

## Application Information for **Advanced Certification** Areas of Administration and Superintendency

All students who *have been previously certified in South Carolina* and are pursuing additional certification must apply for *ADVANCED certification*. Deadlines must be observed in order to be recommended in a timely manner. **Don't forget that you must apply for graduation separately!**

**Please note that the SCDE requires that students wishing to advance their certification hold a Professional Teaching Certificate. You must hold a Professional Teaching Certificate at the appropriate grade level in order to add Administration or Superintendency to your teaching certificate. If you do not or will not meet this requirement upon program completion, please contact the SCDE at 803-896-0325 to determine the best course of action.**

Semester you are completing your program	Deadline to Complete <u>All Steps Below</u>
Fall 2017	December 1, 2017
Spring 2018	May 1 <sup>st</sup> , 2018
Summer 2018	August 1 <sup>st</sup> , 2018

**To Lauren in Wardlaw 113 (or scan and email documents to brownlw@mailbox.sc.edu):**

1. College Recommendation Form – only complete the top portion  
<http://ed.sc.gov/educators/certification/certification-forms/forms/college-recommendation/>
2. Request for Change / Action Form – check all boxes that may possibly apply to you.  
<http://ed.sc.gov/educators/certification/certification-forms/forms/request-for-change-action-form/>

### **NOTES:**

1. A \$75 certification program fee will be added to your tuition during the semester you take EDLP 707B or 709B.
2. Apply for graduation through Self Service Carolina. Check with the Registrar's Office for the last day to apply for graduation. **Submitting certification paperwork is separate from applying to graduate.**
3. Request an official copy of your USC transcript to be sent directly to the SCDE. You can order your USC transcript through Self Service Carolina (under the "student records" tab). **Make sure to request your USC transcript after your degree posts.** You will have to submit a new transcript if you submit a transcript that does not list your degree.
4. Transcripts are **NOT** sent from the College of Education. You must order a copy from the Registrar's Office in order for it to be sent to the SCDE.
5. Submit passing Praxis II and PLT scores to the College of Education **AND** the SCDE.
  - a. USC School Code: 5818
  - b. SCDE School Code: 8108

6. It can take up to 4 weeks for your degree to post. Your college recommendation cannot be sent until your degree shows on your academic record. For May graduates, recommendations are typically mailed by June 15th. For December graduates, recommendations are typically mailed by January 31st. For August graduates, recommendations are typically mailed by September 15th.
7. Once your degree posts, your college recommendation and request for change / action will be mailed to the SCDE. Once the SCDE has your recommendation and your transcript(s), it will take approximately 4-6 weeks for your certificate to be updated.
8. **Please note that the SCDE requires that students wishing to advance their certification hold a Professional Teaching Certificate. If you do not or will not meet this requirement upon program completion, please contact the SCDE at 803-896-0325 to determine the best course of action.**

### **CONTACT INFORMATION:**

**SC Department of Education**  
Office of Educator Services  
8301 Parklane Road  
Columbia, SC 29223  
803-896-0325

**USC Registrar**  
803-777-5555

**Lauren Sanborn, Certification Officer**  
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803-777-5531  
USC College of Education  
Wardlaw 113  
820 S. Main Street  
Columbia, SC 29208

**Praxis II & PLT Exams**  
[www.ets.org/praxis](http://www.ets.org/praxis)