

INITIAL CERTIFICATION

Final student teaching semester is **FALL 2020** or **SPRING 2021**



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 III – Applying for Internship/Directed Teaching in Chalk and Wire

- Deadline and locating the application
- Tips for completing the application
- Contact Information

PART I – APPLYING FOR INITIAL TEACHER CERTIFICATION



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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 1st, 2019 if your final internship is FALL 2020

Deadline to apply for certification is APRIL 15th, 2020 if your final internship is SPRING 2021

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 and under the "Educators" tab, select "Apply for Certification". Then select "Apply for Clearance" under the Student Teaching Clearance 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.
- Because this application is used for a variety of circumstances, some questions on the application may be confusing. Please see the next slide for tips regarding the application.

TIPS FOR COMPLETING THE ONLINE APPLICATION

- Use Google Chrome for the internet browser.
- On the 2nd page of the application, you are asked to select the highest class level of education achieved. Indicate the degree you will earn when you complete your initial certification program (Bachelors or Masters).
- On the same page for endorsements added, select R2S Literacy Teacher or R2S requirement. (Early Childhood, Elementary, and Special Education candidates should select R2S Literacy Teacher and all other programs should select R2S requirement.) Select gifted and talented if you are completing coursework for that endorsement.
- For section 1 – Personal Information, indicate your most permanent address.
- For section 2 – Existing Certificates, select no for all 3 questions.
- For section 3 – Program Details, indicate you are enrolled in a regionally accredited teaching program and indicate “no” for having completed an approved program.
- For section 4 – Tests and Exams, only include Praxis II and PLT exams. In most cases, at the time of applying, candidates have not taken either exam and can skip this section.
- For section 5 – Education History, use your anticipated graduation date in the “attended to” box. (MT students will need to do this for the undergraduate and graduate degree.)
- For section 6 – Work Experience, indicate zero years of teaching experience.
- For section 7 – Background Check, it’s best to put more information than not enough. If you are unsure how to complete this section, contact Lauren Sanborn.
- If you have any questions regarding how to respond to a question on the application, please email Lauren Sanborn at brownlw@mailbox.sc.edu.

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 in the CATS system after completing the certification application or you can mail a check directly to the SCDE. If you opt to mail a check, make the check out to the SC Department of Education and mail it to:

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

FINGERPRINTING PROCESS FOR SLED AND FBI BACKGROUND CHECKS

You must complete and submit the online certification application before starting the fingerprinting process.

- General information can be [found here](#), but specific instructions will only be available in the CATS system after you have submitted your certification application.
- The cost for the fingerprinting process is approximately \$51.75.
- When you are able to view specific instructions, follow the instructions for South Carolina Residents, even if the university does not consider you to be a SC resident. Only students completing an online program and currently living outside of SC should complete the fingerprinting process for Out-Of-State Residents.
- **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 fingerprinting process.** Failure to do so could result in repeating this process and repaying the fingerprinting fee.
- FBI and SLED background checks are good for 18 months.

CHECKING YOUR SC DEPT. OF EDUCATION STATUS

Approximately 1 week after completing the fingerprinting process, 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.**

RECOMMENDATION FORM AND FINGERPRINTING RECEIPT – LAST STEP OF APPLICATION PROCESS!

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

- You can access the Recommendation for Certification form [here](#).
- Bring the form to Gamecock EdQuarters (Wardlaw 113) and leave it in the lockbox at the front desk. Only students in an online program should send this form electronically to Lauren Sanborn at brownlw@mailbox.sc.edu.
- 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).
- Please submit your recommendation form and fingerprinting receipt at the same time.

PART II - RECEIVING INITIAL TEACHER CERTIFICATION



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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 UofSC transcript (see next 2 slides)
- 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 for certification officer to complete the Recommendation for Certification form?

- Passing scores for the Praxis II and PLT exams on file with the College of Education
 - When registering for these exams, be sure to indicate UofSC/College of Education (code 5818) and the SC Dept. of Education (code 8108) as score recipients. If you do not indicate this, you will have to pay an additional fee to have the scores sent to either agency.
- Degree must be posted to your UofSC record (generally 3 weeks after commencement date – see next 2 slides)
- Passing score for the ADEPT/4.0 Rubric in your final internship

Once the SCDE has all materials, you will be issued a certificate in 4-8 weeks.

TRANSCRIPT INFORMATION

It is your responsibility to send all college transcripts to the SC Department of Education (SCDE). You can order your UofSC transcript through Self Service Carolina (under “Official Record Request” under the Student tab). 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 second page for additional information).** You will have to submit a new transcript if you submit a transcript that does not show your degree date. You can opt to send official transcripts by standard mail or electronically to the SC Dept. of Education:

Mail:

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

Electronically: transcripts@ed.sc.gov

Your transcript must be sent directly from UofSC to the SC Dept. of Education. Do not order a copy for yourself and then send it to the SCDE. The transcript is considered unofficial and you will be required to order a new transcript.

TRANSCRIPTS CONTINUED

To see if your degree has posted, view your Academic Transcript in Self Service Carolina (see “Advisement Planning” under the Students tab)

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



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.
2. Select “Register for a Test” and follow instructions for registering online.
3. **You must indicate both UofSC and the SC Department of Education (SCDE) to receive your Praxis and PLT scores in order to be recommended for certification (UofSC) and certified (SCDE).** If UofSC does not receive official scores, you will have to pay a fee for the scores to be sent to UofSC.

UofSC’s Praxis **CODE: 5818**

SCDE Praxis **CODE: 8108**

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

CONTACT INFORMATION

Lauren Sanborn
Certification Officer
UofSC 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

PART III – APPLYING FOR INTERNSHIP

*Students in an initial certification program must complete the Internship/Directed Teaching application in Chalk and Wire

* The internship application assists with providing diverse and high-quality clinical experiences AND ensures that teacher candidates understand the guidelines and professional expectations related to the internship experience.



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DEADLINE AND LOCATING THE APPLICATION

The deadline to complete the Internship application in most* initial certification programs matches the certification application deadline.

Final Internship Semester	Internship Application Deadline
Fall 2020	December 1 st , 2019
Spring 2021	April 15 th , 2020

*Students completing the MT/MAT degree in a secondary education program (English, Mathematics, Science, or Social Studies) should submit the Internship application through Chalk and Wire by July 1st, 2020.

Step-by-step instructions for completing the application can be found [here](#) (see “Apply for Internship/Directed Teaching” under Student Tutorials).

TIPS FOR COMPLETING INTERNSHIP APPLICATION

- All information provided should be accurate and adhere to the Carolinian Creed.
- Throughout the application, some sections are required and others only pertain to specific programs.
- Make sure to select the correct semester for your final full-time internship.
- Pay careful attention to the degree programs listed and select the correct degree and program combination.
- Prior to starting the application, it will be helpful to make a list of all previous practicum and field experiences.
- When ranking the districts in order of preference, keep in mind that the placement process is collaborative. Thus, you should discuss the district options and limitations with your program area.
- If there have extenuating circumstances (i.e., no reliable transportation, health concerns, live outside of Columbia) that the CE staff should be aware of prior to confirming placements, please list these on the application.
- Please take time to read and understand all statements BEFORE signing.
- Print and/or save a copy for future reference.

CONTACT INFORMATION

Pamela Adams

Middle Level, Secondary, and Counselor Education

deweese@mailbox.sc.edu, 803-777-2701

Maggie Frick

Early Childhood and Elementary Education

hillme4@mailbox.sc.edu, 803-777-3029

Chastity Graham

PK-12 programs (Art, Dance, Foreign Language, Music, Physical Education, Special Education, and Theatre) and Palmetto College – Elementary Education

grahamcb@mailbox.sc.edu, 803-576-6248