

**PACE Request for Professional Certification**  
**South Carolina Department of Education**  
**Division of Educator Quality and Leadership– Office of Educator Certification**  
Landmark II Office Building  
3700 Forest Drive, Suite 500  
Columbia, South Carolina 29204

Certificate Number \_\_\_\_\_ District \_\_\_\_\_

Name \_\_\_\_\_  
Last First MI Former Name

Please indicate content area \_\_\_\_\_

**Training Program**

Location training was attended \_\_\_\_\_

Date of training program completion (mm/yyyy) \_\_\_\_\_

**Coursework**

Be sure to submit official transcripts reflecting completion of all graduate courses. PACE participants must complete three graduate courses to include Classroom Management, Methods in the Content Area, and an Elective (Reading, Exceptional Child, Assessment, Educational Psychology). PACE participants must complete a course in each category. PACE participants must have a course request form and approval letter on file for each class completed.

Classroom Management: Course Prefix and Number (i.e. EDUC 500): \_\_\_\_\_

Course Name: \_\_\_\_\_

Regionally Accredited Higher Education Institution: \_\_\_\_\_

Date Course Completed: \_\_\_\_\_

Course Request form on file at Office of Educator Certification (if not from the PACE booklet)  Yes  No

Official Transcript on file at the Office of Educator Certification  Yes  No

Methods in the Content Area: Course Prefix and Number (i.e. EDUC 500): \_\_\_\_\_

Course Name: \_\_\_\_\_

Regionally Accredited Higher Education Institution: \_\_\_\_\_

Date Course Completed: \_\_\_\_\_

Course Request form on file at Office of Educator Certification (if not from the PACE booklet)  Yes  No

Official Transcript on file at the Office of Educator Certification  Yes  No

Elective: Course Prefix and Number (i.e. EDUC 500): \_\_\_\_\_

Course Name: \_\_\_\_\_

Regionally Accredited Higher Education Institution: \_\_\_\_\_

Date Course Completed: \_\_\_\_\_

Course Request form on file at Office of Educator Certification (if not from the PACE booklet)  Yes  No

Official Transcript on file at the Office of Educator Certification  Yes  No

**Required Test**

PACE participants (excluding Library Media Specialists with master's level content degrees) are required to present a passing score on the Principles of Learning and Teaching Examination (PLT). Official scores must be on file with the Office of Educator Certification. Please indicate the date you passed this examination.

Test Date: \_\_\_\_\_ Score on file at the Office of Educator Certification  Yes  No

**ADEPT**

We will review your ADEPT evaluations to assure that you completed at least one successful annual evaluation and that your most recent year of teaching was successful.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Status of requests can be confirmed from the Educator Certification Web site. All subsequent changes, additions or modifications to a certificate may be confirmed by the educator and a certificate can be printed from the Certification Status page on our secure Web site at [www.scteachers.org](http://www.scteachers.org). An official copy of a credential can be requested for a \$10.00 fee (check or money order).