

SC SCHOOL LIBRARY CERTIFICATION

Information applies to students completing SLIS 794 (1st time) in Spring
2020 or Fall 2020



OVERVIEW OF PRESENTATION

This presentation is split into three sections:

- The first section covers the SC educator certification application process for students seeking initial certification at the advanced level
- The second section covers the SC educator certification application process for current SC certified teachers seeking add-on certification at the advanced level
- The third section covers general certification information applicable to all applicants

If you have any questions about applying for SC Educator Certification for the area of Library Media Specialist, please do not hesitate to contact Lauren Sanborn at brownlw@mailbox.sc.edu or 803-777-5531.

SECTION 1 – APPLICATION PROCESS FOR INITIAL CERTIFICATION AT THE ADVANCED LEVEL

This process is for all applicants who are NOT currently certified in South Carolina as an educator



OVERVIEW OF APPLICATION PROCESS

The following items must be completed by **November 1st, 2019** if your first enrollment of **SLIS 794 is Spring 2020** or by **April 15th, 2020** if your first enrollment of **SLIS 794 is Fall 2020**.

- Complete the online certification application submitted to the SC Department of Education
- Pay \$105 certification application fee to the SC Department of Education
- Complete the fingerprinting/background check process outlined by the SC Department of Education
- Check your SCDE status to ensure you are cleared for final internship
- Complete the Recommendation for Certification form – submit directly to Lauren Sanborn

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 even though your program does not have a true student teaching semester. For the student teaching semester, select your second semester of SLIS 794.
- 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 Masters plus 30 even though you haven't earned the degree yet.
- On the same page, for endorsements added, select R2S requirement.
- For section 1 – Personal Information, indicate your most permanent address.
- For section 2 – Existing Certificates, in most cases, students should select no for all 3 questions. If you're unsure how to respond, contact Lauren Sanborn.
- 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 the Praxis II exam. In most cases, at the time of applying, candidates have not taken this exam and can skip this section.
- For section 5 – Education History, use your anticipated graduation date in the "attended to" box.
- For section 6 – Work Experience, in most cases, students should indicate zero years of teaching experience. If you're unsure how to respond, contact Lauren Sanborn.
- For section 7 – Background Check, it's best to put more information than not enough. If you are unsure how to respond, 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](#).
- Scan and email the form to Lauren Sanborn (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: Library Media, MLIS, 12345678).
- Please submit your recommendation form and fingerprinting receipt at the same time.

SECTION 2 – APPLICATION PROCESS FOR ADD-ON CERTIFICATION AT THE ADVANCED LEVEL

This process is for all applicants who are currently certified in South Carolina as an educator



OVERVIEW OF APPLICATION PROCESS

This process is for all applicants who are currently SC certified educators. If you are not sure of your current status, start by contacting Lauren Sanborn (brownlw@mailbox.sc.edu).

The following items must be completed by December 1st or May 1st of the semester in which you take SLIS 794:

- Verification of Educator Preparation – Recommendation for Certification form
- Change/Action Form

Advanced applicants do not need to complete a new background check for the SC Dept. of Education, but all applicants must follow the background check guidelines overseen by the SLIS department.

SUBMITTING CERTIFICATION FORMS

Complete the top section only (Applicant Information box) of the Verification of Educator Preparation – Recommendation for Certification form and scan and email it to Lauren Sanborn (brownlw@mailbox.sc.edu). You can access the Recommendation for Certification 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 UofSC transcript has been ordered (though in reality, you have not ordered it yet!).
- Check item 3. Check the MA level box and write “Library Media” for the area (write small!).
- Check item 4, indicate Library Media as the area, and check Approved Program.
- Be sure to sign the bottom of the form and email form to Lauren Sanborn.

The college 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.

SECTION 3 – ALL APPLICANTS

The information in this section applies to both initial and add-on certification applicants



OVERVIEW OF TOPICS COVERED

The information in this section applies to both initial and add-on certification applicants. This information covers:

- The process for gaining SC Educator certification
- Transcripts
- Praxis II information
- Contact Information

THE PROCESS FOR GAINING SC EDUCATOR 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 – unless you attended UofSC for your undergraduate degree, you must submit your official undergraduate transcript (see next slide)
- SCDE must have record of passing scores for Praxis II
- Up-to-date background checks must be on file with the SCDE (applies to initial certification applicants only)

What is needed to be recommended for certification?

- Passing scores for the Praxis II on file with the College of Education (Be sure to list UofSC – College of Education, CODE: 5818 as a score recipient when registering for this exam)
- Degree must be posted to your UofSC record (generally 2-3 weeks after commencement date – see next 2 slides)

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



PRAXIS II EXAM

To gain School Library Media certification, you must pass the Praxis II Subject Area exam – Library Media Specialist (code 5311, minimum score – 151)

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 UofSC and the SC Department of Education (SCDE) to receive your Praxis scores in order to be recommended for certification (UofSC) and certified (SCDE).**

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