

SCHOOL SPEECH-LANGUAGE
PATHOLOGY ADVANCED SC
EDUCATOR CERTIFICATION

OVERVIEW OF PRESENTATION

This presentation is split into three sections:

- The first section covers the SC educator certification application process for students seeking initial advanced certification
- The second section covers the SC educator certification application process for current SC certified teachers seeking advanced certification
- 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 Speech-Language Pathology, please do not hesitate to contact Lauren Sanborn at brownlw@mailbox.sc.edu or 803-777-5531.

SECTION I – APPLICATION PROCESS FOR INITIAL ADVANCED CERTIFICATION

This process is for all applicants who are not current SC
certified educators

OVERVIEW OF APPLICATION PROCESS

The following items must be completed by December 15th, 2018:

1. Complete the online certification application submitted to the SC Department of Education
2. Pay \$105 certification application fee to the SC Department of Education
3. Submit a copy of your Social Security card to the SC Department of Education
4. Complete the background check process
5. Complete the Recommendation for Certification form and the change/action form – submit directly to Lauren Sanborn
6. Check your SCDE status to ensure you are “cleared”

STEP ONE: COMPLETE THE ONLINE CERTIFICATION APPLICATION SUBMITTED TO THE SC DEPARTMENT OF EDUCATION

You must complete and submit the online application before doing any other step in the application 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 "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.
- Even though your program does not have a true student teaching semester, you will apply as a student teaching applicant.
- 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 Fall 2019 because there is not a summer semester option. Complete and submit the application. If you have any questions regarding how to respond to a question on the application, please email Lauren Sanborn at brownlw@mailbox.sc.edu.

STEP TWO: PAY THE APPLICATION FEE

The application fee is \$105 and is submitted directly to the SC Department of Education (SCDE).

You can pay this online through the CATS portal after completing the certification application (step one) 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

The application fee covers the cost of the application and issuance of your certificate.

All payments to the SCDE are non-refundable.

**STEP THREE: MAIL A COPY OF YOUR SOCIAL
SECURITY CARD TO THE SC DEPT. OF
EDUCATION**

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

STEP FOUR: BACKGROUND CHECK PROCESS

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.
- The background check process differs depending on whether you live in South Carolina. **Be sure to review the instructions on the CATS portal before making an appointment.** 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 step 6) 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.

STEP FIVE: SUBMITTING THE RECOMMENDATION FOR CERTIFICATION FORM AND THE CHANGE/ACTION FORM

Complete the top section only (Applicant Information box) 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 or drop it off in Wardlaw 113. 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 USC transcript has been ordered (though in reality, you have not ordered it yet!).
- Check item 3. Check the MA+30 level box and write “Speech Language Pathology” for the area (write small!).
- 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.

When submitting these forms please include a copy of your background check receipt.

The recommendation will be completed once your degree posts, provided you have passing Praxis II scores on file with the COMD department. This recommendation will be mailed to the SCDE along with the change/action form. The college recommendation indicates to the SCDE the area for which you should receive certification and the change/action form is to indicate that your program is considered a Masters +30.

STEP 6: CHECKING YOUR SC DEPT. OF EDUCATION STATUS

Approximately 1 week after completing steps 1-5 (approximately 2-3 weeks for out-of-state students), 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.

SECTION 2 – APPLICATION PROCESS FOR ADVANCED SC EDUCATOR CERTIFICATION

This process is for all applicants who are currently SC certified
educators

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 15th, 2018:

- Recommendation for Certification Form
- Change/Action Form

Applicants who are currently certified by the SCDE 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 COMD department.

SUBMITTING THE RECOMMENDATION FOR CERTIFICATION FORM AND THE CHANGE/ACTION FORM

Complete the top section only (Applicant Information box) 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 or drop it off in Wardlaw 113. 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 USC transcript has been ordered (though in reality, you have not ordered it yet!).
- Check item 3. Check the MA+30 level box and write “Speech Language Pathology” for the area (write small!).
- Check item 4, indicate Speech-Language Pathology 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 COMD department. This recommendation will be mailed to the SCDE along with the change/action form. The college recommendation indicates to the SCDE the area for which you should receive certification and the change/action form is to indicate that your program is considered a Masters +30.

SECTION 3 – ALL APPLICANTS

The information in this section applies to both initial advanced
and advanced certification applicants

OVERVIEW OF TOPICS COVERED

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

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

THE PROCESS FOR GAINING SC EDUCATOR CERTIFICATION

What is needed to become certified?

- Recommendation for Certification (submitted to SCDE by certification officer; see below)
- All college transcripts must be submitted to the SCDE – unless you attended USC for your undergraduate degree, you must submit your official undergraduate transcript (see next slide)
- SCDE must have a copy of your Social Security Card on file
- 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 advanced certificates only)

What is needed to be recommended for certification?

- Report of passed Praxis II on file with the College of Education (report of students who passed sent to Lauren Sanborn in the College of Education by COMD department)
- Degree must be posted to your USC record (generally 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 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

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

Submit Praxis II (5331) scores to the Audiology/Speech-Language Pathology program for your Attending Institution using the Recipient Code for the Department of Communication Sciences and Disorders at USC.

- RA0274 is the Recipient Code for COMD at the University of SC

Submit Praxis II (5331) scores to the SCDE ONLY if you took the Praxis exam OUTSIDE the state of South Carolina. IF you took the Praxis exam IN the state of South Carolina, these scores were automatically sent to the SCDE and you may skip this step. IF you took the Praxis exam OUTSIDE the state of South Carolina, then you must submit your passing Praxis II scores to the SCDE.

- R8108 is the Recipient Code for the SC Department of Education

Do not send your scores to the College of Education. These passing scores will be provided to the College of Education from the COMD department.

PRAXIS II CONTINUED

All information on this slide is provided by the COMD department. Please direct any questions regarding Praxis II recipient codes to the COMD department.

Recipient Codes for Praxis II (533 I)

RA0274 – Attending Institution / Recipient Code for Audiology/Speech-Language Pathology graduate students in Communication Sciences and Disorders – REQUIRED for all COMD

R503 I - American Speech-Language-Hearing Association (ASHA) Recipient Code – REQUIRED for all COMD students

R8064 – SC State Board of Examiners for Speech-Language Pathology/Audiology Recipient Code This is part of LLR where you will apply for your license after you graduate IF you will be practicing in the state of South Carolina.)

R8108 – SC Department of Education (SCDE) recipient code – **ONLY** if Praxis II was NOT taken in South Carolina. Otherwise, your scores were automatically sent to the SCDE.

GENERAL NOTES

- 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.**
- Any payment to the SCDE is non-refundable.
- Transcripts are not automatically submitted to the SCDE – you must order your USC transcript (after degree has posted) from Self Service Carolina
- If you received a degree from another institution, you will need to contact that institution to have your transcripts submitted to the SCDE (initial advanced applicants only; advanced applicants will already have this on file with the SCDE).
- 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.
- 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
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

All questions about the application for SC Educator Certification should be addressed to Lauren Sanborn.

Additional questions about Educator Certification may be addressed to:

Crystal A. Murphree-Holden, MA, CCC-SLP
Director of Distance Education / Clinical Instructor
Communication Sciences and Disorders
University of South Carolina
1224 Sumter Street, Suite 300
Columbia, SC 29201-3323

COMD Distance Education Phone: (803) 777-1170

COMD Fax: (803) 777-3081

E-mail: cmholden@mailbox.sc.edu

Departmental web site: <http://www.sph.sc.edu/comd>