

Title of Regulation:

Regulation No.:

R.43-52

**APPLICATION FOR TEACHING
CREDENTIAL**

Effective Date:

05/25/18

Constitutional and Statutory Provisions:

Section(s):

59-5-60.

General powers of [State] Board.

59-25-110.

System for examination and certification of teachers.

59-25-115.

Notice to enrollee in teacher education program regarding effect of prior criminal record; criminal records check and fingerprinting requirements.

Code of Laws of South Carolina, 1976.

State Board Regulation:

Application for Teaching Credential.

I. Required Documentation

The State Department of Education (SCDE) teacher certification office requires the following forms of documentation from applicants for teacher certification:

A. Certification Application. The applicant must submit the completed SCDE application for certification.

B. Recommendation. If applicable, the applicant must ensure submission of a completed educator preparation program verification and certification recommendation form, signed by the dean or other designated official of the educator preparation provider.

C. College and University Transcripts. The applicant must submit complete and official transcript(s) for each institution attended. Each transcript must bear the official seal of the institution, the signature of the designated official, the type of degree earned, if any, and the date awarded. Only official transcripts will be accepted for certification purposes. Transcripts submitted electronically from the individual institution or through an SCDE-approved transcript or credential service will be accepted.

D. Examination Scores. The applicant must submit scores on the required teaching area examination(s) and assessment of general professional knowledge (pedagogy) as adopted by the State Board of Education (SBE) for purposes of certification. Only official score reports transmitted by the testing agency will be accepted.

E. Educator Experience Verification. The applicant must submit appropriate verification of previous teaching and/or educator experience.

F. Federal and State Criminal Records Check. The applicant must undergo a state criminal records check by the South Carolina Law Enforcement Division (SLED) and a national criminal records check supported by fingerprints and conducted by the Federal Bureau of Investigation (FBI). If the applicant

does not complete the initial certification process within eighteen months from the original date of application, the fingerprint process required for the state and national criminal records check must be repeated. Eligible applicants who have prior arrests and/or convictions must undergo a review by the SBE and be approved before a certificate can be issued to them. The fingerprinting process must be completed through the approved State vendor. Background checks from other states or agencies are not transferable and cannot be accepted for certification purposes in South Carolina.

G. Out-of-State Credential. If the applicant is applying for a South Carolina certificate based on educator certification in another state or jurisdiction, the educator must provide a copy of the current, valid out-of-state credential.

II. Application and Evaluation Fee

The applicant must submit to the SCDE teacher certification office a nonrefundable fee for the evaluation and processing of each of his or her applications.

III. Effective Date of Credential

The effective date of the credential will be based upon the date of receipt by the SCDE teacher certification office of the complete certification application with all required supporting documentation and/or request for additional area(s) of certification, certificate renewal, or certificate advancement. An incomplete application will be considered active for a period of twelve months. If after twelve months the applicant has not submitted all required documentation, the application will be archived.

A. Certificates for Educator Preparation Program Completers

If an applicant completes an educator preparation program to become eligible for a South Carolina educator certificate between May 1 and November 1, the effective date of the credential is July 1 of that year.

If an applicant completes an educator preparation program to become eligible for a South Carolina educator certificate after November 1 and all required documentation is received within forty-five days of program completion and no later than April 30, the effective date of the credential is the program completion date. If documentation is received forty-five or more days after program completion and no later than April 30, the effective date of the credential is the date on which the last supporting document is received by the SCDE teacher certification office. If documentation is submitted after April 30, the effective date of the credential is July 1 of that year.

B. Certificates for Credentialed Out-of-State Educators

If an applicant who is a credentialed educator in another state or jurisdiction completes all requirements to become eligible for a South Carolina educator certificate between May 1 and November 1, the effective date of the credential is July 1 of that year.

If an applicant who is a credentialed educator in another state or jurisdiction completes all requirements to become eligible for a South Carolina educator certificate after November 1 and all required documentation is received no later than April 30, the effective date of the credential is the date on which the last requirement for certification is submitted. If documentation is submitted after April 30, the effective date of the credential is July 1 of that year.

C. Certificate Renewal

If an individual completes the requirements specified in Reg. 43-55 (Renewal of Credentials) to renew his or her South Carolina educator certificate between May 1 and November 1, the effective date of the renewed credential is July 1 of that year provided that all documentation is on file in the SCDE teacher certification office no later than November 1.

If an applicant completes the requirements specified in Reg. 43-55 (Renewal of Credentials) to renew his or her South Carolina educator certificate after November 1 and all required documentation is received by the SCDE teacher certification office no later than April 30, the effective date of the renewed credential is the date on which the last supporting document is received. If documentation is submitted after April 30, the effective date of the credential is July 1 of that year.

D. Certificate Advancement

If an applicant completes a degree or coursework to become eligible for the advancement of his or her South Carolina educator certificate or to add another field of certification between May 1 and November 1, the effective date of the credential is July 1 of that year provided that all documentation is on file in the SCDE teacher certification office no later than November 1.

If an applicant completes a degree or coursework to become eligible for the advancement of his or her South Carolina educator certificate or to add another field of certification after November 1 and all required documentation is received within forty-five days of completion and no later than April 30, the effective date of the credential is the completion date. If documentation is received forty-five or more days after completion and no later than April 30, the effective date of the credential is the date on which the last supporting document is received by the SCDE teacher certification office. If documentation is submitted after April 30, the effective date of the credential is July 1 of that year.