

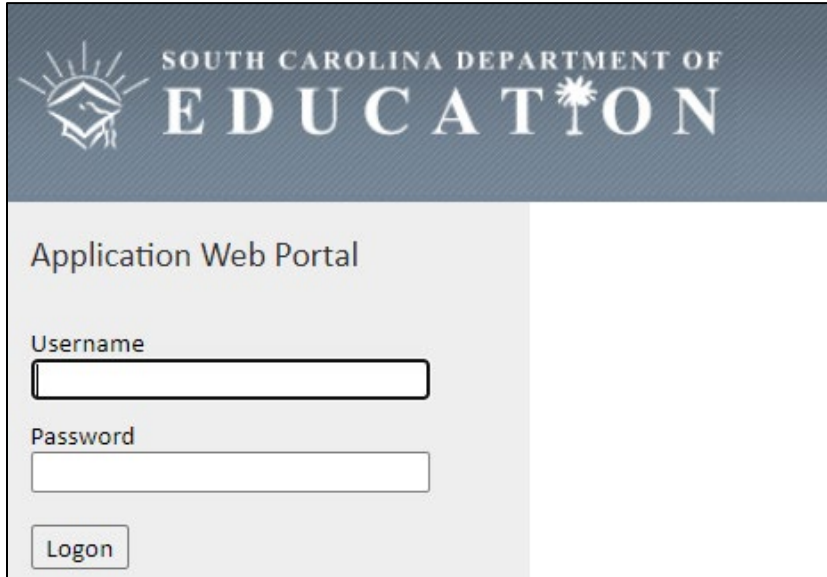


Division: District Operations & Support
Department: Office of School Facilities

Inspector Renewal Instructions

(Electronic Portal)

- 1) Sign into your 'Community Account' with your user-set password. <https://ed.sc.gov> "Log-in" top right corner. Select "Proceed to Application Web Portal Login" bottom left



(Figure 1 – SCDE Application Web Portal Log-in)

- 2) Select the "Inspector Management" tab



(Figure 2 – School Facilities Portal – Inspector Management)

- 3) Select the "Update" button for each credential and upload the new certification information, expiration date and then click "Update"
Note: Use the expiration date of your SCLLR Certification. The OSF Registry is a 2-year cycle and the list posted on the website will reflect Inspector's active status.
- 4) Upload your revised Resume & Signed Memorandum of Understanding



**SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION**

- 5) Select the "Request Renewal"
- 6) OSF Receives the Renewal
- 7) OSF Review & Approve (or Reject) Renewal
- 8) Chapter One Inspector Submits Payment (via Check) to:

MS. JASMEEN SHAW, P.E.
INSPECTION PROGRAM ADMINISTRATOR
OFFICE OF SCHOOL FACILITIES
1429 SENATE STREET, ROOM 801-B
COLUMBIA, SOUTH CAROLINA 29201

Example Payment Schedule:

- a. New Application (or Renewal Application)
 - a. Building Inspector
 - b. Mechanical Inspector

Total = \$40.00
 - b. Adding Categories Prior to Renewal
 - a. Electrical Inspector - \$25
 - b. Plumbing Inspector - \$25

Total = \$50.00
- 9) OSF Receive the Payment via Mail
 - 10) OSF Approve (or Reject) the Application

If you have any questions concerning the Inspector Renewal Process, please contact Darius Williams at (803) 734-4836 or dswilliams@ed.sc.gov