

## Application Information for **School Counseling** Certification

All students who have **not** previously been certified to teach in South Carolina must apply for **INITIAL** certification by the appropriate deadline in order to begin the certification process and be cleared by the SC Department of Education (SCDE) to complete your final internship.

**Your certificate 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.**

Semester you are completing Internship	Deadline to Complete <b>All</b> Steps Below
<b>Spring 2019</b>	<b>April 15, 2018</b>

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”, and then “Apply for Certification”. Select “Student Teaching Applicants”. Carefully review the information on this page and then complete the online application.
- 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 to schedule a new appointment and on the “Application Details” page, select “SC920060Z – SDE - Teacher Certification” from the dropdown menu. Cost is approximately \$50.50.
- Submit a copy of your receipt to Lauren Sanborn in Wardlaw 113. Write your VIP number and program area (ex: Counselor Education) 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](http://www.ed.sc.gov) – Under the “Educators” tab, choose “Certification”, then 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.
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:**

<b>Semester you are completing your program</b>	<b>Deadline to Complete <u>All</u> Steps Below</b>
<b>Spring 2018</b>	<b>May 1, 2018</b>

**To Lauren (Wardlaw 113):**

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/>

**For ALL Applicants:**

1. A \$75 certification program fee will be added to your tuition during your Final Internship semester.
2. Apply for graduation through Self Service Carolina.
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. 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 USC **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 college recommendation cannot be sent until your degree shows on your academic record. For May graduates, recommendations are typically mailed by June 1. For December graduates, recommendations are typically mailed by January 31. For August graduates, recommendations are typically mailed by September 1.
4. Once your degree posts, your college 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**

8301 Parklane Road  
Columbia, SC 29223  
803-896-0325

**Lauren Sanborn, Certification Officer**

brownlw@mailbox.sc.edu  
803-777-5531  
USC College of Education, Wardlaw 113  
Columbia, SC 29208