

# APPLICATION INFORMATION FOR ADVANCED CERTIFICATION

- Elementary Administration
- Secondary Administration
- Superintendency

# IMPORTANT NOTES

- 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 Elementary Administration, Secondary 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.
- **Submitting documents for certification is NOT applying for graduation – these are separate processes!** For questions regarding graduation and degree requirements, please contact Mrs. Lawona Hill at [LHILL@mailbox.sc.edu](mailto:LHILL@mailbox.sc.edu).

# DEADLINES

Semester you are completing your program	Deadline to submit certification documents to Lauren Sanborn
Fall 2018	December 1 <sup>st</sup> , 2018
Spring 2019	May 1 <sup>st</sup> , 2019
Summer 2019	August 1 <sup>st</sup> , 2019

# REQUIRED FORMS — SUBMITTED TO LAUREN SANBORN

- Complete the Applicant Information box at the top of the Verification of Educator Preparation – Recommendation for Certification form and submit form to Lauren Sanborn. Scan and email the form to [brownlw@mailbox.sc.edu](mailto:brownlw@mailbox.sc.edu) or drop it off in Wardlaw 113. You can access the recommendation form [here](#).
- Complete the Request for Change/Action and submit form to Lauren Sanborn. Fill out the top box, check item 2, select 2B and write the administration area you are seeking. Be sure to sign the bottom of the form and scan and email the form to [brownlw@mailbox.sc.edu](mailto:brownlw@mailbox.sc.edu) or drop it off in Wardlaw 113. You can access the Change/Action form [here](#).
- The recommendation will be completed once your degree posts, provided you have passing Praxis II scores on file with the College of Education. This recommendation will be mailed to the SCDE along with the change/action form.

# TRANSCRIPT INFORMATION

It is your responsibility to send **all** college transcripts to the SC Department of Education (SCDE). You can order your USC transcript through Self Service Carolina (under “student records”). The registrar’s office processes all transcript requests and can be reached at 803-777-5555. **Make sure to request your transcript after your degree posts (see next slide).** You can opt to send official transcripts by standard mail or electronically to the SC Dept. of Education:

Electronically: [transcripts@ed.sc.gov](mailto:transcripts@ed.sc.gov)

OR

Mail:

SC Department of Education

Office of Educator Services

8301 Parklane Road


Columbia, SC 29223

# TRANSCRIPTS CONTINUED

To see if your degree has posted, view your Academic Transcript in Self Service Carolina (under “student records”)


## Not Posted

Curriculum Information	
<b>Current Program</b>	
<b>Degree:</b>	Bachelor of Arts
<b>College:</b>	College of Education
<b>Campus:</b>	USC Columbia
<b>Major:</b>	Middle Level Education
<b>Major Concentration:</b>	Social Studies/English
***Transcript type:ADVS Advising is NOT Official ***	
DEGREE INFORMATION	
<b>Pending:</b> Bachelor of Arts	<b>Degree Date:</b>
Curriculum Information	
<b>Primary Degree</b>	
<b>Major:</b>	Middle Level Education
<b>Major Concentration:</b>	Social Studies/English



## Posted

Curriculum Information	
<b>Current Program</b>	
<b>Degree:</b>	Bachelor of Arts
<b>College:</b>	College of Education
<b>Campus:</b>	USC Columbia
<b>Major:</b>	Middle Level Education
<b>Major Concentration:</b>	Social Studies/English
***Transcript type:ADVS Advising is NOT Official ***	
DEGREE INFORMATION	
<b>Awarded:</b> Bachelor of Arts	<b>Degree Date:</b> May 06, 2017
Curriculum Information	
<b>Primary Degree</b>	
<b>Major:</b>	Middle Level Education
<b>Major Concentration:</b>	Social Studies/English



# PRAXIS II

- The current required exam for Elementary and Secondary Administration is Praxis II – Educational Leadership: Administration and Supervision – code 5411
- However, exam 5411 will be retired on August 31, 2018 and starting September 1<sup>st</sup>, 2018, Praxis II – Educational Leadership: Administration and Supervision – code 5412 will be the new required exam
- Per SCDE protocol, a passing score on a retired assessment is accepted for a period of five years after the retirement date. Educational Leadership: Administration and Supervision (5411) will be accepted for certification purposes until August 31, 2023.
- If you are unsure what exam you should take, please contact the SCDE (803-896-0325) directly for clarification.

*For specific information on how to register:*

1. Call ETS at 1-800-772-9476 or log onto the website at [www.ets.org/praxis](http://www.ets.org/praxis).
2. Select “Register for a Test” and follow instructions for registering online.
3. **You must indicate both USC and the SC Department of Education (SCDE) to receive your Praxis and PLT scores in order to be recommended for certification (USC) and certified (SCDE).**

USC’s Praxis School **CODE: 5818**

SCDE Praxis School **CODE: 8108**

# OVERALL CERTIFICATION PROCESS

- Submit recommendation and change/action forms to Lauren Sanborn by the deadline
- Make sure you have taken and passed the Praxis II exam and that USC and the SCDE have your scores on file (Elementary and Secondary Administration only; Superintendent candidates will already have this exam on file with the SCDE)
- Check frequently to see if your degree has posted – typically posts 3-4 weeks from the commencement date
- Once your degree has posted and your Praxis II scores are on file with USC, I will complete your recommendation and mail it, along with your change/action form, to the SCDE.
- Once your degree has posted, be sure to submit your USC transcript to the SCDE
- Once the SCDE processes your USC transcript with degree posted, your passing Praxis II scores, the recommendation form, and the change/action form the SCDE will upgrade your certification to include the area of administration you are seeking.



# CONTACT INFORMATION

**Lauren Sanborn, Certification  
Officer**

[brownlw@mailbox.sc.edu](mailto:brownlw@mailbox.sc.edu)

803-777-5531

USC College of Education

Wardlaw 113

Columbia, SC 29208

**SC Department of Education**

Office of Educator Services

8301 Parklane Road

Columbia, SC 29223

[certification@ed.sc.gov](mailto:certification@ed.sc.gov) – certification  
questions

[transcripts@ed.sc.gov](mailto:transcripts@ed.sc.gov) – email address to use  
if sending electronic transcript

Certification Hotline: 803-896-0325