South Carolina Department of Education Application Checklist:
International Initial Certification Applicants

To apply for a South Carolina Initial certificate, please complete the following steps. Submitting all documentation at one time expedites processing of your application for a South Carolina educator certificate.

- ☐ Read the webpage for International Initial Certification Applicants.
- ☐ Gather the documentation you will need as part of the application process.
- ☐ Create a user account in My SC Educator Portal and submit a Standard Application for certification prior to all other steps below**.**
- ☐ Submit the non-refundable application processing fee of $105 online through My SC Educator Portal.
- ☐ Complete the fingerprinting process and criminal records review.
    - Read the detailed instructions that will be available to you in My SC Educator Portal after submitting the online application.
    - If you are located in South Carolina, schedule an appointment for digital fingerprinting through the state-approved vendor.
    - If you are located outside of South Carolina, request a fingerprint card by sending an email with your full name, Educator ID (EID), and mailing address to certification@ed.sc.gov. Your EID will be available in My SC Educator Portal once you submit the application.
- ☐ Review information on submitting forms and documents prior to submitting any application materials.
- ☐ Submit a copy of the course-by-course evaluation of your out-of-country credentials by an AICE or a NACES member organization. Do **not** submit out-of-country credentials or transcripts.
- ☐ Request an official transcript from each institution meeting State Board accreditation requirements you have attended in the United States, if applicable.
- ☐ Submit an official report verifying a passing score on the required subject area assessment approved for the specific certification field.
- ☐ Submit an official report verifying a passing score on the required pedagogy assessment for the grade span of the specific certification field.
- ☐ Request each employer where you have worked as an educator after completion of the US equivalent of a Bachelor's degree to complete and submit an Educator Experience Verification Form. will need to complete the top portion of the form and send it to the payroll or human resources department of the employer.

If you need assistance, please contact the Office of Educator Services.