SC SCHOOL LIBRARY CERTIFICATION

Information applies to students completing SLIS 794 (1st time) in Spring 2019 or Fall 2019

OVERVIEW OF PRESENTATION

This presentation is split into three sections:

- The first section covers the SC educator certification application process for students seeking initial certification
- The second section covers the SC educator certification application process for current SC certified teachers seeking advanced certification
- The third section covers general certification information applicable to all applicants

If you have any questions about applying for SC Educator Certification for the area of Library Media Specialist, please do not hesitate to contact Lauren Sanborn at brownlw@mailbox.sc.edu or 803-777-5531.

SECTION 1 – APPLICATION PROCESS FOR INITIAL CERTIFICATION

- This process is for all applicants who are <u>not</u> current SC certified educators

- The following items must be completed by November 1st, 2018 if your first enrollment of SLIS 794 is Spring 2019 or by April 15th, 2019 if your first enrollment of SLIS 794 is Fall 2019.

  1. Complete the online certification application submitted to the SC Department of Education
  2. Pay $105 certification application fee to the SC Department of Education
  3. Submit a copy of your Social Security card to the SC Department of Education
  4. Complete the background check process through identogo.com – **There is a different background check process for students living out-of-state** (details on slide 7)
  5. Complete the Recommendation for Certification form – submit directly to Lauren Sanborn
  6. Check your SCDE status to ensure you are cleared for final internship

STEP ONE: COMPLETE THE ONLINE CERTIFICATION APPLICATION SUBMITTED TO THE SC DEPARTMENT OF EDUCATION

- **You must complete and submit the online application before doing any other step in the application process.**

- Start by going to the SCDE's website at www.ed.sc.gov and under the "Educators" tab, select "Apply for Certification". Then select "Student Teaching Clearance" in the "Apply for Traditional Pathways" box (or just click here). Review the information on this page, click "Application for Student Teaching Approval and Initial Certification", and access the CATS portal. You will need to create an account to do this.

- Once you are logged in, select "Apply". You must select "Student Teaching" as the type of certification you are applying for. For the student teaching semester, select the semester in which you will complete your *second* semester of SLIS 794 (the SCDE wants to know your final internship semester). If you have any questions regarding how to respond to a question on the application, please email Lauren Sanborn at brownlw@mailbox.sc.edu.

STEP TWO: PAY THE APPLICATION FEE

- The application fee is $105 and is submitted directly to the SC Department of Education (SCDE)

- You can pay this online through the CATS portal after completing the certification application (step one) or you can mail a check directly to the SCDE. If you opt to mail a check, make the check out to the SC Department of Education and mail it to:
  - SC Department of Education
  - Office of Educator Services
  - 8301 Parklane Road
  - Columbia, SC 29223

- The application fee covers the cost of the application and issuance of your certificate

- All payments to the SCDE are non-refundable

STEP THREE: MAIL A COPY OF YOUR SOCIAL SECURITY CARD TO THE SC DEPT. OF EDUCATION

- The SCDE must have a copy of your Social Security card on file before they can issue you a certificate

- Make a copy of your Social Security card and mail it to this address:
  SC Department of Education
  Office of Educator Services
  8301 Parklane Road
  Columbia, SC 29223

STEP FOUR: BACKGROUND CHECK PROCESS

- **You must complete and submit the online certification application before starting the background check process. If you start this process without having a completed certification application on file, you will pay for and complete a new background check.**

- Once you complete and submit your application, instructions for completing the background check will be viewable. The background check will include a FBI and SLED background check.

- Students living in SC will be required to make an appointment to have their fingerprints scanned through www.identogo.com. **Be sure to review the instructions on the CATS portal before making an appointment**. Cost is approximately $50.50. If you live in SC but are not a SC resident, two forms of identification will be required when you arrive for your appointment.

- Students living outside of SC will have to contact the SCDE for a fingerprinting card (803-896-0325 or certification@ed.sc.gov). **Follow the instructions for the out of state background check on the CATS portal.**

- Questions about the background check process should be directed to the SCDE

STEP FIVE: SUBMITTING THE RECOMMENDATION FOR CERTIFICATION FORM TO LAUREN SANBORN

Complete the top section only (Applicant Information box) 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 or drop it off in Wardlaw 113. You can access the Recommendation for Certification form [here](#).

- Include a copy of your fingerprinting receipt that you receive when completing the fingerprint scan (not a payment confirmation if you paid online). Write your program area, degree, and VIP number on this receipt (example: Library Media, MLIS, 12345678)

STEP 6: CHECKING YOUR SCDE STATUS

- Approximately 1 week after completing steps 1-5 (approximately 3-4 weeks for out of state students), check your SC Department of Education status. Right now, click here to check your status. In the future (date not yet determined), your SCDE status will only be available through the CATS portal.

- You should see "Student Teaching Status: Cleared" in red. If you do not, email Lauren Sanborn for next steps. Please include a screen shot of your status.

SECTION 2 – APPLICATION PROCESS FOR ADVANCED CERTIFICATION

<u>This process is for all applicants who are currently SC certified educators</u>. If you are not sure of your current status, start by contacting Lauren Sanborn (brownlw@mailbox.sc.edu).

The following items must be completed by December 1st or May 1st of the semester in which you take SLIS 794:

- Recommendation for Certification Form
- Change/Action Form

SUBMITTING THE RECOMMENDATION FOR CERTIFICATION FORM AND THE CHANGE/ACTION FORM 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 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 "Library Media Specialist". Check any other boxes that may apply (typically 2A to indicate MA or MA+30) Be sure to sign the bottom of the form and scan and email the form to 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.

SECTION 3 – ALL APPLICANTS

The information in this section applies to both initial and advanced certification applicants. This information covers:

- The overall process for gaining SC Educator certification
- Transcripts
- Praxis II information
- General Notes
- Contact Information

OVERALL CERTIFICATION PROCESS

What is needed to become certified?

- Recommendation for Certification form (submitted to SCDE by certification officer; see below)
- All college transcripts must be submitted to the SCDE – unless you attended USC for your undergraduate degree, you must submit your official undergraduate transcript (see next slide)
- SCDE must have a copy of your Social Security Card on file
- SCDE must have record of passing scores for Praxis II
- Up-to-date background checks must be on file with the SCDE (applies to initial certificates only; background checks are good for 18 months)

What is needed for to be recommended for certification?

- Passing scores for the Praxis II on file with the College of Education (Be sure to list USC – College of Education as a score recipient when registering for this exam)
- Degree must be posted to your USC record (generally 3 weeks after commencement date – see next 2 slides)

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

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

Current Program

Degree:	Bachelor of Arts
College:	College of Education
Campus:	USC Columbia
Major:	Middle Level Education
Major Concentration:	Social Studies/English

***Transcript type:ADVS Advising is NOT Official ***

DEGREE INFORMATION

Pending: Bachelor of Arts   **Degree Date:**

Curriculum Information

Primary Degree

Major:	Middle Level Education
Major Concentration:	Social Studies/English

Posted

Curriculum Information

Current Program

Degree:	Bachelor of Arts
College:	College of Education
Campus:	USC Columbia
Major:	Middle Level Education
Major Concentration:	Social Studies/English

***Transcript type:ADVS Advising is NOT Official ***

DEGREE INFORMATION

Awarded: Bachelor of Arts   **Degree Date:**   May 06, 2017

Curriculum Information

Primary Degree

Major:	Middle Level Education
Major Concentration:	Social Studies/English

PRAXIS II

- To gain School Library Media certification, you must pass the Praxis II Subject Area exam – Library Media Specialist (code 5311, minimum score – 151)

- Test dates are available on the ETS website, as you go through the registration process.

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.

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**

GENERAL NOTES

- The background check process is handled through the SC Department of Education and cannot be done before submitting your online application. **If you submit a background check to the SCDE prior to submitting an online application, you will have to repeat the process and repay the fee.**

- Background checks expire after 18 months.

- Any payment to the SCDE is non-refundable.

- Transcripts are not automatically submitted to the SCDE – you must order your USC transcript (after degree has posted) from Self Service Carolina

- 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).

- 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.

- Once your degree posts, your recommendation and change/action form (if advanced applicant) will be mailed to the SCDE. Once the SCDE has your recommendation, change/action form, and your transcript(s), it will take approximately 6-8 weeks to receive your educator certificate.

CONTACT INFORMATION

Lauren Sanborn, Certification Officer

USC College of Education

Wardlaw 113

Columbia, SC 29208

brownlw@mailbox.sc.edu

803-777-5531

SC Department of Education

Office of Educator Services
8301 Parklane Road
Columbia, SC 29223

certification@ed.sc.gov – certification questions
transcripts@ed.sc.gov – email address to use if sending electronic transcript

Certification Hotline: 803-896-0325