receive your educator certificate.

## CONTACT INFORMATION

Lauren Sanborn  
Certification Officer

USC College of Education  
Wardlaw 113  
820 Main Street  
Columbia, SC 29208  
[brownlw@mailbox.sc.edu](mailto: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](mailto:certification@ed.sc.gov) – certification questions

[transcripts@ed.sc.gov](mailto:transcripts@ed.sc.gov) – email address to use if sending electronic transcript

Certification Hotline: 803-896-0325