

## **Guidelines for Granting Experience Credit**

The purpose of the guidelines is to address specific questions regarding the interpretation of work experience that may be submitted for experience credit pursuant to State Board of Education Regulation 43-57.2, Teaching Experience Acceptable for Credit. Section I of the guidelines defines experiences currently used to award experience credit. Section II of the guidelines defines additional experiences that will be used to award experience credit. Section II guidelines will be effective, January 1, 2002, and will not be applied retroactively.

### **Section I: Current Experience Acceptable for Granting Experience Credit**

#### **A. Professional education position: \*\***

1. Teaching in a public elementary, middle, or secondary school system, in a private or parochial elementary, middle, or secondary school;
2. Teaching in a regionally or nationally accredited institution of higher education or one that has teacher education programs approved by the South Carolina State Board of Education;
3. Teaching in a state educational system, at the United States Department of Education or regional office of United States Department of Education, regional education lab (e.g., SERVE);
4. Teaching in a city, county, state, or federal educational system which supports the primary education program for a school age or adult population;
5. Teaching full time or part time in a college, university, or technical school,
6. Serving or teaching in public, private, elementary, middle and/or secondary schools in the United States, its territories, Department of Defense schools, or government schools in a foreign country;
7. Teaching in a Head Start Program;
8. Teaching in the Peace Corps; or
9. Working as a substitute teacher or teacher's aide provided the applicant has earned a bachelor's degree prior to employment.

*\*\*The applicant must provide verification of employment from the current Human Resource Director or immediate supervisor. An official description of the professional duties must also be included. These duties must have been related to the primary educational program through teaching, education administration, curriculum development, or teacher training.*

#### **B. Career and Technology Education**

Career and Technology Education (formerly Trade and Industry) experience credit will follow current regulations and guidelines issued by the State Board of Education.

#### **C. Department of Corrections**

1. Teaching in a program for youthful offenders, or
2. Teaching in a professional position at a correctional agency that addresses the needs of school age children or the adult population.

D. Counseling

1. Experience credit may be earned as a psychologist or counselor in a mental health or other family support in the following areas:
  - a. Mental health facilities,
  - b. Rehabilitation counseling,
2. Serving as a certification director at the college level, or
3. Counseling in a hospital or residential program.

E. Other

1. 4-H extension agency, or
2. County or public library, Library of Congress, college, or university library experience.

Section II: Additional Experience Acceptable for Experience Credit

A. Professional education position: \*\*

1. Teaching experience in speech and hearing centers, or
2. Teaching in a summer school program at a private school.

B. Business/Industry

1. Teaching classes in a corporate setting. Experience is granted based on the percentage of time employed in a training position. For example, an individual who is employed as a full time trainer for a company would be given full time credit. A person who conducts training on a part time basis would receive part time credit based on a percentage of part time training, or
2. Conducting training at a job site. For example, teaching German to BMW employees, general computer training in organizations, or seminars in total quality management, etc. would qualify as training experiences.

C. Counseling

1. Experience credit may be earned as a psychologist or counselor in a mental health or other family support program in the following areas:
  - a. Working in homeless shelters,
  - b. Working in shelters for abused women and children, or
  - c. Counseling in not-for-profit agencies.
2. Job service counseling that provides training.

D. Military

1. Military instructors who served in a full time instructional position beyond the five years that may be claimed as experience under State Board of Education Regulation R43-57.5, Military Service.
2. Experience may be granted only if the applicant has earned a bachelor's degree prior to the verification of experience.

E. Other

1. College experience in a non-support managerial administrative position, or

2. Daycare centers providing structured curriculum if the applicant has earned a bachelor's degree prior to employment.

- *All experience must be earned after receipt of at least a bachelor's degree.*
- *Experience at any facility or program must be verified with a letter from the current Human Resource Director or immediate supervisor. The letter should include a job description for the position.*
- *It is important that the applicant or teacher understands that there is no guarantee that credit will be granted for experience submitted to the Office of Teacher Certification.*