

CTE Work-Based Certification Application Checklist

ALL completed forms should be submitted through the [My SC Educator Portal](#).

1. Submit an online SCDE Certification Application

Register for an account through the [My SC Educator Portal](#) and submit an application.

2. Submit an [Industry Experience Verification Form](#)

Must be completed by each employer where you have earned industry experience relevant to the educator certification field.

3. If applicable, submit a [Self-Employment Experience Verification Form](#)

If you have experience toward the certification field that was earned while self-employed, this form must be completed and signed by an individual with firsthand knowledge of the experience.

4. Submit two [Technical Reference Forms](#)

Two Technical Reference forms must be completed on your behalf. References must address technical work skills related to the certification field sought, not a character reference.

5. If applicable, submit a [Teaching Experience Verification Form](#)

If you have been employed as an educator, the school district must complete this form on your behalf to verify teaching experience.

6. Official Transcripts

Official college and/or university transcripts must be sent from the institution electronically to transcripts@ed.sc.gov or by mail in their original, sealed envelopes to the Office of Educator Services at 849 Learning Lane, West Columbia, SC 29172. Transcripts cannot be forwarded from schools, districts, or personal emails. If you have not completed a degree through a college/university, a copy of your high school diploma or GED must be submitted through [My SC Educator Portal](#).

7. Fingerprints

Fingerprint processing information is available upon completion of an application through My SC Educator Portal. Fingerprinting must be completed through an approved entity specifically for the purpose of applying for South Carolina educator certification.

Fingerprinting completed for schools, prior employers, or other agencies are not accepted.

8. Submit Application Fee in the [My SC Educator Portal](#)

It is recommended that candidates wait to submit their application fee until CTE program enrollment eligibility is confirmed. Applicants will receive correspondence through My SC Educator Portal once their application has been reviewed and eligibility determined.

Qualified candidates will be issued a Letter of Eligibility (LOE) that may be presented to potential employers when interviewing for positions or preparing to sign a contract. If hired, the employing South Carolina public school district must submit a Confirmation of Employment (COE) Form to the Office of Educator Services. The COE form is available to districts only through the SC Educator Portal System. An Induction certificate will be issued when the COE is completed.

Candidates are not eligible for certification until a LOE is issued.