



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Personnel Administrators
Education Deans, Directors of Teacher Education, and Certification Contacts

FROM: Mary Hipp
Director, Office of Educator Services

DATE: November 2, 2020

RE: Internship Certificate Checklist

This memorandum provides information regarding updated procedures for issuance of an Internship certificate for an eligible teacher candidate. 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). In order to be eligible for an Internship certificate, the candidate

- must be enrolled in an approved preparation program in a South Carolina college or university,
- must have fulfilled all requirements of the approved preparation program with the exception of the clinical experience,
- must have qualifying scores on all required certification examinations on file with the South Carolina Department of Education (SCDE), and
- must have met application and background clearance requirements to enter student teaching.

The attached *Internship Certificate Checklist* establishes deadlines and required documentation that must be submitted by the candidate, employing school district, and educator preparation provider. For issuance of the Internship certificate, all candidate, district, and provider documentation must be on file with the SCDE no later than the applicable deadline below:

Internship Certificate Checklist

Page 2

November 2, 2020

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

The SCDE Office of Educator Services offers ongoing technical assistance to districts and providers regarding the Internship certificate and candidate eligibility. For additional information, please contact Education Associate Dr. James Ritter at jritter@ed.sc.gov. District personnel administrators may also communicate directly with their assigned district contact on the Educator Certification team.