

Internship Certificate Checklist

Pursuant to [State Board of Education Regulation 43-53, Credential Classification](#), the Internship certificate allows a school district to employ an eligible pre-service candidate as a teacher of record while the candidate completes all requirements of the college or university's clinical experience (i.e., student teaching). The candidate must be enrolled in an approved preparation program in a South Carolina college or university.

Candidate Eligibility

For Internship certificate eligibility, the teacher candidate must have fulfilled all requirements of the approved preparation program with the exception of the clinical experience and must have qualifying scores on all required certification examinations on file with the South Carolina Department of Education (SCDE). Districts and educator preparation providers are encouraged to confirm candidate eligibility with the SCDE prior to any placement and employment decisions.

Internship Certificate Documentation Requirements

All candidate, district, and provider documentation for issuance of the Internship certificate must be on file with the SCDE no later than the applicable deadline:

- July 15 for candidates beginning employment and the clinical experience in August or
- December 1 for candidates beginning employment and the clinical experience in January.

Candidate Documentation Requirements

The candidate must ensure that the following documentation is on file with the SCDE by required deadlines:

- ☐ complete application package to include the student teaching/clinical experience application, fee, and cleared, valid background reports. Please note that fall semester student teachers must have complete application packages on file by February 15 of that year; spring semester student teachers must have the complete application package on file by June 15 of the previous calendar year;
- ☐ official reports documenting qualifying scores on all content area and pedagogy exams required for certification in the subject area and grade level; and
- ☐ official undergraduate and graduate transcripts, if the candidate is enrolled in a certification program at the graduate level.

District Documentation Requirements

The employing school district's personnel administrator must submit a [District Internship Certificate Request Form](#) and an official letter and to the SCDE Office of Educator Services requesting the issuance of the Internship certificate. The letter must include the following:

- ☐ the candidate's full name and educator identification number (EID);
- ☐ school, grade level, and subject area in which the candidate will be employed;
- ☐ beginning date of employment; and
- ☐ the hand-written or electronic signature of the district superintendent or designee.

Provider Documentation Requirements

Through the [Provider Internship Certificate Statement of Assurances Form](#), the educator preparation provider must submit a statement of assurances and candidate information to the SCDE Office of Educator Services that includes the following:

- ☐ the candidate's full name and educator identification number (EID);
- ☐ the degree level and name of the program in which the candidate is enrolled (e.g., MAT in Elementary Education, BA in English Education, etc.);
- ☐ confirmation that the candidate is in good standing and has completed all requirements of the preparation program and degree except for student teaching;
- ☐ confirmation that the candidate has submitted qualifying scores on the pedagogy and subject area assessments for certification in the area;
- ☐ an assurance that the educator preparation provider has established a partnership with the employing school district and has developed a memorandum of understanding (MOU) for the internship in accordance with the [Internship Certificate Memorandum \(2018\)](#). Both the district and provider must maintain a copy of the MOU and provide a copy to the SCDE, if requested; and
- ☐ the electronic signature of the provider's dean, director of teacher education, or designee.

District and Provider MOU

The MOU between the provider and employing school district must include, but is not limited to, the following components:

- ☐ assurance that all requirements of the institution's clinical experience will be completed during the designated semester;
- ☐ assurance that the internship candidate has been selected based on articulated criteria to be successful in the intensive internship experience;
- ☐ assurance that the candidate will be employed in the certification field of the approved program in which the candidate is enrolled;
- ☐ assurance that the candidate will be provided a comprehensive orientation to the clinical internship conducted by both the provider and employing district;
- ☐ written plan for the formative and summative evaluation of the candidate by a district clinical supervisor and the college or university supervisor;
- ☐ provision for enrolling the candidate in a traditional student teaching experience in the event the candidate does not successfully complete the institution's clinical experience requirements;
- ☐ assurance that the district and institution will notify the SCDE Office of Educator Services immediately if the candidate is removed from or withdraws from the internship and/or employment; and
- ☐ hand-written or electronic signatures of the district's superintendent and the provider's dean or director of teacher education or their designees.