

Application Information for School Speech-Language Pathology Educator Certification

For COMD Students to obtain an educator certificate in South Carolina as a School Speech-Language Therapist, they must apply and be recommended for the educator certification. Students who have not previously had a teaching certificate in South Carolina, must apply for INITIAL educator certification by the following deadline in order to begin the process and be cleared to complete the final internship. Failure to submit all required documents and fees by the deadline indicated disqualifies a student from completing internship the desired semester.

Enrollment in COMD 774	Deadline to Complete <u>All</u> Steps Below
Summer 2017	May 1, 2017

For INITIAL Educator 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 SC zip code and click on the Identogo center most convenient for you. Click the blue “schedule appointment” button and click the appointments box under “State Agency Enrollment Services”. 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 outside of SC, email Lauren Sanborn for instructions as the process is different for out of state applicants.**
- Submit a copy of your receipt to Lauren Sanborn in Wardlaw 113. 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” 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 SC Department of Education (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 Educator Certification Applicants:

To Lauren (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 COMD Applicants:

1. A \$75 certification program fee will be added to your tuition during the semester you are registered for COMD 774: Internship.
2. Apply for graduation through the Registrar's Office.
1. 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.
3. Submit Praxis II (5331) scores to the Audiology/Speech-Language Pathology program for your Attending Institution using the Recipient Code for the Department of Communication Sciences and Disorders at USC.
 - a. RA0274 is the Recipient Code for COMD at the University of SC
4. Submit Praxis II (5331) scores to the SC Department of Education (SCDE) **ONLY** if you took the Praxis exam **OUTSIDE** the state of South Carolina. **IF** you took the Praxis exam **IN the state** of South Carolina, these scores were automatically sent to the SCDE and you may skip this step.
IF you took the Praxis exam **OUTSIDE the state** of South Carolina, then you must submit your passing Praxis II scores to the SC Department of Education (SCDE) to complete the recommended process for the initial application for teacher certification in South Carolina to obtain the "Masters + 30" credential.
 - a. R8108 is the Recipient Code for the SC Department of Education

COMD students, **DO NOT** send your scores to the Office of Student Affairs in the College of Education. These passing scores will be provided from the COMD program for graduating students each year during the time applications are being processed.

5. Recipient Codes for Praxis II (5331) scores that are important to COMD graduate students:
 - a. **RA0274** – Attending Institution / Recipient Code for Audiology/Speech-Language Pathology graduate students in Communication Sciences and Disorders – **REQUIRED** for all COMD

- b. **R5031** - American Speech-Language-Hearing Association (ASHA) Recipient Code – REQUIRED for all COMD
- c. **R8064** – SC State Board of Examiners for Speech-Language Pathology/Audiology Recipient Code (This is part of LLR where you will apply for your license after you graduate IF you will be practicing in the state of South Carolina.)
- d. **R8108** – SC Department of Education (SCDE) recipient code – **ONLY** if Praxis II was NOT taken in South Carolina. Otherwise, your scores were automatically sent to SCDE.)

NOTES:

1. 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.
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 college recommendation will be mailed to the SC Department of Education (SCDE). Once the SCDE has your recommendation and your transcript(s), it will take approximately 6-8 weeks to receive your educator certificate.

CONTACT INFORMATION:

SC Department of Education

Office of Educator Services
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

Additional contact for COMD students:

NOTE: All questions about application for educator certification should be addressed to Lauren Sanborn.
Crystal Murphree-Holden, MA, CCC-SLP
Director of Distance Education / Clinical Instructor
Communication Sciences and Disorders
1224 Sumter Street, Suite 300
Columbia, SC 29208-3323
cmholden@mailbox.sc.edu
(803) 777-1170

