

Application Information for **Library Media Specialist** Certification

Students who wish to become certified in South Carolina as a Library Media Specialist must apply and be recommended for certification. Students who have not previously been school certified in South Carolina must apply for INITIAL school certification by the following deadline in order to begin the certification process and be cleared to complete their internship(s). Failure to submit all required documents and fees by the deadline indicated disqualifies a student from completing internship during the desired semester.

Your license must be currently valid in order to seek advanced certification. If you do not have a current SC teaching credential, you must complete the steps for initial certification.

First Enrollment in SLIS 794	Deadline to Complete All Steps Below
Fall 2017	April 15th, 2017
Spring 2018	November 1st, 2018

For INITIAL Certification Applicants:

- 1. Online Certification Application for the SC Department of Education (SCDE):**
 - www.ed.sc.gov – Under the “Educators” tab, choose “Certification”, then under “Applying for Certification”, select “Application Types”, then “Student Teaching Applicants”. Review the information on this page and then complete the online application. Unless you already have an account with the SCDE, you will need to create one.
 - On 2nd page of application choose “Student Teaching Approval & Initial Certification” as the type of certificate/license you are applying for and indicate your final internship semester

- 2. Pay \$105 Certification Application Fee to the SCDE**
 - Pay online through SCDE website or mail check directly to SCDE

- 3. Mail a copy of your Social Security card directly to the SCDE** at this address:

SC Department of Education
Office of Educator Services
8301 Parklane Road
Columbia, SC 29223

- 4. Background check (FBI and SLED)**
 - Make an appointment with Identogo/MorphoTrust through www.identogo.com. On the webpage, enter your **South Carolina zip code** and click on the Identogo center most convenient for you. Click the blue “schedule appointment” button and click “State Fingerprinting”. Follow the prompts on the next two pages and on the “Application Details” page, select “SC920060Z – SDE - Teacher Certification” from the dropdown menu. Follow the prompts to schedule your appointment. Cost is approximately \$54. **If you live out-of-state, please contact Lauren for fingerprinting instructions.**
 - Submit a copy of your receipt to Lauren Sanborn in Wardlaw 113. Write your VIP number and program area (ex: Library Media) on your receipt. Attach receipt to verification form (item 5).

5. **Complete top box of College Recommendation/Verification form** and submit to Lauren Sanborn in Wardlaw 113 with copy of fingerprinting receipt. If the verification form is not included in this packet, you can download it from this website: <http://ed.sc.gov/educators/certification/certification-forms/forms/college-recommendation/>
6. **Check your SCDE status** to ensure you are “cleared” for final internship approximately 1 week after completing steps 1-5.
 - www.ed.sc.gov – Under the “Educators” tab, choose “Certification”, then under “Apply for Certification”, select “View Application and Certification Status” and enter the required information. On the next page, you should see “Student Teaching Status: Cleared” in red. If you do not, email Lauren Sanborn for next steps.

NOTES:

1. The SCDE charges a convenience fee of approximately \$2 for payments made online, so the total cost will be approximately \$107. Payments are **NON-REFUNDABLE**.
2. The SCDE strongly prefers fingerprints to be done through IdentoGo. If you have recently had your prints taken elsewhere, you will need to make sure the SCDE has them on file. **If you live out-of-state, please contact Lauren for fingerprinting instructions.**
3. Fingerprints are only good for 18 months. If you finish your program requirements more than 18 months after your initial fingerprint date, you will be required to be fingerprinted and pay the fee again

For ADVANCED Certification Applicants:

Semester you are completing your program	Deadline to Complete All Steps Below
Fall 2017	December 1, 2017
Spring 2018	May 1, 2018

To Lauren Sanborn (Wardlaw 113):

1. College Recommendation Form – only complete the top portion
<http://ed.sc.gov/scdoe/assets/File/educators/certification/forms/CollegeRecommendation2016.pdf>
2. Request for Change / Action Form – check all boxes that may possibly apply to you
http://ed.sc.gov/scdoe/assets/File/educators/certification/forms/RFCA_2016.pdf

For ALL Applicants:

1. A \$75 certification program fee will be added to your tuition during your SLIS 794 semester.
2. Apply for graduation through the Registrar’s Office.
3. Submit all college transcripts to the SCDE. If you completed coursework outside of USC, you must request your transcript be sent from that institution directly to the SCDE. Request an official copy of your USC transcript to be

sent directly to the SCDE (\$12). 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. Submit passing Praxis II scores to the COE Office of Student Services **AND** the SCDE.
 - a. USC School Code: 5818 – SCDE School Code: 8108

NOTES:

1. Transcripts are **NOT** sent from the College of Education. You must order a copy from SSC or the Registrar’s Office in order for it to be sent to the SCDE.
2. If you received a degree from another institution, you will need to contact that institution to have your transcripts submitted to the SCDE (initial applicants only).
3. It can take up to 4 weeks for your degree to post. Your recommendation cannot be sent until your degree shows on your academic record. Recommendations are typically mailed by June 1, by September 1, or by January 31, depending on graduation term.
4. Once your degree posts, your certification recommendation will be mailed to the SCDE. Once the SCDE has your recommendation and your transcript(s), it will take approximately 6-8 weeks to receive your certificate.

CONTACT INFORMATION:

SC Department of Education

Office of Educator Services

8301 Parklane Road

Columbia, SC 29223

803-896-0325

www.ed.sc.gov

Lauren Sanborn, Certification Officer

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803-777-5531

USC College of Education

Office of Student Affairs, Wardlaw 113

Columbia, SC 29205

