

CERTIFICATION - EDUCATIONAL LEADERSHIP

Elementary Administration

Secondary Administration

Superintendent



UNIVERSITY OF
South Carolina

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 or Secondary Administration 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 Lawona Hill at LHILL@mailbox.sc.edu.

DEADLINES

Semester you are completing your program	Deadline to submit certification documents to Lauren Sanborn
Fall 2019	December 1 st , 2019
Spring 2020	May 1 st , 2020
Summer 2020	August 1 st , 2020

REQUIRED FORMS

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. You can access the Change/Action form [here](#).

- Fill out the top box.
- Check item 2 and indicate your UofSC transcript has been ordered (though in reality, you have not ordered it yet!).
- Check item 3. Check the MA or MA+30 level box and write “Administration” for the area (write small!).
- Check item 4, indicate Elementary or Secondary Administration as the area, and check Approved Program.
- 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 Gamecock EdQuarters - Wardlaw 113.


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.

TRANSCRIPTS CONTINUED

To see if your degree has posted, view your Academic Transcript in Self Service Carolina (see “Advisement Planning” under the Students tab)


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



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 UofSC and the SCDE have your scores on file (Elementary and Secondary Administration only; Superintendency candidates will already have this exam on file with the SCDE)
- Check frequently to see if your degree has posted – typically posts 2-4 weeks from the commencement date
- Once your degree has posted and your Praxis II scores are on file with UofSC, 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 UofSC transcript to the SCDE
- Once the SCDE processes your UofSC 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
UofSC College of Education
Wardlaw 113
820 Main Street
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