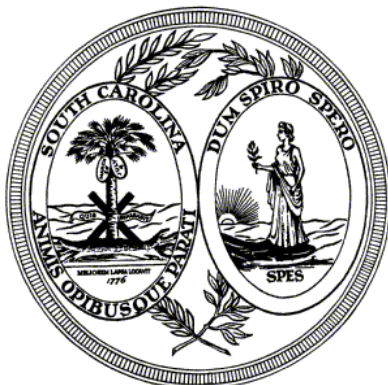


# **SOUTH CAROLINA EDUCATOR CERTIFICATION MANUAL**



**DIVISION OF SCHOOL EFFECTIVENESS  
OFFICE OF EDUCATOR CERTIFICATION, RECRUITMENT AND PREPARATION**

**SOUTH CAROLINA DEPARTMENT OF EDUCATION**

**Mick Zais  
State Superintendent of Education**

**September 2003  
(Revised August 2011)**

# **EDUCATOR CERTIFICATION MANUAL**

**Mr. Mark Bounds, Deputy Superintendent  
Division of School Effectiveness**

**Dr. Allison Jacques, Director  
Office of Educator Certification, Recruitment and Preparation**

**Division of School Effectiveness  
Office of Educator Certification, Recruitment and Preparation  
3700 Forest Drive, #500  
Landmark II Building  
Columbia, South Carolina 29204**

**Telephone: 803-734-8466  
Toll-Free Telephone: 877-885-5280  
Fax: 803-734-2873/5902  
E-Mail: [certification@scteachers.org](mailto:certification@scteachers.org)  
Web Site: <http://www.scteachers.org>**

**The South Carolina Department of Education does not discriminate on the basis of race, color, national origin, sex, or handicap in admission to, treatment in or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to Human Resources Director, 1429 Senate Street, Columbia, South Carolina 29201, 803-734-8781.**

# User Information For Electronic Version

## Section Headings

The eight sections of this manual are listed in the window to the left. Clicking\* on the section title will take you to either (1) the table of contents or (2) the first page of the section.

## Tables of Contents

Sections 1, 3, 5, and 7 have their own tables of contents; major topic headings appear in red, while subheadings appear in black. Clicking\* anywhere within the text of a heading or subheading will immediately take you to that topic. Alternatively, you may press CTRL + G and type in the page number.

To return to the table of contents, use the window at the left and click on the section heading.

## Explanations

At the end of some paragraphs, you will find a box containing the word EXPLANATION. Clicking\* on this word will take you to the Appendix where additional information or clarification is provided.

To return to the original topic from the Appendix, click on the words GO BACK.

\*NOTE: To execute a link, move the cursor over the text until a *pointing finger* appears, then click the mouse button. For example



# Table of Contents

<b>SECTION 1: REGULATIONS.....</b>	<b>6</b>
<b>R 43-50 PERSONS REQUIRED TO HOLD A TEACHING CERTIFICATE .....</b>	<b>6</b>
<b>R 43-51 CERTIFICATION REQUIREMENTS .....</b>	<b>7</b>
Requirements for Certification .....	7
Acceptable Credits .....	8
Out-of-State Applicants .....	8
Program of Alternative Certification for Educators (PACE).....	8
Student Teachers .....	9
Required Examinations .....	9
Verification of Eligibility.....	10
<b>R43-52 APPLICATION FOR TEACHING CREDENTIAL .....</b>	<b>11</b>
Required Documentation .....	11
Application and Evaluation Fee.....	11
Effective Date of Credential .....	12
<b>R 43-53 CREDENTIAL CLASSIFICATION .....</b>	<b>13</b>
Types of Credential Classification.....	13
Levels of Credential Classification.....	18
Requirements for Credential Advancement.....	18
<b>R 43-55 RENEWAL OF CREDENTIALS.....</b>	<b>20</b>
<b>R 43-56 FOREIGN APPLICANTS .....</b>	<b>21</b>
<b>R 43-57 PRIOR WORK EXPERIENCE TEACHERS .....</b>	<b>22</b>
Computing Experience for Teachers .....	22
Teaching Experience Acceptable for Credit.....	22
Military Experience .....	23
<b>R 43 62 REQUIREMENTS FOR ADDITIONAL AREAS OF CERTIFICATION .....</b>	<b>24</b>
<b>R 43-63 REQUIREMENTS FOR CAREER AND TECHNOLOGY WORK-BASED CERTIFICATION .....</b>	<b>52</b>
<b>R 43-64 REQUIREMENTS FOR CERTIFICATION AT ADVANCED LEVEL .....</b>	<b>64</b>
<b>SECTION 2: CERTIFICATION &amp; COLLEGE CODES.....</b>	<b>70</b>
Certification Codes: Alphabetical Listing .....	70
Certification Codes: Numerical Listing.....	73
College Codes .....	76
<b>SECTION 3: RECIPROCITY.....</b>	<b>77</b>
<b>R 43-51.VII VERIFICATION OF ELIGIBILITY (RECIPROCITY) .....</b>	<b>77</b>
<b>SECTION 4: ALTERNATIVE CERTIFICATION .....</b>	<b>78</b>
Alternative Pathways to Certification.....	78
Guidelines for Alternative Certification .....	79
PACE Information Page .....	83
PACE Process Chart .....	86
PACE Letters and Forms .....	83
ABCTE .....	87
Adjunct Teaching Certificate.....	89

<b>SECTION 5: GUIDELINES FOR CAREER AND TECHNOLOGY EDUCATION WORK-BASED CERTIFICATION .....</b>	<b>91</b>
CATE Purpose .....	91
CATE Legal Reference.....	91
CATE Eligibility Criteria.....	91
CATE Types of Certificates.....	92
CATE Out-of-State Candidates .....	93
CATE Individuals with Unique Occupational Training and Experience for which there is No Competency Examination.....	94
CATE Individuals with Industry Certified Career and Technology Education Training and Experience.....	94
CATE Certificate Advancement .....	94
Acquiring Additional Areas of CATE Certification .....	95
<b>APPENDIX for CATE Teacher Certification Guidelines.....</b>	<b>96</b>
Appendix A: Levels of Certification--Initial Placement .....	96
Appendix B: Engineering and Industrial Technology.....	97
Appendix C: Family and Consumer Sciences (Non-Baccalaureate).....	100
Appendix D: Health Science Technology .....	101
Appendix E: Hospitality and Tourism.....	103
Appendix F: Information Technology.....	104
<b>CATE CERTIFICATION PACKET .....</b>	<b>106</b>
CATE Documents Required .....	106
CATE Exams Required.....	108
CATE Application .....	111
CATE Verification of Work Experience .....	114
CATE Verification of Self-Employment.....	115
CATE Technical Reference .....	116
CATE: Verification of Teaching Experience .....	117
CATE Verification of Employment as a Teacher in a SC Public School.....	119
<b>APPENDIX: EXPLANATIONS.....</b>	<b>120</b>
Section 1 Explanations .....	120
Renewal Credit Matrix.....	124
Renewal Credit Explanations for Options 4, 6, 10 and 11.....	128
Certificate Renewal Regulations.....	139
Section 2, 3, 4 & 5 Explanations .....	133

## **SECTION 1: REGULATIONS**

### **R 43-50 PERSONS REQUIRED TO HOLD A TEACHING CERTIFICATE**

Each individual employed in an instructional, classroom teaching position or who serves in a position designed for the support of the instructional program in a public school of this state must hold an appropriate South Carolina teaching credential. The licensing of related educational professionals in the areas of Audiology, Nursing, and Social Work is remanded to the established licensing boards effective July 1, 2000. Individuals employed as trade and industrial teachers are required to meet all general certification requirements except where specified otherwise.

## **R 43-51 CERTIFICATION REQUIREMENTS**

### **I. Requirements for Certification**

The applicant must meet all requirements for certification that are in effect in the current application year (July 1–June 30). The responsibility for providing accurate and complete documentation of eligibility for certification is that of the applicant. To qualify for certification in South Carolina, the applicant must fulfill the following requirements:

A. Earn a bachelor's or master's degree either from an institution that has a state-approved teacher education program and is accredited for general collegiate purposes by a regional accreditation association, or from a South Carolina institution that has programs approved for teacher education by the State Board of Education, or from an institution that has programs approved for teacher education by the National Council for Accreditation of Teacher Education (NCATE). Professional education credit must be earned through an institution that has a teacher education program approved for initial certification.

1. Graduate degrees acceptable for certificate advancement include academic or professional degrees in the field of education or in an academic area for which a corresponding or relevant teaching area is authorized by the State Board of Education.

**EXPLANATION R43\_51\_IA1**

2. All credit at the graduate level must be earned through the graduate school of an institution that is accredited for general collegiate purposes by a regional accreditation association and that has a regular graduate division that meets regional accreditation requirements. Graduate credit can also be earned through a South Carolina institution that has graduate programs approved for teacher education by the State Board of Education or through an institution that has graduate programs approved for teacher education by the National Council for Accreditation of Teacher Education (NCATE).

B. Submit the required teacher area examination score(s) as adopted by the State Board of Education for purposes of certification. Effective July 1, 2006, the required score on the examination of general professional knowledge (pedagogy) as adopted by the State Board of Education for purposes of certification will be required for initial certification. Until that date, the general professional knowledge (pedagogy) examination will be required only for professional certification.

C. Be at least eighteen years of age.

- D. Undergo a criminal records check by the South Carolina Law Enforcement Division and a national criminal records check supported by fingerprints conducted by the Federal Bureau of Investigation. If the applicant does not complete the initial certification process within eighteen months from the original date of application, the FBI fingerprint process must be repeated. Eligible applicants who have prior arrests and/or convictions must undergo a review by the State Board of Education and be approved before a certificate can be issued to them. Background checks from other states are not transferable to South Carolina.

EXPLANATION R43 51 ID

## **II. Acceptable Credits**

- A. All credits are computed by semester hours; three quarter hours are equivalent to two semester hours.
- B. Duplicate credit will not be allowed for courses with the same title unless approved by the Office of Educator Certification of the State Department of Education.

## **III. Out-of-State Applicants**

- A. To be eligible for a South Carolina teaching certificate, the out-of-state applicant must submit the teaching area examination score(s) and the score on the examination of general professional knowledge (pedagogy) that are required for certification in the state in which he or she holds a valid standard out-of-state certificate. If no tests were required for certification in the state where the individual holds a valid standard certificate, the applicant for South Carolina certification must submit the required teaching area examination score(s) as adopted by the State Board of Education for purposes of certification. If the applicant has less than twenty-seven months of successful teaching experience within the last seven years in the state in which he or she holds a valid standard certificate, he or she must also submit the required score on the examination of general professional knowledge (pedagogy) as adopted by the State Board of Education for purposes of certification.
- B. Initial or advanced certification will be awarded only in the area(s) of certification held by the out-of-state applicant that most closely conform(s) to corresponding or relevant South Carolina area(s) of certification.

## **IV. Program of Alternative Certification for Educators (Alternative Teacher Preparation)**

An individual who qualifies under the Program of Alternative Certification for Educators (PACE) guidelines as adopted by the State Board of Education may be issued an alternative route certificate. Successful completion of certification requirements as prescribed in the PACE guidelines will qualify the applicant for a professional certificate.

EXPLANATION Section 5

## **V. Student Teachers**

- A. All individuals pursuing undergraduate or graduate programs leading to initial teacher certification must complete the student teaching requirement adopted by the State Board of Education.
- B. An individual who has met all requirements for certification except student teaching may request that three years teaching experience be used in lieu of student teaching for certification purposes under the following conditions:
  - 1. The teaching experience must be at least three full years as the teacher of record and earned in an accredited public or private school in grades K–12 or at a postsecondary institution. Combinations of partial year teaching assignments may be used. Experience must be post baccalaureate to be eligible for consideration.
  - 2. The teaching experience must be in the area of preparation and in the area in which the applicant is applying for certification.
  - 3. The individual must submit a letter or letters of recommendation, attesting to the successful evaluation of teaching in the certification area, written by the administrative authority of the school or school district where he or she has taught for the specified period.
  - 4. The individual must submit copies of school or school district evaluations providing evidence of his or her successful teaching.
  - 5. The individual must submit evidence from the institution of higher education affirming that he or she has met all requirements for the approved teacher education program with the exception of student teaching.
- C. Applicants for certification in work–based career and technology education are not required to complete student teaching.

**EXPLANATION R43\_51\_V**

## **VI. Required Examinations**

- A. All applicants must submit the required teaching area examination score(s) as adopted by the State Board of Education for purposes of certification. Effective July 1, 2006, the required score on the examination of general professional knowledge (pedagogy) as adopted by the State Board of Education for purposes of certification will be required for initial certification. Until this date, the general professional knowledge (pedagogy) exam will be required only for professional certification.
- B. An initial certificate will be issued to individuals who seek certification in areas for which no teaching area examination exists and who meet all requirements for

certification in effect on the date that the Office of Educator Certification receives all required documentation other than a certification test score. Once a test for the particular area of certification is adopted by the State Board of Education, these individuals will be required to present a passing score on the test within one year following the Board's action.

- C. Certification in work-based career and technology education requires the successful completion of all sections of the basic skills examination and the trade competency examination adopted by the State Board of Education for work-based career and technology education.

EXPLANATION R43 51 VI

## **VII. Verification of Eligibility**

The Office of Educator Certification of the State Department of Education may verify the eligibility of an applicant for certification by ascertaining

- (a) that the applicant has verified his or her completion of a state approved teacher preparation program

OR

- (b) that the applicant has a valid corresponding certificate from a state with which South Carolina has reciprocity through the Interstate Agreement on Qualifications of Educational Personnel

OR

- (c) that the applicant has met the requirements for the Program of Alternative Certification for Educators (PACE) for certification.

EXPLANATION Section 5

## **R 43-52 APPLICATION FOR TEACHING CREDENTIAL**

### **I. Required Documentation**

The Office of Educator Certification requires the following forms of documentation from applicants for teacher certification:

- A. Application Form. The applicant must submit the completed State Department of Education application form.
- B. Recommendation Form. The applicant must include a completed “Verification of College Preparation: Recommendation for Teacher Certificate” form, signed by the dean or a designated college official.
- C. College Transcripts. The applicant must submit complete and official transcript(s). Each transcript must bear the official seal of the institution, the signature of the designated official, the type of degree earned, if any, and the date awarded. Only official transcripts will be accepted for certification purposes. Electronically transmitted transcripts from the individual college will be accepted as the technology becomes available in the State Department of Education.
- D. Examination Scores. The applicant must submit the required teaching area examination score(s) as adopted by the State Board of Education for purposes of certification. Effective July 1, 2006, the required score on the examination of general professional knowledge (pedagogy) as adopted by the State Board of Education for purposes of certification will be required for initial certification. Until that date, the general professional knowledge (pedagogy) exam will be required only for professional certification. Only official score reports will be accepted.
- E. Experience Verification. The applicant must submit appropriate verification of previous teaching experience.
- F. FBI Fingerprint Card and Background Check. The applicant must submit an FBI fingerprint card and must undergo a criminal records check by the South Carolina Law Enforcement Division and a national criminal records check supported by fingerprints conducted by the FBI. If the applicant does not complete the initial certification process within eighteen months from the original date of application, the FBI fingerprint process must be repeated. Eligible applicants who have prior arrests and/or convictions must undergo a review by the State Board of Education and be approved before a certificate can be issued to them. Background checks from other states or agencies are not transferable to South Carolina.

### **II. Application and Evaluation Fee**

The applicant must submit to the Office of Educator Certification a nonrefundable fee for the evaluation and processing of each of his or her applications.

### **III. Effective Date of Credential**

- A. The effective date of the credential will be based upon the date of receipt of the complete certification application by the Office of Educator Certification and/or request for additional area(s) of certification, certification renewal, or certificate advancement. An incomplete application will be considered active for a period of twelve months. If after twelve months the applicant has not submitted all required documentation, the application will be archived.
  
- B. If the applicant becomes eligible for an initial certificate, certificate advancement, or certification renewal, requests received by the Office of Educator Certification on or before November 1 will become effective July 1 of the current school year. For requests from November 2 through April 30, changes become effective when the requirements are met, provided that full documentation, including the request, is received by the Office of Educator Certification within forty-five days after the applicant has fulfilled all requirement(s). Requests received forty-five days or more after eligibility will be effective the date the request is received. Requests received after April 30 are effective on the following July 1.
  
- C. If an applicant holding a graded certificate or warrant qualifies for a professional certificate as the result of attaining the minimum qualifying score on the required certification examination, the upgraded credential will become effective the semester following the date of examination. As a result of the authorization of the federal No Child Left Behind Act of 2001 (Pub. L. 107-110), graded certificates and warrants will become invalid at the end of the 2005–06 school year.

EXPLANATION R43 52 III

## **R 43-53 Credential Classification**

The classification of an educator's credential is determined by a combination of factors, including his or her formal education, performance, professional development, and teaching experience.

### **I. Types of Credential Classification**

#### **A. Initial Certificate**

An initial certificate is valid for three years. Beyond the initial three-year validity period, teachers who do not yet meet the requirements for professional certification, but who are employed by a public school district at the provisional or annual contract level, as defined in S.C. Code Ann. Section 59-26-40, may have their certificates renewed annually at the request of the employing school district.

Teachers who hold initial certificates and are employed in a nonpublic school educational setting may have their certificates renewed annually for an indefinite period at the request of the educational entity, provided that certificate renewal requirements, as specified in R 43-55 (Renewal of Credentials) are met every five years.

Teachers who hold initial certificates but who are not employed by a public school district in a position requiring certification at the time the initial certificate expires, and who have not otherwise met the requirements for professional certification, may reapply for an initial certificate at such time as they become employed by a public school district or private school, subject to the requirements for initial certification in effect at the time of reapplication. To qualify for an initial certificate, the applicant must fulfill the following requirements:

1. Earn a bachelor's or master's degree either from an institution that has a state-approved teacher education program and is accredited for general collegiate purposes by a regional accreditation association, or from a South Carolina institution that has programs approved for teacher education by the State Board of Education, or from an institution that has programs approved for teacher education by the National Council for Accreditation of Teacher Education (NCATE). Professional education credit must be earned through an institution that has a teacher education program approved for initial certification.

2. Submit the required teaching area examination score(s) as adopted by the State Board of Education for purposes of certification. Effective July 1, 2006, the required score on the examination of general professional knowledge (pedagogy) as adopted by the State Board of Education for purposes of certification will also be required for the initial certification. Until that date, the general professional knowledge (pedagogy) exam will be required only for the professional certification.

3. Undergo a criminal records check by the South Carolina Law Enforcement Division and a national criminal records check supported by fingerprints conducted by the Federal Bureau of Investigation. If the applicant does not complete the initial certification process within eighteen months from the original date of application, the FBI fingerprint process must be repeated. Eligible applicants who have prior arrests and/or convictions must undergo a

review by the State Board of Education and be approved before a certificate may be issued. Background checks from other states or agencies are not transferable to South Carolina.

#### B. Professional Certificate

All professional certificates are valid for five years. To qualify for each successive level of professional certification (bachelor's degree, bachelor's degree plus 18 hours, master's degree, master's degree plus 30 hours, and doctorate), an applicant must

1. meet all criteria for initial area of certification and have earned a bachelor's degree that meets State Board of Education regulations for teacher certification and program approval and successfully complete the induction program, the ancillary requirements (including any additional testing requirements approved by the State Board of Education), and the formal evaluation approved by the State Board of Education

OR

2. successfully complete the requirements for reciprocity according to Interstate Agreement on Qualifications of Educational Personnel

OR

3. hold a valid National Board teaching certification.

#### C. Alternative Route Certificate

The alternative route certificate is valid for one year initially. The certificate will be issued to those individuals who qualify under the Program for Alternative Certification for Educators (PACE) guidelines as adopted by the State Board of Education. Alternative certificates can be renewed twice on the basis of successful completion of annual program requirements as approved by the State Board of Education.

The teacher will be eligible for a professional certificate upon his or her successful completion of all program requirements within the three-year program period, including additional testing requirements approved by the State Board of Education and the formal evaluation approved by the State Board of Education.

EXPLANATION Section V

#### D. International Certificate

An International Certificate may be issued to a teacher from a country outside of the United States provided the individual has completed at least a bachelor's degree with a major in the teaching field. Organizations that recruit and select teachers from other countries to teach in South Carolina must assure that all cultural/educational visa requirements have been met. The International Certificate will be renewed annually for up to three years at the request of the local school district, provided the teacher has met the certification examination requirements specified by the State Board of Education during the first year of certification.

#### E. Internship Certificate

1. The Internship Certificate will be issued to individuals who are currently enrolled in a State Board of Education approved teacher education program in South Carolina and have completed all academic and bachelor's degree requirements, with the exception of the teaching internship, as well as all certification examination requirements. The certificate will be issued for up to one year, and must be requested by the employing school district. Upon completion of the teaching internship and verification by the college or university that all approved program requirements have been met, the internship certificate will be converted to an initial certificate.

2. The Internship Certificate will also be issued to any individual who is serving the required internship for certification as a School Psychologist I or II under the supervision of a certified School Psychologist II or III, or who is serving the required internship for School Psychologist III under the supervision of a certified School Psychologist III.

The applicant for the Internship Certificate in School Psychology must submit official written verification from the college or university that he or she is currently enrolled and working toward full certification as a school psychologist, and that the internship is being served through a State Board of Education–approved training program. The Internship Certificate may be renewed once on the basis of written documentation from the director of the school psychology program that the applicant is a full-time student in the program during the second year of the renewed certificate.

3. The Internship Certificate will also be issued to any individual who holds the Certificate of Clinical Competence in Speech-Language Pathology issued by the American Speech-Hearing Association (ASHA) or who has completed a master's degree that includes the academic and clinical requirements for the ASHA Certificate of Clinical Competence and has achieved the minimum qualifying score on the required certification examination(s). The certificate will be effective for one academic year and must be requested by the employing school district. The Internship Certificate may be converted to a professional certificate upon verification of a successful evaluation of the individual's performance during the initial year of employment.

#### F. Temporary Certificate

A temporary certificate is valid for a period of one year. Full certification (initial or professional) may be obtained when the educator submits verification of the required course work, required practicum, and/or required certification examination scores. Due to the requirements for highly qualified teachers mandated by the No Child Left Behind Act of 2001, 20 U.S.C. § 6301 et seq. (2002), the following types of temporary certificates may be issued only until June 30, 2006, and will be limited or phased out after that date.

##### 1. Temporary Certificate for Out-of-State Certified Teacher

(a) Any individual who holds a valid teaching certificate from another state but does not meet one or more of South Carolina's certification requirements is eligible for a temporary certificate for up to one year. Temporary certificates issued to out-of-state certified teachers are issued only for the academic year in which they are requested and expire June 30.

(b) After June 30, 2006, temporary certificates may no longer be issued to teachers who teach core academic subjects as specified by the No Child Left Behind Act of

2001. The core academic subjects are English, reading or language arts, mathematics, science, foreign languages, civics, government, economics, history, geography, and the arts. Temporary certificates may be issued, however, in other instructional or instructional support fields not considered to be core content subjects under No Child Left Behind.

## 2. Transitional Certificate

Any individual who has completed a teacher preparation program but has not submitted a passing score on the required certification examination(s) will be eligible for a transitional certificate for up to one year. Transitional certificates are issued only at the request of the employing school district. The employing district must apply for a transitional certificate no later than thirty days after the date of assignment. Transitional certificates are issued only for the academic year in which they are requested and expire June 30. The transitional certificate will no longer be issued after June 30, 2006.

## 3. Out-of-Field Permit

(a) Any individual who holds a valid South Carolina temporary, professional, initial, alternative, graded, or warrant certificate and is assigned teaching duties for any amount of time in an area for which he or she is not appropriately certified is eligible to receive a permit to teach out-of-field. However, permits are not issued for school psychologists, speech-language therapists, and special subject educators. Out-of-field permits are issued only under the following conditions:

(i) The school district must request the out-of-field permit for its employee. The employing district must apply for a permit no later than thirty days after the date of assignment. Out-of-field permits are issued only for the academic year in which they are requested and expire June 30.

(ii) The individual for whom the permit is requested must hold a valid South Carolina teaching credential and have twelve semester hours of credit toward full certification in the area of preparation for which the permit is requested.

(b) Out-of-field permits may be renewed upon presentation of six semester hours of credit in the area for which the permit is issued. Once the teacher meets all the certification requirements, including the required certification examination(s), he or she may apply for a certificate in the new area.

(c) After June 30, 2006, out-of-field permits may no longer be issued to teachers who teach core academic subjects as specified by the No Child Left Behind Act of 2001. The core academic subjects are English, reading or language arts, mathematics, science, foreign languages, civics, government, economics, history, geography, and the arts. Permits may be issued, however, in other instructional or instructional support fields not considered to be core content subject areas under No Child Left Behind.

## 4. Graded Certificate and Warrant

The State Board of Education discontinued the issuance of graded certificates on July 1, 1971, and the issuance of warrants in November 1976. Due to the requirements of the No Child Left Behind Act of 2001 for highly qualified teachers, neither warrants nor graded certificates with less than a grade of A will be acceptable certificates for teaching in a South Carolina public school after June 30, 2006.

a. Graded Certificate. To qualify for the professional certificate, an individual who currently holds a grade B, C, or D certificate must fulfill one of the following requirements:

- (i) achieve the minimum required score on the required specialty area examination(s)

OR

- (ii) add an area of certification to the initial graded certificate by meeting all requirements of the State Board of Education for that additional area, including a minimum qualifying score on the appropriate certification examinations(s) and verification of at least three years of teaching experience in the additional area.

b. Warrant. Current warrant certification cannot be advanced beyond the bachelor's degree level or beyond four years of experience. Only a bachelor's degree-level certification may be added to a warrant certification. To qualify for a professional certificate or to maintain a warrant certification (until June 30, 2006), the individual must

- (i) earn the required six semester hours or the equivalent every five years, as stipulated in certificate renewal requirements, and

- (ii) remove all certification deficiencies (specialty area examination(s) and/or course requirements) by meeting current certification requirements.

## 5. Special Subject Certificate

A Special Subject Certificate may be issued to an individual who qualifies under the guidelines established by the State Board of Education and must be requested by the employing school district. The certificate will be issued initially for one year but may be renewed annually provided the applicant submits the required score on the appropriate certification examination(s) in the content area in which he or she is teaching during the initial year of certification. After June 30, 2006, special subject certificates may no longer be issued to teachers who teach core academic subjects as specified by the No Child Left Behind Act of 2001. The core academic subjects are English, reading or language arts, mathematics, science, foreign languages, civics, government, economics, history, geography, and the arts. Special subject certificates may be issued, however, in other instructional fields not considered to be core content subjects under No Child Left Behind.

## II. Levels of Credential Classification

A. Bachelor's degree: the educator must meet all criteria for an initial area of certification and have earned a bachelor's degree that meets State Board of Education regulations for teacher certification and program approval.

B. Bachelor's degree plus 18 hours: the educator must have 18 hours of graduate credit that he or she earns within seven years from the time the course work is started. Individuals who do not complete the requirements during the seven years must request that the college/university revalidate the course credits before the work can be submitted for credential advancement.

C. Master's degree: the educator must have earned a master's degree that meets State Board of Education regulations for teacher certification and program approval.

D. Master's degree plus 30 hours:

In order to advance to the level of master's degree plus 30 hours, the educator must fulfill either one of the following requirements:

1. The educator must earn 30 semester hours of graduate credit above the master's degree with 21 hours of the graduate credit in one area of concentration. These hours may or may not be in the teacher's initial area of certification. The course work must be completed within seven years from the time it was started. Individuals who do not complete the course work during the seven years must request that the college/university revalidate the course credits before the work can be submitted for credential advancement.

OR

2. The educator must earn an additional master's degree or specialist's degree that meets State Board of Education regulations for teacher certification and program approval.

EXPLANATION 43 53 II D

E. Doctorate: the teacher must have earned a doctoral degree that meets the State Board of Education regulations for teacher certification and program approval.

## III. Requirements for Credential Advancement

A. To advance his or her credential from one classification to another, the applicant must submit to the Office of Educator Certification the following:

1. Written request to have the certificate advanced on the designated Office of Educator Certification action form.

REQUEST FOR CHANGE ACTION FORM

2. Documentation, including transcripts, that State Board of Education requirements have been met for certificate advancement.

3. The specified fee, if such a fee is currently being charged.

B. The effective date of the credential advancement will be based on the following:

1. If the applicant becomes eligible for a revised level of credential between November 1 and April 30, the credential will become valid either from the date the teacher submits the completed application with all the necessary documentation or from the date on which the teacher completes the requirements for the credential, provided that the teacher files his or her application in the Office of Educator Certification within forty-five calendar days after the date on which he or she completes the requirements.

2. If the applicant becomes eligible for a revised level of credential after April 30, the credential will become valid on July 1 of the calendar year in which he or she completes the existing requirements, provided that the completed application is submitted on or before November 1.

EXPLANATION\_R43\_53\_III

## R 43-55 RENEWAL OF CREDENTIALS

- I. For the purposes of this regulation an educator is defined as any person who holds a professional certificate issued by the South Carolina Department of Education.
- II. An educator's professional certificate is valid for five years and expires on June 30 of the expiration year.
- III. The total number of years an individual has held any type of temporary credential issued by the South Carolina Department of Education will be deducted from the normal five-year period of the professional certificate at the time of issue.
- IV. To renew a professional certificate, educators must comply with all applicable guidelines relative to certificate renewal options and criteria, renewal credits, and verification requirements, in accordance with the current Certificate Renewal Plan, as developed by the Office of Educator Certification and approved by the State Board of Education, as follows:
  - (A) An applicant who is employed in a position that requires educator certification must maintain verification of having earned a minimum of 120 renewal credits during the certificate's five-year validity period. Renewal credits may be earned through professional activities that directly relate to the educator's professional growth and development plan, support the goals of the employing educational entity, and promote student achievement, as required by Regulation 43-205.1, Assisting, Developing, and Evaluating Professional Teaching (ADEPT), and Regulation 43-165.1, Program for Assisting, Developing, and Evaluating Principal Performance (ADEPP).

EXPLANATION R43-55 IV A

- (B) An applicant who is not employed in a position that requires educator certification but who chooses to maintain a current certificate must submit verification of having earned a minimum of 120 renewal credits during the certificate's five-year validity period. Renewal credits may be earned through professional activities that directly relate to the educator's current area(s) of certification or to a formal program of study (master's, specialist, or doctorate) in a certification area in which the educator is officially enrolled.

EXPLANATION R43-55 IV B

- V. Educators who do not hold a master's degree must earn a minimum of sixty renewal credits of the 120 credits required during each five-year validity period by completing at least three semester hours of college credit at the graduate level.

These credits must be earned from a national or regionally accredited college or university or through a college or university that has *graduate* programs approved for teacher education by the State Board of Education.

EXPLANATION R 43-55 V.

- VI. Renewal credits earned in state-identified areas of critical needs may be applied toward certificate renewal.
- VII. Applicants must comply with current State Department of Education approved Certificate Renewal Plan guidelines relative to obtaining, verifying, and submitting renewal credits. Applicants also are responsible for paying any required fee for credential renewal to the Office of Educator Certification.

EXPLANATION R 43-55 VII.

- VIII. Credit will not be allowed for a renewal activity that is repeated unless the activity has received prior written approval in writing from the Office of Educator Certification.
- IX. Regulations governing effective dates of renewed certificates will be the same as those for initial and revised certificates, as specified in State Board of Education Regulation 43-52.

EXPLANATION R43\_55 IX

- X. A South Carolina professional teaching credential that has been expired
  - (A) for less than five (5) years may be extended upon written request from the educator to the Office of Educator Certification. This nonrenewable extension is valid for one (1) year, during which time the school district or educator must submit verification that the educator has fulfilled all current requirements for renewal of the Professional Certificate. Upon verification that all requirements have been met, the Professional Certificate will be renewed for the remainder of the validation period (i.e., four additional years).
  - (B) for more than five (5) years, but less than ten (10) years, may be extended for a maximum of one (1) year at the written request of the school district that intends to employ the educator. During this one-year extension, the school district or educator must submit verification that the educator has met all current requirements for renewal of the Professional Certificate. Upon verification that all requirements have been met, the Professional Certificate will be renewed for the remainder of the validation period (i.e., four additional years).
  - (C) for more than ten (10) years will require that the educator either reapply for initial certification under the current requirements or satisfy current interstate reciprocity requirements.

EXPLANATION R43\_55 X

### **R 43-56 FOREIGN APPLICANTS**

Applicants for initial teacher certification who have foreign transcripts or other credentials must consult with appropriate personnel at a regionally or nationally accredited college approved for teacher education purposes or which has programs approved for teacher education by the South Carolina State Board of Education to determine if requirements are met in the certification area.

EXPLANATION R43\_56

## **R 43-57 PRIOR WORK EXPERIENCE TEACHERS**

The State Department of Education shall maintain records indicating the work experience for which persons are entitled.

### **R 43-57.1 Computing Experience for Teachers**

A. In the computation of experience credit, the following conditions will apply.

1. Full-time equivalents (FTEs) of the 190-day school year will be utilized as the basis of computation. The minimum experience to be credited shall be one-tenth (.1) FTE per year; the maximum experience to be credited shall be one (1) FTE per year. A school day is defined as a minimum of seven hours.
2. One year of experience may be credited provided the teacher is employed in a full-time position for a minimum of eight-tenths (.8) of the contract year but in no case fewer than 152 days.
3. Partial-year experience may be utilized to compute full years of experience provided the sum of the partial experience meets the requirement stated in number 1, above.
4. Summer school teaching credit will be calculated at the rate of two (2) days of summer school as the equivalent of one (1) regular school day provided the teacher works one (1) session for four (4) hours per day or at the rate of one (1) regular school day provided the teacher works two (2) sessions for eight (8) hours per day. Summer school teaching credit may be added to partial years of experience.

EXPLANATION R43 57 1

### **R 43-57.2 Teaching Experience Acceptable for Credit**

- A. To receive experience credit, the applicant must provide an official description of the professional duties for which he or she wishes to receive the credit. These duties must have been connected to the primary educational program through teaching, education administration, curriculum development, or teacher training. With the exception of trade and industry experience credit (see R. 43-63), employment must meet the requirements for full-time or half-time employment as stated below.
- B. For an individual to receive experience credit, he or she must verify full-time or half-time employment in one of the following educational positions:
1. A professional position in a public, private, or parochial elementary or secondary school.
  2. A professional position in a regionally or nationally accredited institution of higher education or an institution with teacher education programs approved by the South Carolina State Board of Education.

3. A position as a teacher's aide, provided the applicant had an earned undergraduate degree during the period of employment.
4. A professional education position in a teacher exchange program or a city, county, state, or federal education program for school-aged or adult populations.
5. A professional education or training position in a privately funded education program for school-aged or adult populations.
6. A professional education position in a city, county, state, or federal educational system that supports the primary education program for a school-aged or adult population.

EXPLANATION R43 57 2

### **R 43-57.5 Military Experience**

Experience credit may be granted for up to five years of service in the Armed Forces provided the applicant held a valid South Carolina or out-of-state teaching credential prior to or during the period of military service.

EXPLANATION R43 57 5

## R 43-62 REQUIREMENTS FOR ADDITIONAL AREAS OF CERTIFICATION

### I. GENERAL INFORMATION

- (A) Individuals who desire to add areas of certification to an existing certificate must complete a State Board of Education approved program and present a passing score on the appropriate content-area examination in the specific subject field, or complete the following add-on certification requirements specified by the Board.
- (B) In the event that the State Board of Education should eliminate, revise or adopt new certification areas, currently certified individuals who are affected may retain the areas of certification for which they previously qualified. However, the State Board of Education may require previously certified individuals to upgrade their certification by completing the new requirements within a specified period of time.
- (C) The following designations apply to the grade spans for teacher certification in South Carolina, effective September 1, 2005.

#### CERTIFICATION GRADE SPANS

early childhood	=	pre-Kindergarten–grade 3
elementary	=	grades 2–6
middle level	=	grades 5–8
secondary	=	grades 9–12

The areas of art, music, physical education, English for Speakers of Other Languages (ESOL), foreign languages, theater, and exceptional children education (all categories) have a pre-Kindergarten (pre-K)–12 grade span.

- (D) Instructional areas may not be added to certificates in guidance, media specialist, or school psychologist unless the applicant has completed a teacher education program designed and approved for initial certification purposes.

EXPLANATION\_R43\_62\_ID

- (E) Certification is divided into four sections: regular program, exceptional children education, career and technology education, and other types of specialized certification.

### II. REGULAR PROGRAM ADD-ON CERTIFICATION REQUIREMENTS

The following areas are included:

- (A) Art
- (B) Driver Education
- (C) Early Childhood Education
- (D) Elementary Education
- (E) English
- (F) English for Speakers of Other Languages (ESOL)
- (G) Gifted and Talented
- (H) Health Education

- (I) Literacy
- (J) Mathematics
- (K) Middle-level Education
- (L) Music Education
- (M) Physical Education
- (N) Science
- (O) Social Studies
- (P) Theater
- (Q) World Languages

(A) ART

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) Specialized preparation	<u>Semester Hours</u>
Art History/Appreciation	6
Work devoted to the basic techniques of design and color	6
Work devoted to drawing and painting (the student should use as many different media as possible)	6
School art program	3
Crafts	3

(B) DRIVER EDUCATION

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (3) Evidence of at least three years of successful driving experience. Applicant must provide a copy of his or her driver's record from the applicable state transportation department. An applicant whose driver's license has six or more points against it will not be accepted for add-on certification in driver education.
- (4) Valid driver's license issued by South Carolina or another state in which the teacher is a legal resident. (If a teacher holding certification in driver education has his or her driver's license revoked or suspended, the teacher must report this action to the Office of Educator Certification upon which the certification in driver education will automatically be rescinded.)

(5) Professional education

The following twelve (12) hours are required to add the area of driver education to an existing certificate.

	<u>Semester Hours</u>
Basic instructor's course in driver education	3
Advanced instructor's course in driver education	3
Electives (from the list below)	6
Range and Simulation of Driver Education	
Emergency Maneuvers	
Multimedia Systems in Traffic Safety Education	
Research Methods in Traffic Safety Education	
General Safety	
Drugs in Relation to Highway Safety	
Motorcycle Safety Education	
Administration of Traffic Safety Education	

(C) EARLY CHILDHOOD EDUCATION

(1) Bachelor's degree

(2) Initial, or professional certificate at the elementary, middle, secondary or pre-K–12 level

(3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) Specialized preparation

	<u>Semester Hours</u>
The Behavior and Development of the Young Child*	3
Curriculum for Early Childhood Education	3
Methods and Materials for Early Childhood	3
Practicum in Early Childhood Education**	3
Teaching Reading at the Elementary Level	3
OR	
Emergent Literacy	
Content courses in math, science, and social studies (each must be represented)	9

\* Credits earned in the area of child psychology are acceptable.

\*\*The practicum requirement may be waived based on one year's experience teaching in grades pre-K to third grade.

(D) ELEMENTARY EDUCATION

- (1) Bachelor's degree
- (2) Initial, or professional certificate in early childhood, middle, secondary or pre-K–12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education
- (4) Specialized preparation Semester Hours

Teaching of Reading in the Elementary School	6
Child Growth and Development	3
Mathematics for the Elementary School Teacher	3
Science for the Elementary Teacher	3
Social Studies for the Elementary Teacher	3
One of the following courses	3
Literature for Children	
Art for the Elementary School Teacher	
Music for the Elementary School Teacher	
Health for the Elementary School Teacher	

(E) ENGLISH

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education
- (4) Specialized preparation Semester Hours

<u>Language Structure and Skills</u>	
Composition and Rhetoric	6
Advanced Composition and Rhetoric	3
Development of Modern English	3
Modern English Grammar	3
Teaching of Reading (Secondary)	3
<u>Literature</u>	
British Literature	3
American Literature	3
Adolescent Literature	3
Literary Criticism	3
Electives (Literature)	6

- (5) Endorsement in Advanced Placement English requires certification in English and the successful completion of the requisite Advanced Placement Institute.

(F) ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (3) Minimum qualifying score(s) on the South Carolina content area examination(s) required by the State Board of Education

(4) <u>Specialized preparation</u>	<u>Semester Hours</u>
Principles and Strategies for Teaching ESOL to Elementary and Secondary Learners	3
Linguistics	3
Teaching Reading and Writing to Limited English Proficient (LEP) Learners	3
<u>Two electives from the following courses</u>	6
Practicum in the Instruction of ESOL to Elementary And Secondary Learners*	
Testing/Assessment for Language Minority Learners	
ESOL Curriculum Design and Materials Development	
Teaching English through the Content Areas	
Bilingual Special Education	
Second Language Acquisition for Teachers of Elementary and Secondary Learners	
English Grammar/Structure	
Cultural Diversity in Education	

\*Practicum may be waived based on one year's experience teaching ESOL.

- (5) Second-language learning experiences documented by any one of the following:
- (a) six semester hours in a single second language;
- (b) completion of intensive language training by the Peace Corps, the Foreign Service Institute, or the Defense Language Institute;
- (c) placement in a third-year-level course in the foreign language department at an accredited college or university; or
- (d) demonstration of second-language proficiency in a language that is unavailable at accredited institutions through verification in writing from an official designated by the State Department of Education.

(G) GIFTED AND TALENTED EDUCATION

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education
- (4) Specialized preparation

<u>Requirements for elementary level</u>	<u>Semester Hours</u>
Nature and Needs of Gifted and Talented Students	3
Introduction to Curriculum and Instruction for Gifted and Talented Students	3
Advanced Curriculum Practices for Gifted and Talented Students	3
Identification, Current Trends, and Issues in Gifted and Talented Education	3
Special Topics in Gifted and Talented Education	3
Practicum in Gifted and Talented Education	3

<u>Requirements for middle level</u>	
Nature and Needs of Gifted and Talented Students	3
Introduction to Curriculum and Instruction for Gifted and Talented Students	3
Advanced Curriculum Practices for Gifted and Talented Students	3
Content-area courses at the graduate level*	9

\*For middle school teachers, content-area courses at the graduate level must be applicable to curriculum and instruction at the middle school level.

<u>Requirements for secondary level</u>	
Nature and Needs of Gifted and Talented Students	3
Introduction to Curriculum and Instruction for Gifted and Talented Students	3
Advanced Curriculum Practices for Gifted and Talented Students	3
Content-area courses at the graduate level*	9

\*For high school teachers, content-area courses at the graduate level must be applicable to curriculum and instruction at the high school level.

### Gifted and Talented Endorsement (only)

In order to fulfill Regulation 43-220(II)(C), all teachers of a Gifted and Talented course or class must complete a training program that is approved by the State Department of Education. Completion of the training specified here fulfills this requirement and provides an endorsement in Gifted and Talented Education:

A professional certificate in the teaching area

AND

Six (6) hours in the following courses Semester Hours

Nature and Needs of Gifted and Talented Students 3

Introduction to Curriculum and Instruction for Gifted  
and Talented Students 3

### (H) HEALTH EDUCATION

(1) Bachelor's degree

(2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level

(3) Minimum qualifying score(s) on the required content area examination(s) required by the State Board of Education

(4) Specialized preparation Semester Hours

#### Required

Human Anatomy and Physiology 3–4  
(in addition to the 12 semester hours of  
basic science requirements)

School Health Program 2–3

Emergency Preparedness and First Aid 2–3

Additional Courses (selected from a minimum of three additional  
areas for a total of twenty-four semester hours)

Environmental Health 2–3

Foods and Nutrition Education 2–3

Contemporary Health Problems 2–3

Drug Education and Drug-Taking Behaviors 2–3

Family Living and Sex Education 2–3

Mental Health 2–3

Valuing and Decision Making in Health Education 2–3

Consumer Health Education 2–3

Community and Public Health Practices 2–3

Chronic and Communicable Disease 2–3

(I) LITERACY

(1) Literacy Teacher

- (a) Bachelor's degree
- (b) Initial or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (c) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education
- (d) Two years of successful teaching experience

(e) Specialized preparation (graduate credit) Semester Hours

Foundations of Reading	3
Assessment Strategies for Reading	3
Content Area Reading and Writing	3
Instructional Strategies for Reading	3
Optional Practicum in Literacy*	3

\*Practicum experiences should be included in the requirements of the courses as deemed necessary by each institution. These field experiences can be within a teacher's classroom and should support experiences with small and large group instruction. A separate practicum experience may be offered as a stand alone course option.

(2) Literacy Coach

- (a) Bachelor's degree
- (b) Initial or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (c) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education
- (d) Five years of successful teaching experience
- (e) Twelve (12) semester hours in courses required for Literacy Teacher

(f) Specialized preparation (graduate credit) Semester Hours

Reading Instruction and Assessment for Diverse Learners	3
Coaching for Literacy Education	3
Action Research in Literacy Coaching	3
Practicum Experience*	3

\*Based on individual program of study established by institution

(3) Literacy Specialist

(a) Bachelor's degree

(b) Initial or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level

(c) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(d) Five years of successful teaching experience

(e) Twenty-four (24) semester hours in courses required for Literacy Teacher and Literacy Coach

(f) Specialized preparation (graduate credit) Semester Hours

Administration and Supervision in Literacy	3
Curriculum Development	3
Literacy Research	3
Additional Education Leadership Course*	3

\*Principalship, organizational theory for school administrators, school and community relations, school personnel, basic technology in administration, education evaluation, or public school administration)

(J) MATHEMATICS

(1) Bachelor's degree

(2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level

(3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) Specialized preparation Semester Hours

Algebra (abstract, matrix, and linear)	6
Modern Geometry or Foundations of Geometry	3
Calculus	8

Three electives from the following subject areas 9

Probability or Statistics  
Applied or Discrete Mathematics  
Number Theory  
Analysis  
Algebra or Geometry (advanced courses)

- (5) Endorsement in Advanced Placement Mathematics requires the successful completion of the requisite Advanced Placement Institute.

(K) MIDDLE LEVEL EDUCATION

- (1) Bachelor’s degree
- (2) Initial, or professional certificate at the early childhood, elementary, secondary, or pre-K–12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

Teachers who hold a professional certificate and who have three or more years of experience teaching in the middle grades within the past five years on or before July 1, 2009, will be awarded middle level certification in each subject area in which he or she has three or more years of successful experience according to the guidelines for Middle Grades Teacher Education and Certification, adopted by the State Board of Education.

Prior to October 1, 2007, teachers who meet the experience requirement and are adding middle level certification will be exempt from the coursework, subject area exams and the Principles of Learning and Teaching (middle level test) required for add-on certification in specific middle level areas.

Between October 1, 2007, and July 1, 2009, teachers who meet the experience requirement and are adding middle level certification must pass the subject area exam(s) and the Principles of Teaching and Learning test required by the State Board of Education in order to add subject-specific middle level certification.

Teachers who have a teaching certificate but do not meet the three year teaching experience requirement by July 1, 2009, must complete all coursework and examinations required for add-on certification in middle level areas.

All teachers who teach in the middle grades must qualify for middle-level certification according to the phase-in plan approved by the State Board of Education.

- (4) Early Childhood, Elementary, Middle, or Secondary Teachers  
Adding Middle Level Education

<u>Specialized preparation</u>	<u>Semester Hours</u>
Middle Level Curriculum and Organization	3
Early Adolescent Growth and Development and Learning Communities	3
Teaching Reading and Writing in the Content Area	3

- (b) Content preparation (for secondary teachers adding the same content field at the middle-level)

Semester Hours  
No Additional  
Content  
Coursework  
Required

- (c) Content preparation (for early childhood, elementary, or middle-level teachers adding a content field at the middle-level)

Semester Hours  
15\*

\*All coursework must be in the particular middle-level field to be added (language arts, social studies, mathematics, or science), and, in the fields of social studies and science, at least three subject areas must be represented within the content field.

(L) MUSIC EDUCATION

(1) CHORAL

- (a) Bachelor's degree
- (b) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (c) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

- |  |  |
|--|--|
| (d) <u>Specialized preparation</u>                       | <u>Semester Hours</u>                  |
| Applied Music (divided equally between piano and voice)* | 18<br>(or three full years)            |
| Theory (harmony, ear training, sight singing)            | 12                                     |
| Conducting   | 4                                      |
| History and/or Literature of Music**                     | 6                                      |
| Instruction in choral methods                            | 3                                      |
| Participation in ensembles (large or small)              | (or two semesters)<br>three full years |

\* A minimum of two half-hour lessons or one one-hour lesson per week for the full nine-month school year is accepted as one full year in any one area of Applied Music.

\*\*The History and/or Literature of Music requirement may substitute for the Music Appreciation requirement in the General Education Program.

- (e) Endorsement in Advanced Placement Music requires certification in music and the successful completion of the requisite Advanced Placement Institute.

(2) INSTRUMENTAL

- (a) Bachelor’s degree
- (b) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (c) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(d) <u>Specialized preparation (band or orchestra)</u>	<u>Semester Hours</u>
Applied music (divided equally among piano, one additional major instrument, and two additional instrument families)*	18 (or three full years)
Theory (harmony, ear training, sight singing)	12
Conducting	4
History and/or Literature of Music**	6
Instruction in wind, string and percussion instruments and in voice	3 (or two semesters)
Participation in ensembles (large or small)	three full years

\*A minimum of two half-hour lessons or one one-hour lesson per week for the full nine-month school year is accepted as one full year in any one area of Applied Music.

\*\*The History and/or Literature of Music requirement may substitute for the Music Appreciation requirement in the General Education Program.

- (e) Endorsement in Advanced Placement Music requires certification in music and the successful completion of the requisite Advanced Placement Institute.

(3) PIANO, VOICE, VIOLIN

- (a) Bachelor’s degree
- (b) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (c) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(d) <u>Specialized preparation (band or orchestra)</u>	<u>Semester Hours</u>
Applied music (piano, voice, violin, organ)*	18
Theory (harmony, ear training, sight singing)	12

Conducting	4
History and/or Literature of Music**	6
Instruction in wind, string and percussion instruments	3
	(or two semesters)
Participation in ensembles (large or small)	three full years

\* A minimum of two half-hour lessons or one one-hour lesson per week for the full nine-month school year is accepted as one full year in any one area of applied music.

\*\*The History and/or Literature of Music requirement may substitute for the Music Appreciation requirement in the General Education Program.

### (M) PHYSICAL EDUCATION

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) <u>Specialized preparation</u>	<u>Semester Hours</u>
History, Principles, or Philosophy of Physical Education	3
Organization and Administration, Curriculum, or Evaluation of Physical Education	3
Human Physiology and Anatomy (in addition to the twelve semester hours in basic science requirements)	3
Materials and applied techniques	21
(This area involves multiple courses that require an understanding and mastery of the techniques of the various activities and their presentation and adaptation to the various age levels and groups.)	

#### Required courses

Games and Rhythms for the Elementary School–Aged Child  
 Individual and Dual Sports  
 Intramurals and Interscholastic Sports  
 Movement Education  
 Recreation and Outdoor Education  
 Team Sports

#### Elective courses

Adapted Physical Education (exceptional or atypical children)  
 Aquatics and Water Sports  
 Stunts, Tumbling, and Gymnastics  
 Rhythms

Safety, First Aid, and Athletic Injuries  
Games and Activities of Low Organization

(N) SCIENCE

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) <u>Specialized preparation</u> (for teaching all sciences in high school)*	<u>Semester Hours</u>
Biology	6–8
Chemistry	6–8
Physics	6–8
Marine Biology/Science	6–8
Electives in the following subject areas:	6–12
Biology	
Chemistry	
Physics	
Geology	
Geography	
Astronomy	

\*At least eighteen (18) semester hours of the thirty (30) semester hours must be in courses with laboratory.

Certification will be granted in any one of the specific sciences when at least eighteen (18) semester hours of credit are presented. Six or more semester hours must be in laboratory courses.

- (5) Endorsement in the Advanced Placement sciences requires certification in a science area and the successful completion of the requisite Advanced Placement Institute.

(O) SOCIAL SCIENCES

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) Specialized preparation Semester Hours  
 (for teaching all social studies in high school)

Social studies

U.S. History	6
European History	6
Electives from economics, government, geography, and sociology (not more than 6 hours in any one field)	12
Electives from economics, geography, government, history, psychology, sociology, and the history of religion	6

History

U.S. History	6
European History	6
Electives from history and/or government	6

One social studies field 18

(Certification will be granted in any one of the specific subjects—economics, geography, government, psychology, and sociology—for which eighteen (18) semester hours are presented.)

(5) Endorsement in the Advanced Placement social sciences requires certification in a social studies area and the successful completion of the requisite Advanced Placement Institute.

(P) THEATER

- (1) Bachelor’s degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) Specialized preparation\* Semester Hours

Acting	3
Technical Theater (including stagecraft, lighting, costuming, makeup)	6
Directing	3
Dramatic Literature	6
History of the Theater	3
Creative Drama	3
Theater arts elective	3

\*In meeting the above requirements, the applicant with training or experience in the professional theater may offer the following substitutions for the courses listed:

- (a) At least three (3) months full-time or twelve (12) months part-time acting training in a non-degree-granting professional acting school (provided that the school employs at least three different teachers) may be substituted for the acting course.
- (b) At least six (6) months of full-time employment in technical theater may be substituted for technical theater courses.
- (c) Experience as director of at least five (5) full-length plays produced for a paying audience may be substituted for the directing course.

(Q) WORLD LANGUAGES (including American Sign Language)

- (1) Bachelor’s degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level.
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) <u>Specialized preparation</u> (one world-language field)*	<u>Semester Hours</u>
French	18
German	18
Latin	18
Spanish	18
Russian	18
Japanese	18
American Sign Language	21
ASL coursework (12)	
ASL electives (9)** (ASL linguistics must be included among electives)	

\*The semester hours required must be above the six-hour introductory course.

\*\*ASL electives may include Deaf Literature and Folklore, Discourse in American Sign Language, Deaf Studies in these United States, Discourse Analysis of ASL, Deaf History, Deaf Culture, Careers in American Sign Language, or other related coursework.

- (5) Endorsement in an Advanced Placement world language requires certification in the particular world language and the successful completion of the requisite Advancement Placement Institute.

### III. EXCEPTIONAL CHILDREN ADD-ON CERTIFICATION

The following areas are included:

- (A) Early Childhood Special Education
- (B) Education of Blind and Visually Impaired
- (C) Education of Deaf and Hard of Hearing
- (D) Emotional Disabilities
- (E) Learning Disabilities
- (F) Mental Disabilities
- (G) Multi-categorical Special Education
- (H) Severe Disabilities
- (I) Speech Language Therapist

#### (A) EARLY CHILDHOOD SPECIAL EDUCATION

- (1) Bachelor's Degree
- (2) Initial or professional certificate at the early childhood or elementary level, or in special education or Speech and Language
- (3) Minimum qualifying score on the content area examination(s) required by the State Board of Education

(4) <u>Specialized Preparation</u>	<u>Semester Hours</u>
Human Growth and Development	3
Introduction to Early Childhood Special Education	3
Partnerships in Early Childhood Special Education: Teaming With Parents and Professionals	3
Assessment of Young Children with Disabilities	3
Procedures for Working with Young Children with Disabilities	3
Social/Emotional Development and Guidance for Young Children With Disabilities	3
Practicum/Field Experience*	3

\*Practicum may be waived based on two years' successful experience teaching young children with disabilities.

NOTE: Individuals who have three (3) years teaching experience within the last five (5) years with young children with disabilities (birth to six years) will be granted add-on certification in Early Childhood Special Education by achieving the minimum qualifying score on the content area examination(s) required by the State Board of Education for Early Childhood Special Education within the five-year period.

Timeline: Effective July 1, 2016, all individuals working as Early Childhood Special Education teachers will be required to hold certification in Early Childhood Special Education.

(B) EDUCATION OF BLIND AND VISUALLY IMPAIRED

- (1) Bachelor's degree
- (2) Initial or professional certificate at the early childhood, elementary, middle, secondary, or pre-K-12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) <u>Specialized Preparation</u>	<u>Semester Hours</u>
Teaching of Reading	3
Nature of Visually Impaired	3
Educational Procedures for Visually Impaired	3
Braille—Reading and Writing	3
Advanced Braille (that includes Nemeth Code)	3
Anatomy, Physiology, and Function of the Eye	3
Low Vision	3
Teaching Students with Multiple Handicaps	3
Practicum in Instruction of the Visually Impaired Child*	3

\*Practicum may be waived based on two years' successful experience teaching visually impaired.

(C) EDUCATION OF DEAF AND HARD OF HEARING

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K-12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) <u>Specialized preparation</u>	<u>Semester Hours</u>
Introduction to Exceptional Learners/Special Education	3
Teaching of Reading	3
Methods/Procedures for Teaching Speech Reading	3
Psychology of Hearing Impaired	3
Teaching of Language to Students with Hearing Impairment	3
<u>Two electives from the following courses</u>	6
Educational Assessment	
Anatomy of the Auditory and Speech Mechanism	
History of Education and Guidance for the Hearing Impaired	
Audiology, Hearing Aids, and Auditory Training	
Methods of Teaching Elementary School Subjects	
Principles of Speech Correction	
Physical Education and Recreation for the Exceptional Child	

Nature of Emotional Disabilities  
 Nature of Learning Disabilities  
 Remedial Reading  
 Practicum in Instruction of the Exceptional Child  
 Introduction to Rehabilitation and Community Services  
 Educational Psychology

(D) EMOTIONAL DISABILITIES

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) <u>Specialized preparation</u>	<u>Semester Hours</u>
Introduction to Exceptional Learners/Special Education	3
Characteristics of Emotional Disabilities	3
Methods/Procedures for Emotional Disabilities	3
Behavior Management	3
Teaching Reading in General and Special Education	3
Assessment of Exceptional Learners	3
Practicum in Instruction for Students with Emotional Disabilities*	3

\*Practicum may be waived based on two years' experience teaching emotional disabilities

(E) LEARNING DISABILITIES

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) <u>Specialized preparation</u>	<u>Semester Hours</u>
Introduction to Exceptional Learners/Special Education	3
Characteristics of Learning Disabilities	3
Methods/Procedures for Learning Disabilities	3
Behavior Management	3
Teaching Reading in General and Special Education	3
Assessment of Exceptional Learners	3
Practicum in Instruction for Students with Learning Disabilities*	3

\*Practicum may be waived based on two years' experience teaching learning disabilities.

(F) MENTAL DISABILITIES

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) <u>Specialized preparation</u>	<u>Semester Hours</u>
Introduction to Exceptional Learners/Special Education	3
Characteristics of Mental Disabilities	3
Methods/Procedures for Mental Disabilities	3
Behavior Management	3
Teaching Reading in General and Special Education	3
Assessment of Exceptional Learners	3
Practicum in Instruction for Students with Mental Disabilities*	3

\*Practicum may be waived based on two years' experience teaching mental disabilities.

(G) MULTICATEGORICAL SPECIAL EDUCATION

This area allows teachers to serve learners with mild to moderate disabilities, which include autism, emotional disabilities, learning disabilities, mental disabilities, and traumatic brain injury.

- (1) Bachelor's degree
- (2) Initial, or professional certificate in either mental disabilities, emotional disabilities, or learning disabilities
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) <u>Specialized preparation</u>	<u>Semester Hours</u>
Introduction to Exceptional Learners/Special Education	3
Characteristics of Learning Disabilities	3
Characteristics of Mental Disabilities	3
Characteristics of Emotional Disabilities	3
Methods/Procedures for Learning Disabilities	3
Methods/Procedures for Mental Disabilities	3
Methods/Procedures for Emotional Disabilities	3
Behavior Management	3

Assessment of Exceptional Learners	3
Practicum in Instruction for Students with Emotional Disabilities, and/or, Learning Disabilities, and/or Mental Disabilities	6

OR

- (5) If certified in one area (mental disabilities, emotional disabilities or learning disabilities) coursework is required in each of the two areas other than the teacher's certification area.

Characteristics	3
Methods in Procedures	3
Practicum*	3

OR

- (6) If certified in two areas (mental disabilities, emotional disabilities or learning disabilities) coursework is required in the one remaining certification area.

Characteristics	3
Methods in Procedures	3
Practicum*	3

\*Practicum (three semester hours) may be waived based on two years' experience teaching mental, emotional or learning disabilities, as appropriate.

(H) SEVERE DISABILITIES

This area allows teachers to serve learners with moderate to severe cognitive disabilities, which include mental disabilities, multiple disabilities, orthopedic impairment, autism, traumatic brain injury, and other health impairments.

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K-12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) <u>Specialized preparation</u>	<u>Semester Hours</u>
Introduction to Exceptional Learners/Special Education	3
Characteristics of Severe Disabilities	3
Methods/Procedures for Teaching Individuals with Moderate to Severe Disabilities	3
Behavior Management	3
Language/Communication Skills for Exceptional Children	3

Assessment of Exceptional Learners	3
Practicum in Instruction for Students with Severe Disabilities*	3

\*Practicum may be waived based on two years' experience teaching severe disabilities.

- (I) **SPEECH LANGUAGE THERAPIST**  
(Included in Regulation 43-64 under Requirements for Certification at the Advanced Level)

#### IV. CAREER AND TECHNOLOGY ADD-ON CERTIFICATION

The following areas are included:

- (A) Agriculture
- (B) Business and Marketing Technology
- (C) Computer Programming
- (D) Family and Consumer Science
- (E) Industrial Technology

(A) **AGRICULTURE**

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) <u>Specialized preparation</u>	<u>Semester Hours</u>
(a) <u>Agriculture</u>	
Plant sciences (including agronomy, horticulture, and/or forest)	15
Animal sciences (including dairy or poultry)	6
Agricultural engineering (mechanization)	6
Agricultural economics	6
Agricultural sciences electives	18
(b) <u>One specific Agricultural Education field</u>	
Agricultural mechanics	18
Animal science	18
Environmental science and natural resources	18
Forestry	18
Horticulture	18
Agriculture sciences electives (required for each of the five required Agricultural Education fields)	6

(B) BUSINESS AND MARKETING TECHNOLOGY

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) <u>Specialized preparation</u>	<u>Semester Hours</u>
Accounting	6
Business Communications	3
Business Law	3
Computer applications and technology (to include, but not be limited to, word processing, spreadsheets, database management, and Web publishing/multimedia)	9
Economics	3
Entrepreneurship	3
Hospitality, Tourism or Hotel/Motel Management	3
International Business	3
Management	3
Marketing	3
Instructional Methods for Teaching Business, Marketing, Computer Technology	3

(C) COMPUTER PROGRAMMING (for Career and Technology Education programming courses)

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the secondary level in any subject area.
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

(4) <u>Specialized preparation</u>	<u>Semester Hours</u>
Computer programming (any combination of currently relevant language(s) being used in business)	9

Note: Programming courses completed at the post secondary level within the past five years may be counted toward this endorsement.

(D) FAMILY AND CONSUMER SCIENCES

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

<u>Specialized preparation</u>	<u>Semester Hours</u>
Child Development or Human Growth and Development	3
Computer Technology or Introduction to Computers	3
Consumer Economics and Resource Management	3
Curriculum and Evaluation in Family and Consumer Sciences (FCS) or Instructional Strategies	3
Food Science or Food Composition	3
General Chemistry and Lab or Chemical Sciences and Lab	4
Housing: Design and Environment or Residential Technology	3
Human Sexuality	3
Introduction to the Exceptional Child or Introduction to Special Education	3
Marriage and Family Relations or Education for Parenthood	3
Professional Foundations of Family and Consumer Sciences Or the Professional and the Family	3
One of the following courses	3
Human Nutrition	
Meal Management	
Nutrition and Food	
Quantity Food Production	
One of the following courses	3
Clothing Design and Construction	
Contemporary Aspects of Clothing	
Creative Apparel Design	
Essentials of Textiles	
	40

(E) INDUSTRIAL TECHNOLOGY

- (1) Bachelor's degree
- (2) Initial, or professional certificate at the early childhood, elementary, middle, secondary, or pre-K–12 level.
- (3) Minimum qualifying score(s) on the content-area examination(s) required by the State Board of Education

<u>(4) Specialized preparation</u>	<u>Semester Hours</u>
Transportation	6
Communication	6
Manufacturing	6
Construction	6
Computer Assisted Drafting (CAD)	3
New and emerging areas of technology such as bio-related technology, computer technology, and designing and problem solving	9

## V. Other Types Of Specialized Certification

The following areas are included:

- (A) Adjunct Instructor
- (B) Fine Arts
- (C) Montessori
- (D) Online Teaching

### (A) ADJUNCT INSTRUCTOR

#### Eligibility Requirements

- (1) The individual must have earned a bachelor's degree or higher from a regionally accredited college or university, and
- (2) A school district in the state must be willing to employ the individual as a teacher on a part-time basis in a content field at the middle or secondary school level, or in the related arts or physical education at the elementary level.

#### Application Requirements

- (3) The applicant must:
  - (a) complete the application process for South Carolina educator certification, including an all-clear fingerprint review;
  - (b) have earned a bachelor's degree or higher with a major in the field of certification, OR must submit passing scores on the content certification exam(s) required for the certification area; and
  - (c) submit verification of five years of occupational experience within the past ten years in, or related to, the content field of the certificate for which the individual is applying; and,
- (4) The school district seeking to employ the individual must provide the following documentation to the office of Educator Certification:
  - (a) a request and justification for employment of the instructor,

- (b) an assurance that the employment of this instructor will not displace a certified teacher already employed, and
- (c) an assurance that the adjunct instructor's teaching assignment *will be less than a .5 full-time equivalent position* and will not exceed two credit-bearing courses in an academic year.

### Stipulations

The following stipulations apply to the South Carolina Adjunct Teaching Certificate:

- (5) The Adjunct Teaching Certificate is valid only in the sponsoring school district and is not transferrable to any other school district or state.
- (6) The adjunct instructor must be assigned a state-certified mentor in the same general subject area(s) in which the instructor is assigned to teach.
- (7) The adjunct instructor must be evaluated annually by the school district and must receive successful performance reviews for the certificate to be reissued for subsequent years at the request of the sponsoring school district.
- (8) The adjunct instructor must complete a minimum of 20 contact hours of professional development approved by the employing school district each three-year period the certificate is held.
- (9) The salary for the adjunct instructor will be determined by the employing school district.

### (B) FINE ARTS

- (1) Teachers for advanced fine arts programs who do not meet the requirements for certification in any existing area of certification will be issued an initial teaching certification if all of the following requirements are met:
  - (a) The school district has in operation an advanced program in the fine arts that has been approved by the State Department of Education.
  - (b) The school district superintendent requests certification for the prospective teacher in writing, describing the situation in which the teacher will work and the exact nature of the proposed duties of the teacher.
  - (c) The candidate has earned an undergraduate or graduate degree in fine arts from a nationally or regionally accredited institution of higher education or an institution that has programs approved for teacher education by the South Carolina State Board of Education in the area of the fine arts that the teacher is to teach.

- (d) The candidate presents evidence of at least two years of successful professional experience in the area of the fine arts that he or she is expected to teach.
  - (e) The candidate presents an acceptable score(s) on the required teaching content-area examination(s).
- (2) The initial certificate in Fine Arts will be issued for three years. It can be renewed in accordance with Regulation 43-53.I.A. A total of twelve (12) semester hours of credit, which includes teaching methods and psychology of learning in graduate professional education, will be required for professional certification.
  - (3) In addition to the graduate professional education requirement specified above, the initial certificate will be converted to the professional certificate upon successful completion of induction requirements, ADEPT, and the pedagogy examination required by the State Board of Education

### (C) MONTESSORI

#### (1) Levels of Montessori Certification

Primary (3K–5K)  
Elementary I (Grades 1–3)  
Elementary II (Grades 4–6)  
Middle (Grades 6–8)

- (2) Individuals who wish to add Montessori to an existing certificate must meet the following requirements.
  - (a) Bachelor's degree
  - (b) Initial or professional certificate at the appropriate level (early childhood, elementary, middle, or preK–12 level\*)
  - (c) Completion of a training program at the appropriate level accredited by the Montessori Accreditation Council for Teacher Education (MACTE)

\*A minimum qualifying score on the content area examination(s) required by the State Board of Education for early childhood, elementary, or middle level certification is also required for individuals with a prerequisite certificate in a preK–12 field who wish to add the appropriate Montessori level.

- (3) Individuals who wish to qualify for initial Montessori certification must complete a State Board of Education approved undergraduate or graduate teacher preparation program in early childhood, elementary, or middle-level with a Montessori emphasis (i.e., includes all requirements for MACTE training program) AND submit passing scores on the certification examinations approved by the State Board of Education at the appropriate level.

**OR**

- (4) Verify completion of a bachelor’s degree, a MACTE-approved training program, and passing scores on the appropriate certification examination(s) approved by the State Board of Education, including the pedagogy exam. Additional certification fields may not be added to an initial Montessori certificate under this option unless the educator completes a State Board of Education-approved teacher preparation program in the additional field.

**(D) ONLINE TEACHING**

This is an optional add-on certification that is intended to enhance an educator’s skills and knowledge beyond that required for traditional teaching and to prepare the individual to teach classes within an online environment.

Individuals who wish to add Online Teaching to an existing certificate must meet the following requirements.

- (1) Bachelor’s degree
- (2) Initial or professional certificate at the middle, secondary, or preK–12 level
- (3) Minimum qualifying score(s) on the content area examination(s) required by the State Board of Education

(4) <u>Specialized preparation (required courses)*</u>	<u>Semester Hours</u>
Facilitating Online Courses Effectively	3
Effective Online Course Management	3

- (5) Elective Courses (select two courses from the list below)\*

Approaches and Tools for Developing Web-Enhanced Lessons	2
Classroom Assessment Enhanced by Technology	2
Differentiating Instruction to Accommodate Learning Styles	2
Using Digital Portfolios to Foster Student Learning	2
Learning and Teaching with Web 2.0 Tools	2
South Carolina Online Resources	2

**Waiver Provisions**

Coursework listed above may be waived and certification in Online Teaching granted for teachers who have successfully taught three online courses through an accredited educational institution or professional development program within three years of application (URL or access to current online courses required).

\*All coursework listed above will be offered online by the South Carolina Department of Education (SCDE) for graduate credit in conjunction with selected colleges or universities. Additional courses options may be added as needed by the SCDE.

## **R 43-63 REQUIREMENTS FOR CAREER AND TECHNOLOGY EDUCATION WORK-BASED CERTIFICATION.**

### **A. POLICIES AND REGULATIONS GOVERNING CERTIFICATION**

The policies and regulations governing the certification requirements for Career and Technology Education educators as presented in this document replace all such procedures and regulations approved prior to this publication, except as indicated.

(1) Certificates are issued in levels based on educational background and experience in the field in which the certificate is requested. The level of the certificate is used to determine salary.

#### **(2) Career and Technology Education Program Areas Covered in This Regulation**

(a) Engineer/Industrial Technology Cluster: All courses in this program area are included in this regulation. Entry level into teaching these courses shall be defined in this regulation.

(b) Family and Consumer Sciences Cluster: The courses covered in this program area are Clothing and Interior Design, Culinary Arts, and Early Childhood. An associate degree is the minimum requirement for entry level into teaching these courses.

EXPLANATION R43\_63\_A2b

(c) Health Science Technology Cluster: All courses in this program area are included in this regulation. An associate degree is the minimum requirement for entry level into teaching these courses.

EXPLANATION R43\_63\_A2c

(d) Hospitality and Tourism Cluster: All courses in this program area are included in this regulation. An associate degree is the minimum requirement for entry level into teaching these courses.

EXPLANATION R43\_63\_A2d

(e) Information Technology Cluster: All courses in this program area are included in this regulation. An associate degree is the minimum requirement for entry level into teaching these courses.

EXPLANATION R43\_63\_A2e

## B. PERSONS REQUIRED TO HOLD A CERTIFICATE

- (1) A valid South Carolina educator's certificate is required of each individual employed in an instructional or classroom teaching position in a public school of this state.
- (2) Each individual who serves in a position designed for the support of the instructional program is also required to hold the appropriate South Carolina educator's certificate.

## C. REQUIREMENTS FOR CERTIFICATION

(1) The applicant must meet all requirements for certification that are in effect on the date of receipt by the Office of Educator Certification, Recruitment, and Preparation, Division of School Effectiveness, of all required documentation. The responsibility for providing accurate and complete documentation of eligibility is that of the applicant.

- (2) Age requirement: A person must be at least 18 years of age before making application for an educator's certificate.

- (3) The Application

[LINK TO APPLICATION](#)

- (a) The statement of qualifications or appropriate educator's application should be secured from the Office of Educator Certification, Recruitment, and Preparation, Division of School Effectiveness, South Carolina State Department of Education, Columbia, South Carolina 29204. The completed application should be submitted to the same address.
  - (b) The applicant will be informed in writing after the application is received what documentation is necessary to complete the certification process.
- (4) Documentation Required
    - (a) Verification of all work experience in the field for which the applicant wishes to be certified must be provided. Work experience completed while in the armed forces may be validated by providing official military documents certified as true copies by a notary public. These documents must show what the work experience was and the time served in that field.
    - (b) Two (2) technical references from employers in the area for which the applicant wishes to be certified must be provided.
    - (c) A notarized copy of high school diploma or state high school equivalency certificate.
    - (d) Official transcripts of any college or technical college credit must be provided. Transcripts must be sent directly from the registrar and bear the seal of the issuing institution.

- (e) Copies of certificates of completion of any industry-sponsored training must be sent directly from the sponsoring agency or company. Copies certified as a true copy of the original by a notary public may be provided by the applicant.
- (f) Successful completion of the approved competency examination and basic skills examination as approved by the State Board of Education is required.
- (g) Applicants in Cosmetology and Barbering shall provide copies of their South Carolina Board of Cosmetology Licenses. These copies must be certified as true copies by a notary public. This documentation is accepted in lieu of the approved competency examination.
- (h) Applicants in Health Science Technology shall provide copies of active, nationally recognized health professions licenses, certificates, or registrations. The requirements for the licensure, certification, or registration must include at least two (2) years of formal postsecondary education in addition to the program prerequisites. These copies must be certified as true copies by a notary public. This is used in lieu of the approved competency examination.
- (i) Applicants for certification must successfully complete the approved program designed to prepare these prospective Work-Based Certified Career and Technology Education educators for the instructional environment. The program components will include, but not be limited to, a two-week (10-day) institute, training seminars, and professional development meetings. Successful completion of the two-week institute is a requirement for issuing the certificate. Applicants are expected to meet the standards for all Career and Technology Education educators as outlined in the guidelines which may include additional preparation.

#### D. CERTIFICATION EXAMINATIONS

- (1) Certification examinations are required of all educators certified under the Career and Technology Education Work-Based Certification process. Examinations may include the following:
  - (a) Competency Examination
    - (i) The successful completion of a related competency examination is a prerequisite to issuance of the professional Career and Technology Education certificate. The required examination and minimum qualifying scores acceptable for certification in each area are determined by the State Board of Education.
    - (ii) Applicants not bearing proof of competence (i.e., nationally recognized certification, licensure, or registration) must pass a nationally recognized competency examination within two (2)

years of application. Refer to the guidelines for accepted certification, licensure, or registration.

EXPLANATION R43 63 AppB

(b) Basic Skills Examination

- (i) Successful completion of the basic skills examination is prerequisite to issuance of the professional Career and Technology Education certificate. The required minimum qualifying score is determined by the State Board of Education.
- (ii) The exam must be taken during the first year of induction certification. The candidate will have five years to successfully pass the examination.

E. EDUCATION AND WORK EXPERIENCE REQUIRED FOR CERTIFICATE CLASSIFICATION

- (1) The classification of the educator's certificate is determined by the applicant's level of formal education and formal work experience and the degree to which that education and formal work experience are appropriate to the area in which certification is desired. An appropriate degree shall include a minimum of 30 semester hours of course work appropriate to the field of certification. The requirements for achieving these classifications are to be met in conjunction with the requirements delineated on pages 1 and 2. The Career and Technology Education educator's certificate classifications are as follows:

EXPLANATION R43 63 AppA

(2) Levels of Certification

(a) Level VIII- Doctorate

- (i) An applicant shall have an earned doctoral degree in accordance with State Board of Education regulations, shall meet requirements in an initial area of certification, and have at least six months of work experience related to the area of certification and/or internship (at least 21 hours in a concentrated field of study).
- (ii) The certificate is valid for a five-year period after obtaining a professional certificate.

(b) Level VII - Specialist

- (i) An applicant shall have a master's degree in accordance with State Board of Education regulations in an initial area of certification. Also required are thirty (30) semester hours beyond the master's degree of which twenty-one (21) hours must be in a concentrated area of study. Further, the applicant must have at least six months

of work experience or an internship related to the area of certification.

- (ii) The certificate is valid for a five-year period after obtaining a professional certificate.

(c) Level I - Career And Technology Education

- (i) An applicant shall have earned a master's degree in accordance with State Board of Education regulations, shall meet requirements in an initial area of certification, and have at least six months of full-time work experience and/or internship related to the area of certification. The certificate is valid for a five-year period after obtaining a professional certificate; OR

- (ii) Bachelor's Degree:

- (a) Bachelor's Degree and eighteen (18) semester hours post-baccalaureate credits in an appropriate field plus one (1) year of full-time work experience or internship related to the area of certification OR

- (b) A Bachelor's Degree in an appropriate field plus two years of full-time work experience and/or internship related to the area of certification; OR

- (iii) No Bachelor's Degree:

- (a) Successful completion of three (3) years of college (ninety [90] semester hours or equivalent) in an approved postsecondary program plus three (3) years' full-time work experience related to the area of certification; OR

- (b) Successful completion of two (2) years (sixty [60] semester hours or equivalent) in an approved post-secondary program plus four (4) years of full-time work experience related to the area of certification; OR

- (c) Successful completion of one (1) year (thirty [30] semester hours or equivalent) in an approved post-secondary program plus five (5) years of full-time work experience related to the area of certification; OR

- (d) Six (6) years of successful full-time work experience in the field employed to teach plus a high school diploma or equivalent.

(d) Level II - Career And Technology Education

- (i) An applicant shall have earned a bachelor's degree and eighteen (18) semester hours post-graduate credits in an appropriate field, have at least six months of full-time work experience and/or internship related to the area of certification, and shall meet requirements in an initial area of certification. The certificate is valid for a five-year period after obtaining a professional certificate; OR
- (ii) A Bachelor's Degree in an appropriate field plus one (1) year's full-time work experience related to the area of certification; OR
- (iii) Successful completion of three (3) years of college (ninety [90] semester hours or equivalent) in an approved postsecondary program plus two (2) years full-time work experience related to the area of certification; OR
- (iv) Successful completion of two (2) years (sixty [60]) semester hours or equivalent) in an approved post-secondary program plus three (3) years' full-time work experience related to the area of certification; OR
- (v) Successful completion of one (1) year (thirty [30]) semester hours or equivalent) in an approved post-secondary program plus four (4) years of full-time work experience related to the area of certification; OR
- (vi) Five (5) years of successful full-time work experience in the field employed to teach plus a high school diploma or equivalent.

(e) Level III - Career And Technology Education

- (i) An applicant shall have earned a bachelor's degree in an appropriate field in accordance with State Board of Education regulations and have at least six months of full-time work experience and/or internship related to the area of certification, and shall meet requirements in an initial area of certification; OR
- (ii) Successful completion of three (3) years of college (ninety [90] semester hours or equivalent) in an approved postsecondary program plus one (1) year of full-time work experience related to the area of certification; OR
- (iii) Successful completion of two (2) years (sixty [60]) semester hours or equivalent) in an approved post-secondary program plus two (2) years of full-time work experience related to the area of certification; OR

- (iv) Successful completion of one (1) year (thirty [30] semester hours or equivalent) in an approved post-secondary program plus three (3) years of full-time work experience related to the area of certification; OR
- (v) Four (4) years of successful full-time work experience in the field employed to teach plus a high school diploma or equivalent.

F. INITIAL WORK-BASED CERTIFICATE

(1) Induction Certificate

- (a) A two-year nonrenewable induction certificate will be issued in the same five classifications listed in Section E.(2) if the following conditions are met:
  - (i) Verification of full-time work experience as required for certification;
  - (ii) Two references from person having firsthand knowledge of the applicant's technical experience; and
  - (iii) An official verification of all formal education.
- (b) Term of issuance-one year with the provision to renew for a second year.
- (c) Employment as a full- or part-time teacher in a South Carolina public school.

EXPLANATION R43 63 F1

(2) Three-Year Pre-Professional Certificates

- (a) A three-year nonrenewable pre-professional certificate may be issued after the expiration of the two-year induction certificate if the following requirements are met:
  - (i) Attain minimum qualifying score on the competency exam in the field for which induction certification is held,
  - (ii) Demonstrate competency in teaching methods as specified in the Regulation 205.1, Assisting, Developing, and Evaluating Professional Teaching, and
  - (iii) Take the basic skills examination as approved by the State Board of Education.

EXPLANATION R43 63 F2

(3) Professional Certificate

- (a) Upon the expiration of the three-year pre-professional certificate, a professional Career and Technology Education certificate valid for five years will be issued if the following requirements are met:
  - (i) Demonstrate competency in teaching methods as specified in the guidelines, and
  - (ii) Attain at least the minimum qualifying score on the approved basic skills examination.
- (b) Applicants who do not complete the requirements for a professional certificate during the five years of induction and pre-professional certification must meet all certification requirements for a professional certificate in effect at the time they qualify.

EXPLANATION R43 63 F3

G. ADVANCEMENT OF CERTIFICATES

- (1) Certificates may be advanced based on guidelines approved by the State Board of Education.
- (2) Certificates may be advanced by:
  - (a) Providing the required documentation of indicating that State Board of Education requirements for certificate advancement have been met;
  - (b) Making a written request to the Career and Technology Education Work-Based Certification Section, Office of Educator Certification, Recruitment, and Preparation, Division of School Effectiveness, to have the certificate advanced; and
  - (c) Paying the required fee for advancement of the certificate.

H. GENERAL INFORMATION

(1) Correspondence Schools

If courses are in the area in which the applicant teaches or are in general education, upon presentation of substantiating evidence correspondence courses may be accepted as renewal credit.

(2) Supervised Skill Update

Three hundred twenty (320) clock hours of work experience in the area being taught can be counted to substitute for three (3) semester hours of approved renewal credit. Self-employment experience is not acceptable. The proposed work

experience must show that appropriate new skills will be developed. This allowance is to be made only one (1) time during any five-year renewal period. Prior application and approval is required for this credit. Applications may be secured from the Office of Educator Certification, Recruitment, and Preparation, Division of School Effectiveness, South Carolina State Department of Education, Columbia, South Carolina 29204.

(3) Approved Subject Area Work Experience Completed Five (5) Years Prior To Application

At least twelve (12) months of full-time work experience in the certificate area must have been completed within five (5) years of making application for certification. Applicants with valid out-of-state certificates with three (3) years teaching experience in the five (5) years prior to the application shall meet this requirement.

(4) Part-Time Work Experience Related To The Area Of Certification

Part-time work experience may be used to meet up to fifty (50) percent of the work experience requirements for any level of certificate.

(5) Semester Hours

All credits are computed in semester hours. (Three quarter hours are equivalent to two (2) semester hours.)

(6) Out-Of-State Candidates

Out-of-state candidates holding valid, standard certificates from other states must meet the State Board of Education requirement for full or initial certification. These certificates may be renewed as any other.

EXPLANATION R43 63 H6

(7) Continuing Education Units

Continuing education courses may be accepted when earned in the content area of the specialized body of knowledge and approved by the Office of Educator Certification, Recruitment, and Preparation, Division of School Effectiveness, South Carolina Department of Education, Columbia, South Carolina 29204.

(8) Student Teaching

Career and Technology Education certified personnel are not required to do student teaching.

(9) Acquiring Additional Areas Of Certification

A person who holds a valid South Carolina Career and Technology Education educator's certificate may, upon written request and payment of the required fee, add additional endorsements in accordance with the following criteria:

- (a) Verification of full-time work experience as required for certification;
  - (b) Two technical references from persons having firsthand knowledge of the applicant's work experience, and
  - (c) Attainment of at least the minimum qualifying score on the required competency examination.
- (10) Certification For Individuals With Unique Occupational Training And Experience For Which There Is No Competency Examination

The changing nature of business and industry and their employment needs require that school districts be able to develop and implement new training programs to meet those needs in areas where no competency examination is available.

- (a) The applicant must meet all other requirements for Career and Technology Education certification (except the competency examination). Application for a certificate will be allowed in the cases of new and innovative programs providing the following additional criteria are met. The applicant must have:

- (i) A bachelor's degree from a regionally accredited college or university in the area of assignment and at least one year of related work experience in the area of assignment. The certificate level will be based upon the highest degree held and years of documented related work experience; and
- (ii) Documentation of outstanding achievements related to the area of assignment, which could be used to verify competence in the field.
- (iii) The district must submit documentation of the need (local needs assessment) for the new program for which licensure is sought. In 1994 the State Board of Education called for the following criteria for needs assessments:

Written documentation of the employment needs of new or expanding business/industries employing graduates of the program(s), must be submitted and endorsed by the CEO, President, or Human Resources Manager of one of the businesses in question and must include, as a minimum, (a) current and three-year projected employment needs, (b) indication of business/industry involvement with the local educational agency, (c) letters from the local Employment Security Commission, local development board, or local chamber of commerce specifying the

needs for graduates of the program(s) for which licensure is requested.

## I. EMPLOYMENT OF INDIVIDUALS WITH INDUSTRY CERTIFIED CAREER AND TECHNOLOGY EDUCATION TRAINING AND EXPERIENCE

- (1) School districts shall be allowed to hire individuals with recognized eminence in career and technology areas to teach in high schools and career centers. This employment provides districts the opportunity to take advantage of outstanding expertise available where (a) programs and certification have not been approved by the State Board of Education and (b) programs have been approved by the State Board of Education but no certified teacher is available.
  - (a) School districts will be allowed to petition the State Board of Education through the Division of School Effectiveness at the South Carolina State Department of Education for a temporary certificate that will allow the employment of an individual in an instructional position provided the individual meets the criteria listed below. The temporary two-year certificates are nontransferable to another district and can only be requested by the school district.
  - (b) An individual seeking employment under this provision will be issued a certificate that will be valid for one year unless revoked at the request of the district. The temporary certificate may be renewed one additional year. After two years the individual will be required to meet certification requirements listed in this regulation.
  - (c) The individual must have at least four years of experience in the area of assignment. The certificate will be issued at the corresponding level of educational attainment and/or verified work experience listed in this regulation.
  - (d) Documentation of outstanding achievements related to the area of assignment can be used to verify competency in the field.
  - (e) The individual must have received an "all clear" report from the FBI fingerprint process before the two-year temporary certificate can be issued.
  - (f) School districts shall closely monitor teaching content and techniques utilized by such individuals to ensure that appropriate instructional methods are used in accordance with State Board of Education guidelines. The Office of Career and Technology Education will monitor course content.

J. GUIDELINES

The State Department of Education has authority to develop guidelines in accordance with provisions of this regulation.

EXPLANATION R43 63 J

## **R 43-64 REQUIREMENTS FOR CERTIFICATION AT THE ADVANCED LEVEL**

### **I. ADMINISTRATION**

#### **(A) Elementary School Principal and Supervisor (Tier 1)**

- (1) Master's degree
- (2) Valid South Carolina Educator's Professional Certificate at the elementary level
- (3) Minimum qualifying score(s) on the area examinations required by the State Board of Education
- (4) Verification of three years teaching experience, including at least one year of teaching in grades pre-K–8
- (5) Completion of an advanced program approved by the State Board of Education for the training of elementary principals and supervisors

Note: Eligibility for Tier 2 certification requires successful completion of the Principal Induction Program (PIP) in the principal's first year, as well as an overall rating of Proficient or Exemplary on the Program for Assisting, Developing, and Evaluating Principal Performance (PADEPP) evaluation instrument in the second year of employment as a principal.

#### **(B) Secondary School Principal and Supervisor (Tier 1)**

- (1) Master's degree
- (2) Valid South Carolina Professional Certificate at the secondary level
- (3) Minimum qualifying score(s) on the area examination(s) required by the State Board of Education
- (4) Verification of three years teaching experience, including at least one year of teaching in grades 7–12
- (5) Completion of an advanced program approved by the State Board of Education for the training of secondary principals and supervisors

Note: Eligibility for Tier 2 certification requires successful completion of the Principal Induction Program (PIP) in the principal's first year, as well as an overall rating of Proficient or Exemplary on the Program for Assisting, Developing, and Evaluating Principal Performance (PADEPP) evaluation instrument in the second year of employment as a principal.

#### **(C) Elementary or Secondary School Principal or Supervisor (Tier 1 Alternative Route for Career Changers—beginning July 1, 2012)**

- (1) Master's degree
- (2) Verification of at least three years of successful experience in leadership, supervision, upper-level management, or other position in a business, corporation, agency, or the military with responsibilities similar to those of a principal
- (3) Recommendation for elementary or secondary principal certification (Tier 1 Alternative Route for Career Changers) by the superintendent of a South Carolina public school district interested in employing the individual as an assistant principal
- (4) Elementary or Secondary Principal Certification (Tier 1 Alternative Route for Career Changers). A one-year certificate that may be extended annually provided that the following requirements are met:
  - (a) Year One: At the end of this year, the South Carolina Department of Education must receive verification that the educator has completed a full year of experience as an assistant principal in a public school, has received a passing score on the area examination(s) required for certification of principals by the State Board of Education, and has received a successful rating on an SCDE-approved evaluation instrument from the employing school district. Additionally, the employing school district must submit a written request for a one-year extension of the educator's elementary or secondary principal certificate (Tier 1 Alternative Route for Career Changers).
  - (b) Years Two and Three: At the end of each of these years, the South Carolina Department of Education must receive verification that the educator has completed a full year of experience as an assistant principal in a public school and has received a successful rating on an SCDE-approved evaluation instrument from the employing school district. At the end of each year, the employing school district must submit a written request for a one-year extension to the educator's elementary or secondary principal certificate (Tier 1 Alternative Route for Career Changers). Also, by the end of Year Three, the educator must have successfully completed the program of study (i.e., training program) approved by the State Board of Education in order to be eligible for continued certificate extensions.
  - (c) Years 4 and beyond. Upon meeting the requirements for Years One through Three, as described above, the educator is eligible for a professional Tier 1 certificate and employment as an assistant principal or as a principal.
- (5) Elementary or Secondary Principal Certificate (Tier 2). In order to be eligible to advance to an elementary or secondary principal certificate (Tier 2), the educator must have successfully completed all requirements as an assistant principal for Years One, Two, and Three, as described above. Additionally, the educator must successfully complete the Principal Induction Program, receive an overall rating

of *Proficient* or *Exemplary* on the Program for Assisting, Developing, and Evaluating Principal Performance (PADEPP) evaluation instrument in the second year of employment as a principal, and receive a recommendation for certificate advancement from the employing school district. If the overall rating on the PADEPP evaluation instrument in the second year of employment as a principal is *Needs Improvement*, the principal will remain on Tier 1 certification until the South Carolina Department of Education receives verification from the employing school district that the principal has achieved an overall rating of *Proficient* or *Exemplary* on PADEPP.

(D) District Superintendent

- (1) Master's degree
- (2) Valid South Carolina Professional Certificate at the elementary, middle or secondary level
- (3) Minimum qualifying score(s) on the area examination(s) required by the State Board of Education
- (4) Verification of a total of three years experience as a pre-K–12 or post- secondary teacher and two years as a school or school district administrator, post secondary administrator, or school business administrator
- (5) Completion of an advanced program approved by the State Board of Education for the training of school superintendents

(E) District Superintendent (Alternative Route for Career Changers)

- (1) Master's degree
- (2) Verification of at least ten years of successful experience in a senior position(s) of leadership, such as Chief Executive Officer in a business, corporation or agency, military officer, or other position with responsibilities similar to those of a district superintendent.
- (3) Recommendation for certification by a local school board in a South Carolina public school district interested in employing the individual as a superintendent.
- (4) Submission of a plan of study by the local school board that the individual must complete within three years to include, at a minimum, the areas of curriculum and instruction, school finance, and school law. The candidate must also submit a passing score on area examination(s) required by the State Board of Education for district superintendents within the first year of employment as a superintendent.
- (5) Issuance of an initial certificate for one year. This certificate may be extended annually for two additional years at the request of the local school board based on verification of successful performance reviews.

- (6) Issuance of a professional certificate upon completion of the specified program of study, and minimum qualifying scores on the required certification examination(s), and the recommendation by the local school board after three years of successful service as superintendent.

(F) Vocational/Technology/Career Center Director

- (1) Valid South Carolina secondary principal or supervisor certificate and certification in one of the following areas:

Agriculture  
Family and Consumer Sciences  
Health Occupations  
Industrial Technology  
Business and Marketing Technology  
Career Technology Education

OR

- (2) Valid South Carolina secondary principal or supervisor certificate and three years of experience as a director or assistant director in a Vocational/Technology/Career Center

OR

- (3) Master's degree from a State Board of Education-approved teacher education program in vocational education, including fifteen semester hours in administration and certification in one of the following areas:

Agriculture  
Family and Consumer Sciences  
Health Occupations  
Industrial Technology  
Business and Marketing-Technology  
Career and Technology Education

The fifteen semester hours in administration required above are to be selected from the areas listed below:

General School Administration  
School Personnel Administration  
Techniques of Supervision  
School Law  
School Finance  
Human Growth and Development  
Curriculum Development

AND

- (4) Minimum qualifying score(s) on the area examination(s) required by the State Board of Education
- (5) Verification of five years experience as a preK–12 or postsecondary teacher, school or school district administrator, post secondary administrator, or business administrator

## II. OTHER INSTRUCTIONAL SUPPORT AREAS

### (A) ELEMENTARY AND SECONDARY GUIDANCE

- (1) Master's degree
- (2) Completion of an advanced program approved by the State Board of Education for the preparation of school counselors
- (3) Minimum qualifying score(s) on the area examination(s) required by the State Board of Education

### (B) SCHOOL PSYCHOLOGIST

#### (1) SCHOOL PSYCHOLOGIST I

- (a) Master's degree
- (b) Completion of an advanced program approved by the State Board of Education for the preparation of school psychologists
- (c) Minimum qualifying score(s) on the area examination(s) required by the State Board of Education

#### (2) SCHOOL PSYCHOLOGIST II

- (a) Specialist degree
- (b) Completion of an advanced program approved by the State Board of Education for the preparation of school psychologists
- (c) Minimum qualifying score(s) on the area examination(s) required by the State Board of Education required

#### (3) SCHOOL PSYCHOLOGIST III

- (a) Doctorate degree

- (b) Completion of an advanced program approved by the State Board of Education for the preparation of school psychologists
- (c) Minimum qualifying score(s) on the area examination(s) required by the State Board of Education required

(C) SPEECH-LANGUAGE THERAPIST

- (1) Master's degree
- (2) Completion of an advanced program approved by the State Board of Education for the preparation of speech-language therapists
- (3) Minimum qualifying score(s) on the area examination(s) required by the State Board of Education required

(D) MEDIA SPECIALIST

- (1) Master's degree
- (2) Completion of an advanced program approved by the State Board of Education for the preparation of media specialists or school library media specialists
- (3) Minimum qualifying score(s) on the area examination(s) required by the State Board of Education

# SECTION 2: Certification & College Codes

## Certification Codes: Alphabetical Listing

\*No longer issued.

Accounting*	43
Accounting and Related Business*	44
Accounting and Related Economics*	48
Administrator*	7A
Advanced Fine Arts	49
Agricultural Mechanics*	AA
Agriculture	30
Agriculture Mechanics	31
Air Conditioning and Refrigeration (old name)	AG
Environmental Control Systems (HVAC) (new name)	
Animal Science	34
American Sign Language	94
Appliance Repair*	AH
Art	50
Associate Guidance—Secondary*	88
Attendance Supervisor*	75
Auto Body and Fender (old name)	AJ
Automotive Collision Repair (new name)	
Auto Mechanics (old name)	AK
Automotive Technology (new name)	
Barbering	BP
Biology	14
Brick Masonry	AL
Building Construction (old name)	AM
Carpentry (new name)	
Business Education*	47
Business Machine Repair*	AN
Business and Marketing Technology	4B
Cabinetmaking	AP
Carpentry	AM
Chemistry	15
Child Care Services*	EA
Chinese	5D
Clothing Design and Construction Services*	EB
Commerce*	40
Commercial Art (old name)	BN
Digital Art & Design (new name)	
Commercial Cooking (old name)	AQ
Culinary Arts (new name)	

Commercial Photography*	AR
Cooperative Training*	BL
Computer Programming	4A
Cosmetology	AT
Criminal Justice*	DA
Culinary Arts	AQ
Dance	58
Data/Information Processing*	46
Data Processing *	CG
Dental Laboratory Technician*	CF
Diesel Engine Mechanics	CA
Distributive Education*	32
Diversified Education*	33
Drafting	AU
Driver Training	63
Early Childhood	85
Earth Science*	17
Economics	23
Education Evaluator*	87
Electricity	AV
Electronics	AW
Elementary	01
Elementary Principal Tier I	7B
Elementary Principal Tier II	7D
Elementary Principal*	71
Elementary Supervisor *	73
English	04
English as a Second Language (old name)	5A
English for Speakers of Other Languages (new name)	
Entertainment Technology*	DE
Air Conditioning and Refrigeration (old name)	AG
Environmental Control Systems (HVAC) (new name)	
Environmental Science and Natural Resources	37
Fire Services*	DD
Forestry	38
French	05
General Mathematics*	11

General Science*	13
Geography	24
German	08
Gifted and Talented endorsement	GT
Gifted and Talented add-on	8A
Government	25
Graphic Communication	AX
Guidance—Elementary	86
Guidance—Secondary	89
Guidance—Secondary Advanced*	90
Health	64
Health and Physical Education*	65
Health and Physical Education part-time*	66
Health Occupations (old name)	AC
Health Science Technology (new name)	
Heavy Equipment Mechanic*	CE
Heavy Equipment Operator*	CD
History	21
Hospitality and Tourism*	EC
Family and Consumer Science (Home Economics)	35
Horticulture	39
Industrial Arts*	36
Industrial Maintenance Mechanics	CB
Industrial Sewing*	AY
Industrial Technology Education	29
Information Technology—Networking	EE
Information Technology—Programming	ED
Japanese	5B
Latin	06
Literacy Coach	
Literacy Specialist	
Literacy Teacher	
Machine Shop (old name)	BA
Machine Tool Technology (new name)	
Marine Biology*	3A
Marine Engine Repair*	CC
Mathematics	10
Mechanical Drawing*	AF
Media Communications Specialist*	62
Media Specialist	60
Media Supervisor*	59
Media Technology	DC
Middle-Level Language Arts	1E
Middle-Level Mathematics	1F
Middle-Level Science	1G
Middle-Level Social Studies	1H
Middle School Language Arts*	1A
Middle School Mathematics*	1B

Middle School Science*	1C
Middle School Social Studies*	1D
Montessori—Early Childhood Education	8B
Montessori—Elementary I	8C
Montessori—Elementary II	8D
Montessori—Middle Level Language Arts	8E
Montessori—Middle Level Math	8F
Montessori—Middle Level Science	8G
Montessori—Middle Level Social Studies	8H
Music Education—Choral	51
Music Education—Instrumental	54
Music Education—Piano	52
Music Education—Violin	56
Music Education—Voice	53
Nail Technology	EG
Online Teaching	4C
Painting and Decorating*	BB
Physical Education	67
Physics	16
Plumbing	BC
Prevocational*	BM
Protective Services	DB
Psychology	26
Radio and TV Repair*	BD
Reading Clinician*	83
Reading Consultant*	81
Reading Coordinator or Director*	82
Reading Teacher*	80
Russian	09
School Psychologist I	69
School Psychologist II	84
School Psychologist III	78
School Social Worker I*	93
School Social Worker II*	92
School Social Worker III*	91
Science	12
Secondary Principal*	72
Secondary Principal Tier I	7C
Secondary Principal Tier II	7E
Secondary Supervisor*	74
Secretarial Science *	45
Sheet Metal	BE
Shoe Repair*	BQ
Shorthand*	41
Small Engine Repair	BF
Social Studies	20
Sociology	27
Special Education – Early Childhood Ed.	2K

Special Education—Educable Mentally Disabled*	2A
Special Education—Emotional Disabilities	2E
Special Education—Generic Special Education*	02
Special Education—Education of the Blind and Visually Impaired	2B
Special Education—Education of Deaf and Hard of Hearing	2D
Special Education—Learning Disabilities	2G
Special Education—Orthopedically Impaired	2F
Special Education—Trainable Mentally Disabled*	2C
Special Education—Mental Disabilities	2H
Special Education—Multicategorical	2I
Special Education—Severe Disabilities	2J
Spanish	07
Speech-Language Therapist	03
Superintendent	70
Tailoring*	BG
Teacher-Librarian*	61
Textile*	BH
Theater	5C
Tilesetting*	BJ
Typing*	42
Vocational Center Director	76
Welding	BK

## Certification Codes: Numerical Listing

\*No longer issued.

Elementary	01
Middle School Language Arts*	1A
Middle School Mathematics*	1B
Middle School Science*	1C
Middle School Social Studies*	1D
Middle-Level Language Arts	1E
Middle-Level Mathematics	1F
Middle-Level Science	1G
Middle-Level Social Studies	1H
Special Education—Generic Special Education*	02
Special Education—Educable Mentally Disabled*	2A
Special Education—Blind and Visually Impaired	2B
Special Education—Trainable Mentally Disabled*	2C
Special Education—Education of Deaf and Hard of Hearing	2D
Special Education—Emotional Disabilities	2E
Special Education—Orthopedically Impaired*	2F
Special Education—Learning Disabilities	2G
Special Education—Mental Disabilities	2H
Special Education—Multicategorical	2I
Special Education—Severe Disabilities	2J
Special Education—Early Childhood Ed.	2K
Speech-Language Therapist	03
Marine Biology*	3A
English	04
Computer Programming	4A
Business and Marketing Technology	4B
Online Teaching	4C
French	05
English as a Second Language	5A
Japanese	5B
Theater	5C
Chinese	5D
Latin	06
Spanish	07
Administrator*	7A
Elementary Principal Tier I	7B
Secondary Principal Tier I	7C
Elementary Principal Tier II	7D
Secondary Principal Tier II	7E
German	08

Gifted and Talented add-on	8A
Montessori—Early Childhood Education	8B
Montessori—Elementary I	8C
Montessori—Elementary II	8D
Montessori—Middle Level Language Arts	8E
Montessori—Middle Level Math	8F
Montessori—Middle Level Science	8G
Montessori—Middle Level Social Studies	8H
Russian	09
Mathematics	10
General Mathematics*	11
Science	12
General Science*	13
Biology	14
Chemistry	15
Physics	16
Earth Science*	17
Social Studies	20
History	21
Economics	23
Geography	24
Government	25
Psychology	26
Sociology	27
Industrial Technology Education	29
Agriculture	30
Agriculture Mechanics	31
Distributive Education*	32
Diversified Education*	33
Animal Science	34
Family and Consumer Science (Home Economics)	35
Industrial Arts*	36
Environmental Science and Natural Resources	37
Forestry	38
Horticulture	39
Commerce*	40
Shorthand*	41
Typing*	42
Accounting*	43
Accounting and Related Business*	44
Secretarial Science*	45
Data/Information Processing*	46
Business Education*	47
Accounting and Related Economics*	48

Advanced Fine Arts	49
Art	50
Music Education—Choral	51
Music Education—Piano	52
Music Education—Voice	53
Music Education—Instrumental	54
Music Education—Violin	56
Dance	58
Media Supervisor*	59
Media Specialist	60
Teacher-Librarian*	61
Media Communications Specialist*	62
Driver Training	63
Health	64
Health and Physical Education*	65
Health and Physical Education part-time*	66
Physical Education	67
School Psychologist I	69
Superintendent	70
Elementary Principal*	71
Secondary Principal*	72
Elementary Supervisor*	73
Secondary Supervisor*	74
Attendance Supervisor*	75
Vocational Center Director	76
School Psychologist III	78
Reading Teacher*	80
Reading Consultant*	81
Reading Coordinator or Director*	82
Reading Clinician*	83
School Psychologist II	84
Early Childhood	85
Guidance—Elementary	86
Education Evaluator*	87
Associate Guidance—Secondary*	88
Guidance—Secondary	89
Guidance—Secondary Advanced*	90
School Social Worker III*	91
School Social Worker II*	92
School Social Worker I*	93
American Sign Language	94
Agricultural Mechanics	AA
Health Occupations (old name)	AC
Health Science Technology (new name)	
Mechanical Drawing*	AF
Air Conditioning and Refrigeration (old name)	AG
Environmental Control Systems (HVAC) (new name)	

Appliance Repair*	AH
Auto Body and Fender (old name)	AJ
Automotive Collision Repair (new name)	
Auto Mechanics (old name)	AK
Automotive Technology (new name)	
Brick Masonry	AL
Building Construction (old name)	AM
Carpentry (new name)	
Business Machine Repair*	AN
Cabinetmaking	AP
Commercial Cooking (old name)	AQ
Culinary Arts (new name)	
Commercial Photography*	AR
Cosmetology	AT
Drafting	AU
Electricity	AV
Electronics	AW
Graphic Communications	AX
Industrial Sewing*	AY
Machine Shop (old name)	BA
Machine Tool Technology (new name)	
Painting and Decorating*	BB
Plumbing	BC
Radio and TV Repair*	BD
Sheet Metal	BE
Small Engine Repair	BF
Tailoring*	BG
Textile*	BH
Typesetting*	BJ
Welding	BK
Cooperative Training*	BL
Prevocational*	BM
Commercial Art (old name)	BN
Digital Art & Design (new name)	
Barbering	BP
Shoe Repair*	BQ
Diesel Engine Mechanics	CA
Industrial Maintenance Mechanics	CB
Marine Engine Repair*	CC
Heavy Equipment Operator*	CD
Heavy Equipment Mechanic*	CE
Dental Laboratory Technician*	CF
Data Processing*	CG
Criminal Justice*	DA
Protective Services	DB
Media Technology	DC
Fire Services*	DD
Entertainment Technology*	DE
Child Care Services*	EA

Clothing Design and Construction Services*	EB
Hospitality and Tourism*	EC
Information Technology—Programming	ED

Information Technology—Networking	EE
Nail Technology	EG
Gifted and Talented-endorsement	GT

## College Codes

Aiken Technical College	60
Allen University	41
Anderson University	80
Benedict College	43
Bob Jones University	26
Central Carolina Technical College	71
Southern Wesleyan University	35
Charleston Southern University	08
Northeastern Technical College	62
The Citadel	03
Claflin University	45
Clemson University	01
Coastal Carolina University	52
Coker College	21
College of Charleston	25
Columbia International University	22
Columbia College	23
Converse College	27
Denmark Technical College	63
Erskine College	29
Florence-Darlington Technical College	63
Florence-Darlington Technical College	64
Francis Marion University	49
Furman University	30
Greenville Technical College	65
Horry-Georgetown Technical College	66
Lander University	32
Limestone College	34
Medical University of South Carolina	50

Midlands Technical College	67
Morris College	47
Newberry College	37
North Greenville University	81
Orangeburg-Calhoun Technical College	68
Piedmont Technical College	69
Presbyterian College	38
South Carolina State University	10
Southern Methodist College	51
Spartanburg Methodist College	82
Spartanburg Technical College	70
Technical College of the Lowcountry	61
Trident Technical College	72
Tri-County Technical College	73
University of Charleston	25
USC Aiken	54
USC Beaufort	12
USC Columbia	05
USC Ft. Jackson	14
USC Lancaster	15
USC Salk	17
USC Sumter	16
USC Upstate	53
Voorhees College	48
Williamsburg Technical College	74
Winthrop University	07
Wofford College	39
York Technical College	75

# SECTION 3: Reciprocity

## R 43-51.VII VERIFICATION OF ELIGIBILITY [RECIPROCITY]

### **R53-51. VII. Verification of Eligibility**

The Office of Educator Certification of the State Department of Education may verify the eligibility of an applicant for certification by ascertaining

(a) that the applicant has verified his or her completion of a state approved teacher preparation program

OR

**(b) that the applicant has a valid corresponding certificate from a state with which South Carolina has reciprocity through the Interstate Agreement on Qualifications of Educational Personnel**

OR

(c) that the applicant has met the requirements for the Program of Alternative Certification for Educators (PACE) for certification.

### EXPLANATION (RECIPROCITY)

Applicants with a valid, standard certificate issued by another state, the District of Columbia, a United States territory, or the Department of Defense Dependents Schools (DODDS), **may** be eligible for certification through South Carolina's reciprocity agreement.

# SECTION 4: Alternative Certification

## ALTERNATIVE PATHWAYS TO CERTIFICATION

### **Alternative Pathways to Certification**

South Carolina offers multiple alternative pathways to certification. Some paths lead to full, professional certification while others offer a temporary opportunity to teach in South Carolina public schools.

### **Program of Alternative Certification for Educators (PACE)**

PACE offers qualified participants an opportunity to teach in a South Carolina public school while completing the requirements for professional certification. Participants receive hands-on experience in the classroom and the support of experienced educators as they complete a series training seminars and courses. To learn more about PACE, go to [www.scpace.org](http://www.scpace.org).

### **American Board for Certification of Teaching Excellence (ABCTE)**

ABCTE offers a series of examinations that lead to a certification in secondary English, mathematics, or science areas. Individuals who pass these examination(s) can seek employment and work toward professional certification. Information about ABCTE can be found at [www.abcte.org](http://www.abcte.org) or specifically related to South Carolina at <http://www.effectiveness.ed.sc.gov/Cert/certpdf/abctewebinfo.pdf>.

### **Adjunct Teacher Certification**

The Adjunct Teaching Certificate was recently approved by the State Board of Education and State Legislature as a means for giving content experts the opportunity to share their expertise in the classroom. Individuals who qualify for this certificate can teach up to two credit-bearing courses in their Adjunct content area over an academic year. However, this certificate cannot be converted to a professional certificate. An application for this certificate must be initiated by the potentially employing district. Also, employment in a South Carolina public school is a prerequisite for the Adjunct certificate. Complete details about this program can be found at <http://www.scteachers.org/cert/adjunct.cfm>.

# **SOUTH CAROLINA PROGRAM OF ALTERNATIVE CERTIFICATION FOR EDUCATORS (PACE) GUIDELINES**

To address critical teaching shortages in South Carolina, the South Carolina General Assembly provided for the establishment of an alternative route to certification and prescribed the eligibility requirements for participation. The purpose of the program is to enable individuals with work experience who do not meet the regular certification requirements to be eligible for employment in the public schools. Eligible candidates are awarded the critical needs certificate for a total of three consecutive academic years based on successful completion of program requirements.

## **Eligibility Criteria**

The following criteria must be met:

1. An earned bachelor's degree (or higher) from a regionally accredited college or university or an institution with a teacher education program that has been approved by the South Carolina State Board of Education for certification purposes, with a major in a certification area that is included in the alternative certification program.
2. A passing score on the content area examination(s) adopted by the State Board of Education.
3. Two years full-time work experience defined as two years of postsecondary work experience that includes one continuous year of full time work and no more than one year of combined part-time work experience, an earned advanced degree from a regionally accredited college or university, or an earned advanced degree from a college or university with a teacher education program that has been approved by the State Board of Education for certification purposes.
4. Employment as a full- or part-time teacher in a South Carolina public school in the qualifying content area.

## **Statement of Eligibility**

The statement of eligibility indicates to a school district that the candidate meets all eligibility criteria for admission to PACE. The candidate must obtain a teaching position in the area(s) for which he or she is eligible for PACE and complete the next available preservice institute to be eligible for a critical needs certificate. The statement of eligibility is valid for one school year (July 1–June 30).

## **Verification of Employment**

When a candidate obtains a position, the school district must verify employment with the Office of Educator Certification. This verification must include the signature of the designated school district official and the signature of the PACE candidate. The candidate will then be invited to participate in the next available preservice institute.

## **PACE Program Requirements**

To be eligible to continue in the program, PACE candidates must complete the following requirements while employed in a South Carolina public school as an active participant in the PACE program:

- A. Candidates will successfully complete the program designed to prepare them for the instructional environment. The program components will include, but not be limited to, training institutes, designated course requirements, and professional development meetings.

An initial critical needs teaching certificate will be issued after the eligible candidate has met all alternative certification program admission criteria. This includes the submission of a complete certification application packet; presenting passing scores on the content area examination(s) adopted by the State Board of Education; employment in a South Carolina public school; and completion of the next available preservice institute. The initial critical needs certificate is valid for one academic year. The certificate can be renewed annually for two additional academic years based on successful progress in completing the program requirements listed above and continuous employment in a South Carolina public school.

To be eligible for a professional certificate, PACE candidates will successfully complete requirements as follows:

- B. Candidates will complete three successful years of teaching in a South Carolina public school including successful completion of the Assisting, Developing, and Evaluating Professional Teaching (ADEPT) process. This will include successful participation in an induction program that includes a mentoring program, successful completion of the formal evaluation process, and a successful formal or informal evaluation during the final year of program participation. Consistent with the ADEPT regulation (R. 43-205.1), a candidate must not receive a continuing contract until he or she has completed all PACE requirements and is eligible to advance to professional certification.
- C. Candidates will successfully complete three courses from the list of core courses approved by the Division of Educator Quality on behalf of the State Board of Education. Courses identified for individual teachers will be based on the individual's experience, knowledge, and skills. Courses must be completed while an active participant in PACE or within three years prior to issuance of the first alternative route certificate.

The three required courses must be completed for college credit with an assigned grade of B or better. Courses must be completed at a South Carolina institution with a teacher education program approved by the State Board of Education for certification purposes. Eligible participants may request approval of courses from other regionally accredited colleges or universities provided the coursework is at the graduate level. However, no more than one of the courses (three semester hours) can be designated as a Professional Development (PD) course. Only the PD course could be completed as pass/fail.

D. Candidates will earn a passing score on the appropriate level of the pedagogy Praxis II examination, *Principles of Learning and Teaching (PLT)*, prior to advancing to the professional certificate.

### **Teaching Assignment**

Teachers with alternative program certification must be assigned to teach in their subject area fulltime. In compliance with No Child Left Behind 20 U.S.C. 56301 et seq. (2002) requirements, out-of-field permits will no longer be issued after July 1, 2006. Candidates who qualify in more than one subject area at the time of admission can enter and complete the program in up to two subject areas if they are formally evaluated (ADEPT) in each area and teach .5 full-time equivalency in each certification area.

If a candidate is employed as a part-time teacher, the teaching position must be at least a .5 full-time equivalency with 100 percent of their teaching time in one subject area.

### **District Supervision and Evaluation**

The school district must issue employment contracts, supervise, and evaluate the candidate in accordance with all State Board of Education regulations and guidelines for Assisting, Developing, and Evaluating Professional Teaching (ADEPT). Consistent with the ADEPT regulation (R. 43-205.1), a candidate must not receive a continuing contract until he or she has completed all PACE requirements and is eligible to advance to professional certification.

### **Annual Renewal**

A critical needs certificate is valid for one school year and will be renewed for two consecutive years upon annual recommendation by the on-site instructors for the State Department of Education alternative certification training program and at the request of the school district verifying continuing employment.

### **Eligibility for a Professional Certificate**

In order to be issued a professional certificate, a candidate must meet the following criteria: continuous employment as a teacher for three years; successful completion of all required institutes; recommendation for certification by the on-site instructors for the State Department of Education alternative certification training program; successful ADEPT formal evaluation and a successful formal or informal evaluation during the final year of program participation; successful completion of the three designated courses; and a passing score on the PLT. Professional certification will be issued at the end of the third year if all requirements are complete.

Candidates who do not complete the program within three academic years due to extenuating circumstances may apply for a one academic year extension of the alternative route certificate. The extension year must be immediately following the third academic year of program participation. If approved, all program requirements must be completed within the fourth academic year.

A candidate that withdraws from the PACE program within the first three academic years based on extenuating circumstances may reapply for admission. Readmission is at the discretion of the State Department of Education. A teacher readmitted to the PACE Program may be required to start the program from the beginning.

### **Ineligibility for Program Admission or Participation**

Candidates who have attempted and failed student teaching in a traditional teacher preparation program will not be eligible for admission to PACE. Candidates who are denied certification or have their certificates suspended or revoked pursuant to State Board of Education Regulation 43.58 will not be allowed to participate in or be readmitted to the alternative certification program.

### **Exceptions**

Request for exceptions to these guidelines may be considered on an individual basis. Such exceptions must be proposed by the school district. Final approval rests with the State Department of Education.

## **Program of Alternative Certification for Educators (PACE)**

The Program of Alternative Certification for Educators (PACE) was established to enable degreed individuals, who otherwise do not meet certification requirements, to gain employment in the public schools in a PACE approved subject area teaching position.

PACE requires a three year commitment to the content area and grade level for which you are admitted. Candidates may be evaluated for K–12, middle level, or secondary certification.

### **A. Eligibility Requirements**

- An earned bachelor’s degree or above from a regionally accredited college with a major in a South Carolina certification area. Participants can be evaluated for a major equivalent if they have thirty or more semester hours earned in content area coursework, twenty-one of which were earned at the junior or senior level or above; or twenty-four or more semester hours earned in content area coursework at the graduate level.
- A passing score on the appropriate Praxis II subject area examination(s).
- Verification of two years of full time work experience. This is defined as two years of post secondary work experience that includes one year of consecutive full time work and no more than one year of combined part time work experience. An earned master’s degree can be used in lieu of the required experience.
- Employment as a teacher in a South Carolina public school district in the PACE approved subject area.

### **B. Admission Process**

1. The candidate submits an application form, verification of prior work experience, official transcript(s), and nonrefundable application fee. You will also need to follow the instructions, available at [www.scteachers.org](http://www.scteachers.org), for completing the FBI clearance process. If the candidate meets the academic requirements, he or she will receive a letter stating the qualification area. (A candidate who is interested only in a transcript evaluation can submit the transcript and an application form. A full application packet must be submitted if the candidate meets the academic requirements. The application and prior work forms are available online.)
2. Once a qualified candidate has submitted all application materials including Praxis II subject area examination(s) scores and an all-clear FBI report, he or she will receive a Statement of Eligibility based on the PACE approved subject areas.
3. The Statement of Eligibility qualifies the candidate to seek employment in a South Carolina public school district for the current or upcoming school year. The candidate submits a full application to the school district. If the district hires the teacher, the district submits a “Confirmation of Employment” (COE) form to the State Department of Education (SDE).
4. When the SDE receives the COE, information concerning the next available pre-service training will be sent to the candidate. The Statement of Eligibility, employment, and successful completion of the pre-service training are required to earn the first alternative route certificate. The candidate’s participation begins in PACE once the participant has successfully completed the pre-service.
5. The critical need certificate is valid for the academic year following successful completion of the pre-service training.

## Program Progression

**Prior to Year one:** The teacher is fully admitted to PACE, successfully completes the pre-service training and is issued his or her first alternative route certificate.

**Year one:** The teacher continues the required training and can begin required PACE college coursework. Courses must be selected from the list approved by the Division of Educator Quality and Leadership on behalf of the State Board of Education. All coursework must be from the list of pre-approved courses in the PACE Course Booklet or formally approved by the SDE.

**Between Year 1 and 2:** The teacher completes the in-service training and continues working on the three required college courses.

**Year two:** The teacher completes the required training seminars, continues working on the three required college courses, and successfully completes the Assisting, Developing, and Evaluating Professional Teaching (ADEPT) formal evaluation process.

**Year three:** The teacher submits official transcripts reflecting completion of three required college courses to the SDE, submits a passing score on the Principles of Learning and Teaching (PLT) exam appropriate to the teacher's certification grade level, successfully completes the ADEPT evaluation process, and applies for professional certification.

## Notes

- Participants cannot change or add certification areas or grade level while completing their alternative certification program. Individuals who wish to consider adding additional areas of certification upon completion of PACE may view the requirements for individual subject areas on our website.
- Participants must be employed as a teacher in a South Carolina public school district in the area of their initial PACE certification for the three consecutive years they are participating in the program.
- All expenses of PACE must be paid by the candidate. For information about the Critical Need loan, please contact the Student Loan Corporation at 803-798-0916 or <<http://www.scstudentloan.org>>.

## PACE Approved Subjects

- Agriculture
- Art
- Business Education
- Dance
- English – Secondary
- Family and Consumer Science
- Foreign Languages (French, Spanish, Latin, and German)
- Health
- History – Secondary
- Industrial Technology
- Mathematics - Secondary
- Media Specialist (requires a master's degree)
- Middle level (language arts, math, science, and social studies)
- Music
- Physical Education
- Science (Biology, Chemistry, Physics, and Science)
- Special Education – Emotionally Disabled (This is the only special education area that is part of the alternative certification program in South Carolina.)
- Social Studies – Secondary
- Theater

For more information please contact:  
Division of School Effectiveness  
Office of Educator Certification, Recruitment, and Preparation  
Landmark II Office Building  
3700 Forest Drive, Suite 500  
Columbia, South Carolina 29204  
803-734-8466 or 1-877-885-5280 (in state toll free)  
803-734-4967 (fax)  
Email: [altcert@scteachers.org](mailto:altcert@scteachers.org)  
<http://www.scpace.org>

### PACE Process for Certification

Teacher	SDE	School District	Outcome
Application Process			
<ul style="list-style-type: none"> <li>Submits complete application, official transcript, pays fee, complete <a href="#">electronic fingerprint process</a></li> </ul>	<ul style="list-style-type: none"> <li>Evaluates transcript</li> </ul>		<ul style="list-style-type: none"> <li>If the teacher has an appropriate degree, he or she receives a letter stating area(s) of qualification</li> </ul>
<ul style="list-style-type: none"> <li>Submits passing scores on the Praxis subject area examination(s) and verification of prior work experience or earned master's degree. All-clear FBI Report is on file.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluates work experience or earned master's degree and scores</li> </ul>		<ul style="list-style-type: none"> <li>If the teacher has the appropriate scores and prior work experience, he or she receives a statement of eligibility.</li> </ul>
<ul style="list-style-type: none"> <li>Submits an application to a South Carolina public school district</li> </ul>		<ul style="list-style-type: none"> <li>Hires teacher in critical area</li> <li>Submits Confirmation of Employment form</li> </ul>	<ul style="list-style-type: none"> <li>The teacher enrolls in and successfully completes the next available pre-service seminar.</li> </ul>
• Training Process			
<ul style="list-style-type: none"> <li><b>Prior to Year one:</b></li> <li>Completes pre-service institute</li> </ul>	<ul style="list-style-type: none"> <li>Receives recommendation from PACE instructor</li> </ul>	<ul style="list-style-type: none"> <li>Sends year one "Confirmation of Employment" form</li> </ul>	<ul style="list-style-type: none"> <li>The teacher receives an alternative route certificate.</li> </ul>
<ul style="list-style-type: none"> <li><b>Year one:</b></li> <li>Works with his or her evaluation team to determine college courses to be completed from the approved list available to employed participants and continue training program.</li> <li>Completes successfully the ADEPT induction process</li> </ul>			
<ul style="list-style-type: none"> <li><b>Year two:</b></li> <li>Completes in-service institute and final two seminars</li> <li>Continues completion of college coursework</li> <li>Completes successfully the ADEPT formal evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Receives recommendation from PACE instructor</li> </ul>	<ul style="list-style-type: none"> <li>Sends second-year Confirmation of Employment form</li> </ul>	<ul style="list-style-type: none"> <li>The teacher receives a second critical need certificate.</li> </ul>
<ul style="list-style-type: none"> <li><b>Year three:</b></li> <li>Completes training program and submits official transcript reflecting completion of three college courses</li> <li>Completes successfully the ADEPT formal evaluation process</li> </ul>	<ul style="list-style-type: none"> <li>Receives final recommendation from PACE instructor</li> </ul>	<ul style="list-style-type: none"> <li>Sends final Confirmation of Employment form</li> </ul>	<ul style="list-style-type: none"> <li>The teacher receives a third critical need certificate.</li> </ul>
<ul style="list-style-type: none"> <li><b>End of year three:</b></li> <li>Earns passing score on the PLT exam in the appropriate grade level and applies for professional certificate</li> </ul>			<ul style="list-style-type: none"> <li>The teacher receives a professional certificate.</li> </ul>

## PACE Letters and Forms

**PACE Unqualified (Academic) Letter:** This letter is sent to applicants to notify them they do not meet the academic qualifications for an area for which they applied.

**PACE Unqualified (Experience) Letter:** This letter is sent to applicants to notify them they do not meet the work experience requirement for PACE.

**PACE Evaluation letter:** If the SDE has received an application and transcript, the applicant is sent this letter indicating which area he or she may qualify for the letter of eligibility once he or she submits a complete application, experience verification, and Praxis scores.

**PACE Statement of Eligibility:** If the SDE has received a complete application packet, experience verification, passing Praxis scores in the content area, and an all-clear FBI report, the applicant is sent this letter indicating the area in which he or she may qualify, once a “Confirmation of Employment” form is received.

**Confirmation of Employment Form:** This form is sent to the teacher along with the Statement of Eligibility. The employing district should complete the form, have the employee sign the form, and return it to the SDE. This form must be updated each year the applicant is in PACE (This form is available from the SDE.)

**PACE Pre-service Information:** Once the Office of Educator Certification has received a complete application and a “Confirmation of Employment” form, the teacher is sent enrollment information about the next available pre-service seminar.

**PACE Enrollment Confirmed:** Once the Office of Educator Certification has received a Pre-registration form sent with the Pre-service Information packet, the teacher is sent confirmation that their enrollment was received. Information about the next available pre-service seminar will be sent a second time.

**PACE Initial Certificate letter:** This letter is sent directly to the teacher along with the initial alternative certificate. It includes information about requirements for completing the PACE program.

**PACE Renewal Certificate letter:** This letter is sent directly to the teacher when the second- and third-year alternative certificates are renewed. It includes information about requirements for completing the PACE program.

## **ABCTE (American Board for Certification of Teacher Excellence)**

In June 2007 the South Carolina General Assembly passed H. 3476, cited as the “American Board for the Certification of Teacher Excellence Act.” The Act provides that a S.C. public school district may hire individuals who use the ABCTE process to obtain a South Carolina teaching certificate.

Applicants for teacher certification in S.C. who qualify for the *Passport to Teaching* certificate issued by ABCTE in the fields of biology, chemistry, English, mathematics, physics, or science may apply for a one-year alternate route certificate in S.C., upon verification of an employment offer as a teacher in a S.C. public school. The alternate route certificate may be renewed annually for two additional years upon verification of successful teaching. To advance to the professional certificate (five-year certificate), the applicant must complete induction and ADEPT (teacher evaluation) requirements, and pass the Principles of Learning and Teaching (PLT) praxis exam. College degrees earned by individuals who hold the *Passport to Teaching* certificate must have been from regionally accredited colleges.

In addition, based on guidance from the United States Department of Education regarding No Child Left Behind (NCLB), individuals who have participated in, but not completed, other alternative certification routes in South Carolina may not be eligible for participation in ABCTE. If you have participated in another alternative program recognized in South Carolina, please contact the Office of Educator Certification prior to initiating the application process for ABCTE.

### **South Carolina Certification Requirements for ABCTE Certified Teachers**

An ABCTE applicant for South Carolina certification will receive a *South Carolina statement of eligibility*. Upon confirming an offer of employment as a teacher in a South Carolina public school, a one year *South Carolina Alternate Route Certificate* will be issued. This certificate may be renewed annually for two additional years upon verification of successful teaching. Upon completion of the requirements specified below, a *South Carolina Professional Certificate* may be issued.

***Step 1:*** To receive the *South Carolina statement of eligibility*, ABCTE Certified Teachers must:

- Successfully complete the ABCTE certification process.
- Submit a disclosure authorization form to ABCTE requesting that your score reports be released to the South Carolina Office of Educator Certification.
- Submit a notarized copy of the front and back of the ABCTE certificate with a completed South Carolina certification application (<http://www.scteachers.org/cert/certpdf/newapp.pdf> - \$105 fee) and complete the required FBI fingerprint check (information available at [www.scteachers.org](http://www.scteachers.org)).

*Step 2: To receive a South Carolina Alternate Route Certificate, ABCTE Certified Teachers must complete the following:*

- Obtain a letter of intent to hire from a South Carolina public or charter school, and provide verification of the offer to the Office of Educator Certification.

*Step 3: To receive a South Carolina Professional Certificate, ABCTE Certified Teachers must complete the following:*

- Teach successfully for three years in a South Carolina public or charter school **only**.
- Complete induction and formal teacher evaluation requirements as directed by the employing school/school district (the charter school must utilize South Carolina's ADEPT evaluation process for formal evaluation).
- Take and pass the Praxis exam in Principles of Learning and Teaching (PLT: Grades 9-12).

Upon meeting the above requirements, the applicant may apply for a South Carolina Professional Teaching certificate in the area in which he/she is qualified by submitting a change/action form to the Office of Educator Certification (available at [www.scteachers.org](http://www.scteachers.org)).

Once the applicant has received the South Carolina Professional Teaching certificate the holder is subject to all South Carolina requirements to maintain and renew certification.

To obtain more information about ABCTE and the *Passport to Teaching certificate*, please go to their Web site at [www.abcte.org](http://www.abcte.org).

Or

**ABCTE 1-877-669-2228 [contact@abcte.org](mailto:contact@abcte.org)**

## ADJUNCT TEACHING CERTIFICATE

### Adjunct Teaching Certificate

The Adjunct Teaching Certificate allows content experts the opportunity to share their expertise in the classroom. Individuals who qualify for this certificate can teach up to two credit-bearing courses in their Adjunct content area over an academic year. However, this certificate cannot be converted to a professional certificate.

### Application Qualifications

- Bachelor's degree or above from a regionally accredited college with a major in a South Carolina Certification Area OR a passing Praxis score on the appropriate Praxis II examination(s) required in South Carolina Certification Area
- Verification of five years occupational experience within the past ten years in, or related to, the content field of the certificate area. Complete application on file with the State Department of Education including application form, fee, official transcripts, official Praxis report, verification of five years occupational work experience, and an all-clear FBI report

Once the above information has been received and verified, a qualified applicant will receive a letter indicating the area in which they would receive an adjunct teaching certificate. This application process must be initiated by the potentially employing district.

### Limitations

Adjunct Teaching Certification is available in the following areas:

- Agriculture
- Art
- Biology
- Business and Marketing Technology
- Chemistry
- Dance
- English
- French
- History
- Family and Consumer Science (Home Economics)
- Horticulture
- Industrial Technology Education
- Mathematics
- Media Specialist
- Middle-Level Language Arts
- Middle-Level Mathematics
- Middle-Level Science
- Middle-Level Social Studies
- Music Education—Choral
- Music Education—Instrumental
- Music Education—Piano
- Music Education—Violin
- Music Education—Voice
- Physical Education
- Physics
- Science
- Social Studies
- Sociology
- Theater

## **Certification Requirements**

- A school district contacts the Department of Education about an individual's potential qualification for the Adjunct Certificate.
- A complete application as outlined above must be on file and the applicant must have a letter indicating they have met Adjunct Teaching Certification requirements.
- The applicant must secure a teaching assignment that is less than a .5 full-time equivalent position that does not teach more than two credit-bearing courses in an academic year.
- The applicant must be assigned a state-certified mentor in the same general subject area in which they are receiving the Adjunct Teaching Certificate.
- The applicant must be evaluated annually by the school district and must receive successful performance reviews.
- The applicant must complete a minimum of 20 contact hours of professional development approved by the employing school district each three-year period for which they hold a certificate.

## **Process Steps**

- Submit the application form, fee, and official transcripts. If you are seeking qualification based on Praxis test score(s), submit an official copy of passing score(s) on the appropriate state-required examination(s)
- Receive verification of qualification
- District confirms employment in qualification area
- Secure employment that is less than a .5 full-time equivalent and not exceeding two credit-bearing
- District submits Employment Justification Assurance Form for each year the teacher is employed
- District assigns a state-certified mentor in the same general subject area
- District evaluates the Adjunct Teacher Annually
- Adjunct Teacher receives successful annual reviews for certificate to be renewed
- Adjunct Teacher completes a minimum of 20 contact hours of professional development approved by the employing district for each three-year period the certificate is held

# SECTION 5: GUIDELINES FOR CAREER AND TECHNOLOGY EDUCATION WORK-BASED CERTIFICATION

## I. Purpose

The purpose of these guidelines is to provide information and details for the certification of certain Career and Technology Education teachers. The level of certification is determined by the applicant's formal education and work experiences and the degree to which those education and work experiences are appropriate to the area of certification. The requirements for achieving these levels appear in [Appendix A](#).

The certification areas impacted by these guidelines include:

- [Engineering and Industrial Technology Education](#)-all areas
- [Health Science Technology](#)-all areas
- [Family and Consumer Sciences](#)
  - Clothing Design and Construction Services
  - Culinary Arts
  - Child Care Services
- [Hospitality and Tourism](#)
- [Information Technology](#)
  - Networking
  - Computer Programming

## II. Legal Reference

These guidelines define provisions of Regulation R. 43-63, Requirements for Career and Technology Education Work-Based Certification, effective October 1, 2002.

## III. Eligibility Criteria

A valid South Carolina teaching certificate is required for each individual employed to teach the disciplines covered by these guidelines. The applicant must meet all requirements for certification that are in effect on the date of receipt of all required documents by the Office of Educator Certification, Division of Educator Quality and Leadership (July 1 – June 30). The applicant has the responsibility of providing accurate and complete documentation of eligibility.

- A. Age Requirement: A person must be at least 18 years of age before making application for a teaching certificate.

- B. Application Form: A completed certification application on a South Carolina State Department of Education form must be submitted.
- C. FBI Fingerprint Check: An applicant must have undergone a criminal records check by the South Carolina Law Enforcement Division and a national crime records check supported by fingerprints conducted by the Federal Bureau of Investigation within eighteen months of applying for teacher certification. Eligible applicants who have prior arrest and/or convictions must undergo a review by the South Carolina Board of Education and be approved before a certificate may be issued. Background checks from other states or agencies are not transferable to South Carolina.
- D. Application and Evaluation Fee: A nonrefundable fee for the evaluation and processing of each application must be remitted.

#### **IV. Types of Certificates**

##### **A. Induction Certificate**

An induction certificate is valid for one year and may be renewed for one additional year. In order to qualify for an induction certificate, the applicant must:

- a. Submit verification of work experience in all areas in which the applicant requests certification. At least twelve (12) months of full-time work experience in the certificate area must have been completed within five (5) years of making application for certification. Work experience completed while in the armed forces may be validated by providing official military documents certified as true copies by a notary public;
  - i. Part-time work experience may be used to meet up to fifty (50) percent of the work experience requirements for any level of certification.
- b. Two references from persons having firsthand knowledge of the applicant's technical experience (form available); and
- c. An official verification of all formal education
  - i. A notarized copy of the applicant's high school diploma or State High School Equivalency Certificate;
  - ii. Official transcripts of any college or technical college credit. Each transcript must bear the official seal of the institution, the signature of the designated official, the type of degree earned, if any, and the date awarded. Only official transcripts will be accepted for certification purposes. Electronically transmitted transcripts from the individual college will be accepted as the technology becomes available in the South Carolina State Department of Education; and
  - iii. Copies of certificate of completion of any industry-sponsored training sent directly from the sponsoring agency or company.
- d. Verification of employment as a full- or part-time teacher in a South Carolina public school.

In order to renew an induction certificate, a teacher must:

- a. Successfully complete Pre-Service/In-Service Institute #1 – Methods of Teaching.
- b. Successfully complete In-Service Institute #2 – Classroom and Lab Management.
- c. Take the basic skills examination approved by the South Carolina Board of Education.

#### B. Pre-Professional Certificate

A pre-professional certificate is valid for up to three years and is not renewable. In order to advance to a pre-professional certificate, the teacher must complete the following:

- a. Competency Examination: Successful validation of skill competencies (e.g., state or nationally recognized certification, licensure, or registration) on an examination(s) approved by the South Carolina Board of Education is required for issuance of the pre-professional certificate. (See Appendices B-F)
- b. Performance Evaluation: Demonstrate competency in teaching as specified by the formal evaluation approved by the South Carolina Board of Education (ADEPT – R. 205.1)
- c. Successfully complete In-Service Institute #3 – Curriculum.
- d. Successfully complete In-Service Institute #4 – Assessment.

#### C. Professional Certificate

In order to advance to a professional certificate, the teacher must complete the following:

- a. Basic Skills Examination: Attain at least the minimum qualifying score on the basic skills examination approved by the South Carolina Board of Education.
- b. Education Coursework: Successfully complete six semester hours of approved professional education courses. In lieu of the approved course list, a school district may request from the Office of Educator Certification, Recruitment, and Preparation, Division of School Effectiveness approval to allow work-based teachers to complete alternative courses appropriate to their professional development needs as determined by their formal performance evaluation.

A professional certificate is valid for five years and is renewable every five years upon completion of necessary coursework or activities to renew the certificate.

#### D. Out-of-State Candidates

Out-of-state candidates holding valid, standard certificates from other states and have twenty-seven months or more of successful teaching experience will be issued a pre-professional certificate. Out-of-state candidates holding valid, standard certificates from other states with less than twenty-seven months of experience will be issued an induction certificate.

E. Certification for Individuals with Unique Occupational Training and Experience for Which There is No Competency Examination

Applications for certification will be allowed in cases of new and innovative programs providing the following criteria are met:

- a. A bachelor's degree from a regionally accredited college or university in the area that the certification is requested and at least one year of related work experience in the area that the certification is requested.
- b. Documentation of outstanding achievements related to the area of assignment, which could be used to verify competence in the field.
- c. The school district must submit documentation of the need based on a local need assessment for the new program for which certification is sought.

F. Employment of Individuals with Industry Certified Career and Technology Education Training and Experience

- a. School districts may request a temporary certificate for individuals who meet the criteria listed below. The temporary certificate is valid for one year and may be renewed one time. The temporary certificate is nontransferable to another district. After two years, the individual will be required to meet certification requirements as outlined in Regulation 43-63.
  - i. Four years of experience in the area of assignment;
  - ii. Documentation of outstanding achievements related to the area of assignment;
  - iii. FBI Fingerprint Check: An applicant must have undergone a criminal records check by the South Carolina Law Enforcement Division and a national crime records check supported by fingerprints conducted by the Federal Bureau of Investigation within eighteen months of applying for teacher certification. Eligible applicants who have prior arrest and/or convictions must undergo a review by the South Carolina Board of Education and be approved before a certificate may be issued. Background checks from other states or agencies are not transferable to South Carolina.
- b. School districts shall closely monitor teaching content and techniques utilized by individuals employed under this provision to ensure that appropriate instructional methods are used. The Office of Career and Technology Education will monitor course content.
- c. These certificates will be issued at the corresponding level of educational attainment and/or verified work experience.

G. Certificate Advancement

To advance a credential from one classification to another, the applicant must provide to the Office of Educator Certification, Recruitment, and Preparation the following:

- a. A written request or submit a Request for Change/Action form;
- b. The required documentation that South Carolina Board of Education requirements have been met for certificate advancement, including transcripts; and
- c. The required fee, if any, for advancement of the certificate.

## H. Acquiring Additional Areas of Certification

A person who holds a valid South Carolina teaching certificate may request to add additional areas of certification by meeting the following criteria:

- a. Verification of full-time work experience in the area of certification requested;
- b. Two technical references from persons having firsthand knowledge of the applicant's work experience in the area of certification requested; and
- c. Submission of at least the minimum qualifying score on the required competency examination(s).

## APPENDIX A: LEVELS OF CERTIFICATION--INITIAL PLACEMENT

Certificates are issued based on level of education and related work experience. Work experience is not calculated as teaching experience.

	Certification Level	Certification Level	Certification Level	Certification Level	Certification Level
	LEVEL III (Bachelor's)	LEVEL II (Bachelor's + 18)	LEVEL I (Master's)	SPECIALIST (Masters + 30)	DOCTORATE (Doctorate)
Education Level	Related Work Experience	Related Work Experience	Related Work Experience	Related Work Experience	Related Work Experience
High School Diploma	4 Years of Related Work Experience	5 Years of Related Work Experience	6 Years of Related Work Experience	NA	NA
30 Semester Hours	3 Years of Related Work Experience	4 Years of Related Work Experience	5 Years of Related Work Experience	NA	NA
60 Semester Hours	2 Years of Related Work Experience	3 Years of Related Work Experience	4 Years of Related Work Experience	NA	NA
90 Semester Hours	1 Year of Related Work Experience	2 Years of Related Work Experience	3 Years of Related Work Experience	NA	NA
Bachelor's Degree	6 Months of Related Work Experience (or internship)	1 Year of Related Work Experience (or internship)	2 Years of Related Work Experience (or internship)	NA	NA
Bachelor's + 18 Hours	NA	6 Months of Related Work Experience (or internship)	1 Year of Related Work Experience (or internship)	NA	NA
Master's Degree	NA	NA	6 Months of Related Work Experience (or internship)	NA	NA
Master's + 30 Hours	NA	NA	NA	6 Months of Related Work Experience (or internship)	NA
Doctorate	NA	NA	NA	NA	6 Months of Related Work Experience (or internship)

## **APPENDIX B**

### **ENGINEERING AND INDUSTRIAL TECHNOLOGY EDUCATION TEACHER CERTIFICATION GUIDELINES**

Appendix B addresses guidelines that are unique and essential for certification of Engineering and Industrial Technology Education teachers.

#### **I. Requirements**

In addition to meeting all requirements of Regulation R. 43-63 and Section III of the Guidelines for Career and Technology Education Work-Based Certification, supplemental requirements for certification of Engineering and Industrial Technology Education teachers are provided.

##### **A. Competency Validation**

Teacher candidates must:

- (1) Possess a minimum requirement of a high school diploma and four years of work experience in the area of certification; and
- (2) Pass the respective competency examination (state or national) as adopted by the State Board of Education by the end of the second year of teaching; or possess industry certification in the appropriate area (See Appendix B, Section II). For Cosmetology and Barbering, a notarized copy of the Cosmetic Art Board or Barber Board instructor's license must be included with the application.

##### **B. Basic Skills Validation**

Teacher candidates must take the Basic Skills Examination (Praxis I – Pre-professional Skills Test administered by Education Testing Services or WorkKeys Basic Skills Assessment) during their first year of certification. The candidate will have five years to successfully pass the examination. The measurement of basic skills can be attempted as many times as offered through the fifth year of teaching.

## II. State and National Competency Examinations

- A. The following competency validation options have been approved by the State Board of Education in the certification areas listed:

### Certification Area

### Recommended Industry or Municipal Certification/Licensure

Environmental Control Systems

Certification by the Municipal Association of South Carolina (MASC) as a Mechanical or Air-Conditioning Journeyman.

**OR**

North American Technical Excellence (NATE) Heating, Ventilating, and Air Conditioning Exam.

Automotive Collision Repair

Certification by the National Institute for Automotive Service Excellence (ASE) as a Master Collision Repair/Refinishing technician.

Automotive Technology

Automotive Service Excellence (ASE) certification as an automotive technician in the areas of Suspension and Steering, Brakes, Electrical/ Electronic Systems, and Engine Performance.

Carpentry

National Center for Construction Education and Research (NCCER) National Craft Assessment certification as a Commercial Carpenter.

Electricity

National Center for Construction Education and Research (NCCER) National Craft Assessment certification as an Industrial Electrician.

**OR**

Municipal Association of South Carolina (MASC) certification as a Journeyman Electrician or a Residential Journeyman Electrician.

Machine Tool Technology	Candidate must attain all seven National Institute for Metalworking Skills (NIMS) Level 1 credentials.
Plumbing	Certification by the Municipal Association of South Carolina (MASC) as a Journeyman Plumber.
Sheet Metal	Certification by the Municipal Association of South Carolina (MASC) as a Sheet Metal Journeyman.
Welding	American Welding Society (AWS) certification as a Certified Welder or a Certified Welding Educator.

- B. Additional competency validation options will be added as approvals are received.

## Appendix C

### FAMILY AND CONSUMER SCIENCES EDUCATION TEACHER CERTIFICATION GUIDELINES (NON-BACCALAUREATE)

Appendix C addresses guidelines that are unique and essential for certification of Family and Consumer Sciences teachers.

#### I. Requirements

In addition to meeting all requirements of Regulation R. 43-63 and Section III of the Guidelines for Career and Technology Education Work-Based Certification, supplemental requirements for certification of Family and Consumer Sciences Education (Non-Baccalaureate) teachers are provided. The areas of certification affected by these Guidelines are Clothing Design and Construction Services, Culinary Arts, and Child Care Services.

##### A. Competency Validation

Teacher candidates must:

- (1) Possess a minimum of an associate's degree related to a Family and Consumer Sciences Education specialty area from a regionally accredited institution of higher education; and
- (2) Possess a minimum of two years of work experience in the area of certification; and
- (3) Pass the competency exam (state or national) by the end of the second year of teaching.

##### B. Basic Skills Validation

Teacher candidates must take the Praxis I examination during the first year of induction certification. The candidate will have five years to successfully pass the examination. The measurement of basic skills can be attempted as many times as offered through the fifth year of teaching.

#### II. Special Considerations

In addition to requirements of Appendix C, I.A., Competency Validation, the following special considerations are provided:

- A. Clothing Design and Construction Services courses may be taught by individuals with a minimum of an associate's degree in interior design.
- B. Culinary Arts courses may be taught by individuals with a minimum of an associate's degree in food production and management.
- C. Child Care Services courses may be taught by individuals with a minimum of an associate's degree in early care and education.

## Appendix D

### HEALTH SCIENCE TECHNOLOGY TEACHER CERTIFICATION GUIDELINES

Appendix D addresses guidelines that are unique and essential for certification of Health Science Technology teachers only for the courses specifically listed in these guidelines.

#### I. Requirements

In addition to meeting all requirements of Regulation R. 43-63 and Section III of the Guidelines for Career and Technology Education Work-Based Certification, supplemental requirements for certification of Health Science Technology Education teachers are provided.

##### A. Competency Validation

Teacher candidates must:

- (1) Possess a minimum of an associate's degree as a healthcare professional related to health science from a regionally accredited institution of higher education or approved by the State Board of Education (a diploma graduate of nursing would qualify);
- (2) Maintain an active nationally recognized healthcare professions license, certificate, or registration. The requirements for licensure, certification, or registration must include at least two years of formal education requirements to prepare the healthcare professional; and
- (3) Document minimum employment in healthcare as a licensed, certified, or registered healthcare professional as outlined in Appendix A.

##### B. Basic Skills Validation

Teacher candidates must take the Praxis I examination during the first year of induction certification. The candidate will have five years to successfully pass the examination. The measurement of basic skills can be attempted as many times as offered through the fifth year of teaching.

#### II. Special Considerations

##### A. Introduction to Health Science

Health Science Technology certification; or  
Certification in Science, Biology or Chemistry; plus training and/or mentoring approved by the Office of Career and Technology Education.

##### B. Health Science Technology 1 and 2, Health Sciences Work-Based Credit may be taught by individuals certified in the following area:

- Health Science Technology certification.

##### C. Sports Medicine 1 and 2, Sports Medicine Work-Based Credit may be

taught by individuals certified in the following areas:

- Health Science Technology certification; or
- Any area of certification plus state or national certification as an athletic trainer. If the individual is not certified in Health Science Technology, a copy of the teacher's certificate and their athletic trainer certification must be on file for accreditation purposes.

D. Emergency Medical Services 1 may be taught by individuals certified in the following areas:

- Health Science Technology certification; or
- Any area of certification plus American Red Cross First Aid, Cardiopulmonary Resuscitation and Automated External Defibrillator Instructor Certification; or
- Any area of certification plus American Heart Association Basic Life Support and Heart Saver Certification.

E. Emergency Medical Services 2 and 3 may be taught by individuals certified in the following areas:

- Health Science Technology certification; or
- Any area of certification plus American Red Cross Emergency Response Instructor Certification.

F. Emergency Medical Services 4 may be taught by individuals certified in the following area:

- Health Science Technology certification and Department of Health and Environmental Control (DHEC) Emergency Medical Technician Advanced Paramedic Certification.

F. Medical Terminology may be taught by individuals certified in the following area:

- Health Science Technology certification; or
- Certification in Science, Biology or Chemistry; plus training and/or mentoring approved by the Office of Career and Technology Education.

G. Gerontology and Practical Nursing Phase 1 and 2 may be taught by individuals certified in the following area:

- Health Science Technology certification and Registered Nurse licensure.

H. Pharmacy Technology may be taught by individuals certified in the following areas:

- Health science technology certification
- Any area of certification plus PassAssured teacher preparation training.

## Appendix E

### HOSPITALITY AND TOURISM TEACHER CERTIFICATION GUIDELINES

Appendix E addresses guidelines that are unique and essential for certification of Hospitality and Tourism teachers.

#### I. Requirements

In addition to meeting all requirements of Regulation R. 43-63 and Section III of the Guidelines for Career and Technology Education Work-Based Certification, supplemental requirements for certification of Hospitality and Tourism work-based teachers are provided.

##### A. Competency Validation

Teacher candidates must:

- (1) Possess a minimum of an associate's degree related to the hospitality and tourism industry from a regionally accredited institution of higher education; and
- (2) Document at least two years of full-time work experience in the hospitality and tourism industry; and
- (3) Pass the competency exam (state or national) by the end of the second year of teaching.

##### B. Basic Skills Validation

Teacher candidates must take the Praxis I examination during the first year of induction certification. The candidate will have five years to successfully pass the examination. The measurement of basic skills may be attempted as many times as offered through the fifth year of teaching.

#### II. Special Considerations

Hospitality and Tourism 1, 2, and 3 may also be taught by:

- (1) Teachers certified in any of the business and marketing certifications.
- (2) Teachers with a baccalaureate degree who are certified in any area, who have the minimum years of full-time related work experience, and who have completed at least nine hours of appropriate course work such as hospitality management, tourism management, hotel management, hospitality marketing and services, and tourism marketing and services at a regionally accredited institution of higher education.

## Appendix F

### INFORMATION TECHNOLOGY TEACHER CERTIFICATION GUIDELINES

Appendix F addresses guidelines that are unique and essential for certification of Information Technology teachers only for the courses specifically listed in these guidelines.

#### I. Requirements

In addition to meeting all requirements of Regulation R. 43-63 and Section III of the Guidelines for Career and Technology Work-Based Certification, supplemental requirements for certification of Information Technology teachers are provided.

##### A. Competency Validation

Teacher candidates must:

- (1) Possess a minimum of an associate's degree related to the information technology area from a regionally accredited institution of higher education;
- (2) Document at least two years of full-time work experience related to the Information Technology profession; and
- (3) Possess an active, nationally recognized certification in the specialty area of Information Technology.

##### B. Basic Skills Validation

Teacher candidates must take the Praxis I examination during the first year of induction certification. The candidate will have five years to successfully pass the examination. The measurement of basic skills may be attempted as many times as offered through the fifth year of teaching.

## **II. Special Considerations**

- A. Networking 1, 2, 3, and 4 may be taught by individuals certified in the following areas:
  - (1) Work-based or baccalaureate degree teachers certified in any area with appropriate national certification in the specialty area of networking; or
  - (2) Teachers who were approved to teach networking at the time these guidelines were approved may continue to teach such courses.
  
- B. Computer Programming 1, 2, 3, and 4 may be taught by individuals certified in the following areas:
  - (1) All teachers currently certified in any of the business and marketing certifications through October 1, 2007;
  - (2) Mathematics teachers; or
  - (3) Teachers who have added Computer Programming certification through Reg. 43-62; or
  - (4) Work-based or baccalaureate degree teachers certified in any area with appropriate national certification in the specialty area of programming.

**CAREER & TECHNOLOGY EDUCATION WORK-BASED CERTIFICATION  
APPLICATION**

**OFFICE OF EDUCATOR CERTIFICATION, RECRUITMENT, AND PREPARATION  
3700 FOREST DRIVE, SUITE 500  
COLUMBIA, SOUTH CAROLINA 29204**

This packet contains all necessary forms to be used when applying for certification under the Career and Technology Education (CATE) Work-Based Certification Regulations. All forms within the packet may be duplicated. To expedite the certification process, mail all items in one complete package. Please note, applications for certification are maintained in this office for six months. If you have not completed the certification process within a six month period, you will have to reapply. All forms should be mailed to the above address.

**A. DOCUMENTATION REQUIRED:**

**1. The Application**

The CATE application form must be filled in completely and returned to the Office of Educator Certification, Recruitment, and Preparation along with appropriate documentation and forms. Please print in black ink or complete electronically. Fill in all spaces or indicate no response with “NA” (not applicable).

**2. Verification of Work Experience Form**

The Verification of Work Experience forms must be completed by each employer to verify the length of employment and type of experience while employed by that company. All spaces must be completed. Work experience completed while in Armed Forces may be validated by providing official military documents certified as a true copy by a notary public. These documents must show the nature of the work experience.

**3. Verification of Self-Employment Form**

The Self-Employment Verification form must be completed by an individual who has first hand knowledge of your work experience and is willing to attest to the length of employment and type of experience you have. This individual should be someone you did work for, bought materials from, worked with you, or who evaluated your work. All spaces must be completed before the Self-Employment Verification form can be accepted.

4. **Verification of Teaching Experience Form**

The Verification of Teaching Experience form must be filled in completely and returned if you have teaching experience. All spaces must be completed before experience can be accepted. Acceptable teaching experience is listed on the back of the form.

5. **Technical Reference Form**

The two Technical Reference forms must be filled in completely by former employers, individuals for whom work was done, or by fellow employees. The reference should address your technical abilities, job performance, and character traits such as initiative, adaptability, dependability, and judgment. All spaces must be complete before the technical references can be accepted.

6. **College/University Transcripts**

Contact the registrar's office to send your college or university official transcripts directly to the Office of Educator Certification, Recruitment, and Preparation. You may personally submit transcripts provided they are enclosed in an unopened envelope with the appropriate college/university seal imprinted on the outside of the envelope.

7. **High School Diplomas/GED**

Applicants who have not received a bachelor's degree from a regionally accredited college or university must submit a copy of their high school diploma/GED, which has been certified as a true copy by a notary public.

8. **FBI/SLED Background Check**

A Federal Bureau of Investigation (FBI) fingerprint review of all applicants for educator certification is required by State law (59-25-115). For more information about the background check process please visit the Office of Educator Certification, Recruitment, and Preparation Web site at <http://effectiveness.ed.sc.gov/cert>, or call 877-885-5280 (Toll-free in South Carolina), 803-734-8466 (Columbia area or out-of-state) from 1:00 p.m. - 4:30 p.m., Monday-Friday. Fingerprinting costs are not included in the application fee.

9. **Fee**

Application fees are **non refundable** and cover processing costs. Submit a check or money order (**DO NOT SEND CASH**) in the amount of \$105 and made payable to the **South Carolina State Department of Education**.

## B. EXAMS REQUIRED

There are two examinations required of all teachers certified under the Career and Technology Education Work-Based Certification process. They are:

### 1. Competency Examination

Successful completion of the required Competency Examination is a prerequisite to issuance of the Pre-Professional credential. This examination must be taken during the first year of certification and passed by the second year of certification. For areas not listed below, a state competency examination will be given. An application for the examination will be automatically mailed to you for the next applicable test.

The following certifications and licenses are required in lieu of the state competency examination. Applicants shall provide a copy of their certification and license. This copy must be certified as a true copy by a notary public.

<u>Certification Area</u>	<u>Required Industry or Municipal Certification/Licensure</u>
Environmental Control Systems	Certification by the Municipal Association of South Carolina (MASC) as a mechanical or air conditioning journeyman OR North American Technical Excellence (NATE) Heating, Ventilating, and Air Conditioning Exam.
Automotive Collision Repair	Certification by the National Institute for Automotive Service Excellence (ASE) as a master collision repair/refinishing technician.
Automotive Technology	ASE certification as an automotive technician in the areas of suspension and steering, brakes, electrical/electronic systems, and engine performance.
Carpentry	National Center for Construction Education and Research (NCCER) National Craft Assessment Commercial Carpentry Exam.

Electricity	National Center for Construction Education and Research (NCCER) National Craft Assessment certification as an industrial electrician.
	<b>OR</b>
	MASC certification as a journeyman electrician or a residential journeyman electrician.
Machine Tool Technology	Candidate must attain all seven National Institute for Metalworking Skills (NIMS) Level I credentials.
Plumbing	MASC certification as a journeyman plumber.
Sheet Metal	MASC certification as a sheet metal journeyman.
Welding	American Welding Society (AWS) certification as a certified welder or a certified welding educator.
Cosmetology and Barbering	Cosmetic Art Board or Barber Board instructor's license. A notarized copy must be included with the application.
Health Science Technology	State Board of Nursing Registered Nurse's License or an approved nationally recognized licensure or registry. A notarized copy must be included with the application.

Note: Applicants in cosmetology and barbering, health science technology and dental laboratory technicians must provide the required certification/licensure before a teaching certificate is issued.

2. **Basic Skills Examination**

Successful completion of the mandated Basic Skills Examination is a prerequisite to issuance of the Professional certificate. This examination must be taken before or during the first year of certification. A passing score must be achieved by the end of the fifth year of certification.

C. **STATEMENT OF ELIGIBILITY**

After receipt and evaluation of all required documents, the applicant will be advised, in writing, of the status of their application. Provided all academic and work-based certification requirements have been met and having received a clear FBI/SLED background review, applicants will be sent an official statement of your eligibility for a certification. This statement of eligibility can be used in job searches and interviews with local school districts. **A certificate will be issued only after the Office of Educator Certification, Recruitment, and Preparation receives written verification of employment as a career and technology educator from a South Carolina public school district.**

**PLEASE BE ADVISED THAT AN INCOMPLETE APPLICATION WILL ONLY BE MAINTAINED FOR A PERIOD OF SIX MONTHS.** After six months, incomplete applications will be archived. If applicants have not completed the certification process within this time period, they must reapply.

D. **EMPLOYMENT**

The South Carolina State Department of Education is not directly involved in employing teachers or maintaining salary scales. This is a function of each school district.

E. **CORRESPONDENCE**

All correspondence concerning the Career and Technology Education Work-Based certification program should be sent to:

Office of Educator Certification, Recruitment, and Preparation  
Career and Technology Education  
3700 Forest Drive, Suite 500  
Columbia, South Carolina 29204



**SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION**

**15. Background Check**

Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you <b>ever</b> had a teaching certificate revoked, suspended, or denied by a state; or is there any action pending against your certificate or application in another state? (Academic ineligibility is not considered grounds for denial of a certificate). If Yes, you must state where your certificate was revoked, suspended, denied or where action is pending against your certificate or application. <b>STATE(S):</b> _____
---	---

City	State	Date	Reason for Action	Disposition

Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you <b>ever</b> been arrested, convicted, found guilty, entered a plea of no contest, or had adjudication withheld in a criminal offense (including DUI) other than minor traffic violation; or are there any criminal charges now pending against you? Failure to answer this question accurately could cause denial of certification. A Yes or No answer is required. If you check the Yes box, you must give the information requested for each charge. Please attach a separate sheet if you need more space. Any record that has NOT been SEALED or EXPUNGED by a WRITTEN COURT ORDER <b>must</b> be reported in this section. <b>NOTE:</b> Criminal offenses include felonies, misdemeanors and summary offenses. Examples: Driving Under the Influence of Intoxicating Beverages, Drugs, Fraudulent or Bad Checks, Disturbing the Peace, Leaving the Scene of an Accident, Robbery, etc.
---	---

City Where Arrested	State	Date of Arrest	Charge(s)	Disposition

I certify that the statements and data in this section are correct. **Falsification of, or failure to report accurately** any information may result in the denial of a teaching license pursuant to State Board of Education regulations.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please return the complete application and all required forms to:

**OFFICE OF EDUCATOR CERTIFICATION, RECRUITMENT, AND PREPARATION**  
**3700 FOREST DRIVE, SUITE 500**  
**COLUMBIA, SC 29204**  
**FAX: 803-734-2873**

**APPLICATION FOR CAREER AND TECHNOLOGY EDUCATION WORK-BASED CERTIFICATION – Page 3**  
**SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION**

**16. WORK EXPERIENCE**

**IMPORTANT:** The information given below will be used in determining work experience for certification purposes. Describe under the headings given below any employment or occupation you have had which, in your opinion, qualifies you for the certification area in which you are applying.

**Note:** All experience claimed must be verified. If the supervisor under whom you worked is no longer alive or for any other reason is not available, it will be necessary for a responsible person familiar with your work to verify this experience. Please use the work verification forms included in the certification package to verify your work experience. Do not list teaching experience on this page.

Dates of Employment From To		Length of Employment (In Months)	Title/Position	Company/Business Name & Address	Average Hours Worked Per Week	Supervisor/Foreman/Department Head Name	Describe the Nature of Work You Performed
Month/Year	Month/Year						

I certify that the statements and data in this section are correct. Falsification of any information may result in the denial of a teaching license pursuant to State Board of Education regulations.

Date

Signature of Applicant

# APPLICATION FOR CAREER AND TECHNOLOGY EDUCATION WORK-BASED CERTIFICATION

## VERIFICATION OF WORK EXPERIENCE

OFFICE OF EDUCATOR CERTIFICATION, RECRUITMENT, AND PREPARATION  
3700 FOREST DRIVE, SUITE 500  
COLUMBIA, SC 29204

Dear \_\_\_\_\_  
Employer or Personnel Office

I have applied for a Career and Technology Education Work-Based Teacher's Certificate from the South Carolina Department of Education to teach:

\_\_\_\_\_

Please certify the correctness of the experience listed and the duties performed while employed. If the information is in error, please correct so that it corresponds with your records:

**PLEASE PRINT**

Name (Last, First, Middle, Maiden)				
Address		City	State	Zip Code
Social Security Number		Title of Position		
Name of Company		Area, Grade, or Subject Taught		
Dates of Employment: From (Month, Year)		To (Month, Year)		
Describe the nature of work performed (use back if necessary)				
Date	Signature of Applicant			

**TO BE COMPLETED BY EMPLOYER OR APPROPRIATE PERSONNEL OFFICER**

**PLEASE PRINT**

DATE OF EMPLOYMENT				Total Months Employed	Average Hours Per Week	DATE OF EMPLOYMENT				Total Months Employed	Average Hours per Week	
From:		To:				From:		To:				
Month	Year	Month	Year			Month	Year	Month	Year			

**I certify that this employee was employed for the dates shown and was assigned duties as indicated above.**

Signature	Date	Name of Company	
Name (Print)		Address	
Position	City	State	Zip

# APPLICATION FOR CAREER AND TECHNOLOGY EDUCATION WORK-BASED CERTIFICATION

## VERIFICATION OF SELF-EMPLOYMENT

OFFICE OF EDUCATOR CERTIFICATION, RECRUITMENT, AND PREPARATION  
3700 FOREST DRIVE, SUITE 500  
COLUMBIA, SC 29204

Dear \_\_\_\_\_

I have applied for a Career and Technology Education Work-Based Teacher's Certificate from the South Carolina Department of Education to teach:

\_\_\_\_\_

Please certify the correctness of the experience listed and the duties performed while employed. If the information is in error, please correct so that it corresponds with your records:

**PLEASE PRINT**

Name (Last, First, Middle, Maiden)													
Address								City		State		Zip Code	
Social Security Number								Title of Position					
Name of Company													
Dates of Employment: From (Month, Year)								To (Month, Year)					
Describe the nature of work performed (use back if necessary)													
DATES OF EXPERIENCE				Total Months Employed	Average Hours Per Week	DATES OF EXPERIENCE				Total Months Employed	Average Hours per Week		
From:		To:				From:		To:					
Month	Year	Month	Year			Month	Year	Month	Year				
Date		Signature of Applicant											

**TO BE COMPLETED BY INDIVIDUAL WITH FIRSTHAND KNOWLEDGE OF WORK EXPERIENCE**

I certify that I have firsthand knowledge that \_\_\_\_\_ was self-employed and performed the type of work described above for the indicated period of time.

Signature			Date		Phone Number						
Name (Print)					Address						
Relationship to Applicant					City			State		Zip	

**APPLICATION FOR CAREER AND TECHNOLOGY EDUCATION  
WORK-BASED CERTIFICATION**

**TECHNICAL REFERENCE**

OFFICE OF EDUCATOR CERTIFICATION, RECRUITMENT, AND PREPARATION  
3700 FOREST DRIVE, SUITE 500  
COLUMBIA, SC 29204

Dear \_\_\_\_\_

I have applied for a Career and Technology Education Work-Based Teacher's Certificate from the South Carolina Department of Education to teach:

\_\_\_\_\_

Applicants are required to provide two letters of technical recommendation from former employers, individuals for whom work was done, or fellow employees.

I would appreciate your serving as a reference for me by stating in the space provided your impressions of my technical abilities, job performance, and character traits such as initiative, adaptability, dependability, and judgment.

Signature	Social Security Number
-----------	------------------------

**PLEASE PRINT OR TYPE**

Signature	Date	Phone Number	
Name (Print)		Address	
Relationship to Applicant	City	State	Zip

# APPLICATION FOR CAREER AND TECHNOLOGY EDUCATION WORK-BASED CERTIFICATION

## VERIFICATION OF TEACHING EXPERIENCE

(Use one form per employer)

Last Name:	First Name:	Middle Name:	Maiden Name:
Street Address:			
City:		State:	Zip:
Educator's Signature:			Date:

A. K 12 Experience * Definition on Reverse (to be completed by employer) Please list partial years as separate entries.				
School District or Institution <input type="checkbox"/> Public <input type="checkbox"/> Private	Beginning Date of Service (MM/DD/YY)	Ending Date of Service (MM/DD/YY)	Total Days Worked Per School Year <input type="checkbox"/> full-time <input type="checkbox"/> part-time	Position Title, Grade and Subject

B. Additional Professional Education Experience * Definition on Reverse (to be completed by employer)				
Organization or Company	Beginning Date of Service (MM/DD/YY)	Ending Date of Service (MM/DD/YY)	<input type="checkbox"/> Total Full Time Days Employed Or <input type="checkbox"/> Hours Worked Per Week	Professional Education Or Training Position Title (include official job description)

C. Higher Education (Collegiate & Administrative) * Definition on Reverse (to be completed by employer)				
College or Technical Institution	Beginning Date of Service (MM/DD/YY)	Ending date of Service (MM/DD/YY)	<input type="checkbox"/> Total Semester Hours Taught Per Year Based on July 1 – June 30 Or <input type="checkbox"/> Hours Worked Per Week	Position Title and Subject

Signature of School/Employer Official:		Position:		
Date:	Address: (Please Print)		Phone Number:	

## Experience Credit Guidelines

In the computation of experience credit, the following conditions will apply:

1. Full-time equivalents (FTEs) of the 190-day school year will be utilized as the basis of computation. The minimum experience to be credited shall be one-tenth (.1) FTE per year; the maximum experience to be credited shall be (1) FTE per year. A school day is defined as a minimum of seven hours.
2. One year of experience may be credited provided the teacher is employed in a full-time position for a minimum of eight-tenths (.8) of the contract year but in no case fewer than 152 days.
3. Partial-year experience may be utilized to compute full years of experience provided the sum of the partial experience meets the requirement stated in number 1, above.
4. Summer school teaching credit will be calculated at the rate of two (2) days of summer school as the equivalent of one (1) regular school day provided the teacher works one (1) session for four (4) hours per day or at the rate of one (1) regular school day provided the teacher works two (2) sessions for eight (8) hours per day. Effective July 1, 2001 summer school teaching credit may be added to partial years of experience.

For an individual to receive experience credit, the educator must verify full-time or part-time employment in one of the following educational positions:

**A. Experience K – 12 Educator is defined as:**

A professional position in Head Start, K – 12, School Administration, Adult Education, Home Bound, and Teacher’s Aide in a public, private, or parochial elementary or secondary school.

**B. Additional Professional Education Experience is defined as:**

A professional education position in a city, county, state, or federal educational system that supports the primary education program of school-aged or adult population. A professional education or training position in a privately funded education program for school-aged or adult populations. A position description is required.

**C. Experience as a Higher Education Academic Professional is defined as:**

A professional position in a regionally accredited institution of higher education or an institution with teacher education programs approved by the South Carolina Department of Education.

**Guidelines for Calculating Higher Education (College/Technical College) Experience Credit**

For professional instructional personnel in higher education settings, the following table is used to compute experience credit based on semester hours taught. A total of 24 semester hours per school year (July 1 – June 30) is considered full time teaching. Example: If an educator taught 12 semester hours in the fall of 2003 and 12 semester hours in the spring of 2004, he/she would receive full time credit. This can be in any combination of semesters (12 hours in the fall, 9 hours in the spring, and 3 hours in summer school), or a combination of different colleges. Summer school at the end of the academic year will be added to the total semester hours taught during the year just completed.

Semester Hours Taught Within School Year July 1 – June 30	FTE	Years Credit Earned
3	1.0	0.1
6	1.0	0.2
9	1.0	0.3
12	1.0	0.4
15	1.0	0.5
18	1.0	0.6
21	1.0	0.7
24	1.0	1.0

**APPLICATION FOR CAREER AND TECHNOLOGY EDUCATION  
WORK-BASED CERTIFICATION**

**Verification of Employment as a Teacher in a South Carolina Public School**

Under the provisions of Regulation R. 43-63, Requirements for Career and Technology Education Work-Based Certification, applicants for a Career and Technology Education Work-Based Certificate must verify employment as a full-time or part-time teacher in a South Carolina public school prior to issuance of a teaching certificate.

**TO BE COMPLETED BY THE TEACHER)**

**PLEASE PRINT**

1) Name (Last, First, Middle, Maiden)			
2) Address	City	State	Zip Code
3) Social Security Number	Signature of Teacher		Date

**TO BE COMPLETED BY SUPERINTENDENT OF SCHOOL OR APPROPRIATE PERSONNEL OFFICER**

**PLEASE PRINT**

4) County	School District	School Year Employed	
5) Name of School Where Employed		Subject Area Assignment	
6) Signature of Superintendent of Schools or Personnel Officer			Date
7) Address	City	State	Zip Code

Please return the completed form to:

**OFFICE OF EDUCATOR CERTIFICATION, RECRUITMENT, AND PREPARATION  
3700 FOREST DRIVE, SUITE 500  
COLUMBIA, SC 29204  
FAX: 803-734-2873**

## SECTION 1: REGULATIONS

### **Explanation: R 43-51 Requirements for Certification**

- An application is officially on file when the application form, a fingerprint card, and the fee arrive in the Division of Educator Quality and Leadership, Office of Educator Certification.
- All official transcripts must be submitted as part of the application process.
- The date stamped on the application is the official application date.
- Citizenship is **not required** for certification.
- Applicants who are not United States citizens must have a United States Social Security number.
- Fingerprints are **not** transferable from state to state or agency to agency. A teacher with an FBI fingerprint check in another state must have a South Carolina fingerprint check. Please note that an FBI fingerprint report is considered confidential information and cannot be distributed to anyone.

GO BACK R43 51

### **Explanation: R43-51 I.A.1: Acceptable Advanced Degrees**

Regulation 43-51 states that acceptable advanced degrees are “academic or professional degrees in the field of education or in an academic area for which a corresponding or relevant teaching area is authorized by the State Board of Education.” It also states that the degrees must be earned at a regionally accredited college, or one that has teacher education programs approved by the South Carolina Board of Education.

Acceptable master’s or doctoral degrees are those in <b>education or related fields</b> provided the college is regionally accredited or State Board approved by the SC State Board of Education.	Acceptable master’s or doctoral degrees are those in <b>content areas or related content fields</b> provided the college is regionally accredited or State Board approved by the SC State Board of Education.
(Examples)	(Examples)
Christian Education	<b>Masters or Doctorate level will be issued for:</b>
Theology/divinity	Engineering
Counseling	Religion
Human Resources	Church music
Audiology	Journalism
Sports medicine	Chiropractic
	Optometry
	Juris Doctor
	<b>Doctoral level will be issued for:</b>
	Medicine (including Veterinary)
	Doctor of Pharmacy

*\*Revised Effective July 1, 2008*

To advance a credential from one classification to another, the applicant must provide to the Office of Educator Certification the following:

1. A written request to have the certificate advanced. A “written request” is one that is made on the “Request for Change/Action” form. The form may be submitted via fax or regular mail. This form can be downloaded online at <<http://www.scteachers.org/scteachers/cert/Certpdf/ReqChgAct.pdf>>.
2. The required documentation that State Board of Education requirements have been met for certificate advancement. Official transcripts must be mailed directly from the institution to the Office of Educator Certification.

**Effective date for this change in acceptable advanced degrees is July 1, 2003, and is not retroactive.**

Requests and documentation received by the Office of Educator Certification on or before November 1 will become effective July 1 of the current school year. For requests from November 2 through April 30, changes become effective when the requirements are met, provided that full documentation, including the request, is received by the Office of Educator Certification within forty-five days after the applicant has fulfilled all requirement(s). Requests received forty-five days or more after eligibility will be effective the date the request and/or documentation is received. Requests received after April 30 are effective on the following July 1.

[GO BACK R43 51](#)

---

**Explanation: R 43-51.V. Student Teachers**

- Any teacher requesting a waiver of the student teaching experience must provide the following information:
- Verification of a minimum of three full years of teaching in the area of certification requested. This could be any combination of partial teaching assignments in a private, public, or postsecondary institution.
- Recommendations from the principal, superintendent, headmaster, or dean/department head of the college or school.
- Evidence of successful teaching documented by copies of his or her yearly evaluations.
- Experience as a teacher's aide or teaching assistant cannot be used as experience to waive student teaching.

[GO BACK R43 51 V](#)

---

**Explanation: R 43-51.VI. Required Examinations**

- The required tests are the Praxis II: Principles of Learning and Teaching (PLT) and Praxis II: Subject Assessments/Specialty Area Tests.
- The official score report should be submitted directly from the Educational Testing Service (ETS), or the score should appear on an official college transcript.
- If the score(s) are ten or more years old and no longer available from ETS, the educator may submit a notarized copy of an official score report or an official letter from another state department of education, college/university, or school district verifying the score.
- The educator must submit examinations currently required.
- If no examination exists for the particular subject area, the educator will be exempt from this requirement until the State Board of Education adopts a test. The educator is still required to produce a score on the pedagogy examination.

**To access the most recent list of Required Examinations, follow this link:**

[http://www.scteachers.org/Cert/Certpdf/required\\_examinations.pdf](http://www.scteachers.org/Cert/Certpdf/required_examinations.pdf)

**Specific testing requirements for teachers certified through career and technology education work-based certification are outlined in Regulation R. 43-63, Requirements for Career and Technology Education Work-Based Certification, and the Guidelines for Career and Technology Education Work-Based Certification.**

[GO BACK R43 51 VI](#)

---

**Explanation: R 43-52 Application for Teaching Credential—Required Documentation**

- The official application date is noted when the application form, fingerprint card, and fee are received by the Office of Certification.
- Official score reports should come to the Office of Certification from ETS. If the scores are ten or more years old, the teacher may submit an unaltered notarized score report in lieu of the official score report, a copy of the

score report identifying the South Carolina Department of Education as a recipient, or an official letter from another state department of education, college/university, or school district.

- Requests for initial certification received on or before November 1 will be effective July 1 of the current school year. From November 2 through April 30, changes are effective when requirements are met, provided full documentation, including the request, is received by the Office of Educator Certification within forty-five days of meeting the requirement(s). Requests received forty-five or more days after eligibility will be effective the date the request is received. Requests received after April 30 are effective on the following July 1.



■ [GO BACK R43 52](#)

---

### **Explanation: R 43-52.III. Effective Date of Credential**

- If no application is received in the Office of Educator Certification, there is no file for the teacher. An application consists of the application form, a fingerprint card, and the payment of the fee.
- Requests for certificate advancement and renewal received on or before November 1 will be effective July 1 of the current school year. From November 2 through April 30, changes are effective when requirements are met, provided full documentation, including the request, is received by the Office of Educator Certification within forty-five days of meeting the requirement(s). Requests received forty-five or more days after eligibility will be effective the date the request is received. Requests received after April 30 are effective on the following July 1.



■ [GO BACK R43 52 III](#)

---

### **Explanation R 43-53.II.D Masters Degree Plus 30**

Guidelines for the implementation of the regulation concerning master's plus 30 and bachelor's plus 18 upgrades have been recently revised because of the adverse impact that it has on teachers at this time.

The State Board of Education adopted new regulations over a year ago that required all coursework for the bachelor's plus 18 and master's plus 30 certificates to be completed within a seven year timeframe. To ease the burden on individuals who will be adversely affected by this regulation change, the implementation was delayed until September 1, 2003, and then again until January 1, 2004. It has become apparent that the implementation timetable of this regulation change is creating considerable hardship for numerous individuals who have been pursuing these certificate upgrades, but who will be unable to complete all coursework by January 1, 2004.

Therefore, revised implementation guidelines have been developed that will allow all educators who had been issued a formal evaluation by the Office of Educator Certification for bachelor's plus 18 or master's plus 30 prior to September 1, 2003 (the original date the regulation change was to have been implemented), to complete requirements under that previous evaluation. In other words, the seven year timeframe will not apply to them. However, the new regulation changes will apply to all persons who request a formal evaluation for the first time after September 1, 2003

All evaluations for certificate upgrades for the master's plus 30 and bachelor's plus 18 that were issued previous to September 1, 2003 will be considered in effect until completion. If you have been given an official evaluation for the master's plus 30 or the bachelor's plus 18 from the Office of Educator Certification prior to September 1, 2003, you may complete that worksheet based on the previous requirements.

If you have questions about these new guidelines or any other certification issue you may contact our office by calling our toll free number, 1-877-885-5280 Monday through Friday between the hours of 1:00 - 4:30 PM. If you are calling from outside of South Carolina the number is 803-734-8466.

**Explanation: R 43-53.III. Requirements for Credential Advancement**

- A “written request” is one that is made on the “Request for Change/Action” form. The form may be submitted via fax, or regular mail. The form can be downloaded from the Division of Educator Quality and Leadership’s Web site at:
  - <<http://www.scteachers.org/scteachers/cert/Certpdf/ReqChgAct.pdf>>.
  - No fee is currently being charged.
  - Requests for certificate advancement received on or before November 1 will be effective July 1 of the current school year. From November 2 through April 30, changes are effective when requirements are met, provided full documentation, including the request, is received by the Office of Educator Certification within forty-five days of meeting the requirement(s). Requests received forty-five or more days after eligibility will be effective the date the request is received. Requests received after April 30 are effective on the following July 1.
- 

**Explanation: R 43-55.IV (A)**

Educators not employed in a South Carolina public school system should review R 43-55.IV.B

GO TO R43 55 IV B

# Renewal Credit Matrix

## CERTIFICATE RENEWAL PLAN PROFESSIONAL DEVELOPMENT OPTIONS FOR SOUTH CAROLINA EDUCATORS

Educators who are not employed in a position that requires South Carolina educator certification are restricted to Options 1 and 2 in the matrix.

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
<p><b>1. College Credit</b></p>	<p>All courses must</p> <ul style="list-style-type: none"> <li>• directly relate either to the educator’s area(s) of certification, or to an area of certification in which the educator is formally enrolled, or to the goals of the educator and/or the educator’s employing educational entity;</li> <li>• be taken through an NCATE (National Council for Accreditation of Teacher Education) or regionally accredited college or university or through a college or university that has programs approved for teacher education by the State Board of Education (SBE);</li> <li>• be taken for credit; and</li> <li>• result in a passing grade in a pass/fail class or in a grade of C or better.</li> </ul>	<p>Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 semester hour of earned course credit = 20 renewal credits</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>• an official transcript from the college or university.</li> </ul>
<p><b>2. State Department of Education Certificate Renewal Course</b></p>	<p>All certificate renewal courses must</p> <ul style="list-style-type: none"> <li>• directly relate either to the educator’s area(s) of certification or to the goals of the educator and/or the educator’s employing educational entity and</li> <li>• have been approved by the State Department of Education, according to SBE criteria.</li> </ul>	<p>Maximum: up to 120 renewal credits may be earned through approved renewal courses during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 semester hour of earned course credit = 20 renewal credits</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>• a report from the course administrator, as required by current SBE guidelines for certificate renewal courses.</li> </ul>
<p><b>3. District Point Plan for Certificate Renewal</b></p> <p><i>Districts currently operating a District Point Plan will phase out that plan by July 2005.</i></p>	<p>District professional development points must</p> <ul style="list-style-type: none"> <li>• be earned within a district point plan for certificate renewal that was approved by the SBE and</li> <li>• be reciprocal from one SBE-approved district point plan to another.</li> </ul>	<p>Maximum: up to 120 renewal credits may be earned under an approved district point plan during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 earned professional development point = 1 renewal credit</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>• official district verification, as specified in the district’s SBE- approved point plan for certificate renewal.</li> </ul>

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
<p><b>4. Publications</b></p> <p>(further information provided at the end of matrix)</p>	<p>Publications must</p> <ul style="list-style-type: none"> <li>appear in a professional journal or in a format that is sanctioned by the employing educational agency,</li> <li>contribute to the effective practice of the education profession and/or to the body of knowledge of the certification area(s), and</li> <li>be a first-time publication (i.e., revised versions or second editions are excluded).</li> </ul>	<p>Maximum: 60 renewal credits may be earned during the five-year validity period.</p> <p>Accrual rate:</p> <ul style="list-style-type: none"> <li>primary author of book or refereed journal article = 60 renewal credits</li> <li>primary author of non-refereed journal article = 30 renewal credits</li> <li>secondary author of book or article = 15 renewal credits</li> </ul>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>a synopsis (one page or less) of the publication and</li> <li>official verification from the publisher of the work's acceptance for publication, including the date of acceptance.</li> </ul>
<p><b>5. Instruction</b></p>	<p>Renewal credits for instruction (e.g., courses taught at colleges or universities; formal, prepared presentations given at conferences or meetings) are awarded only for those activities that</p> <ul style="list-style-type: none"> <li>exceed job requirements for the educator's position, as defined by the employing educational entity;</li> <li>are professionally oriented and educationally relevant; and</li> <li>are offered for the first time by the educator.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate:</p> <ul style="list-style-type: none"> <li>college/university course: 1 semester hour of instruction = 20 renewal credits</li> <li>presentation: a 1-hour presentation = 3 renewal credits.</li> </ul> <p>(This includes preparation time.)</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>a copy of the schedule from the district, college/university, or organization, indicating the date(s) and time of the instructional activity and</li> <li>a synopsis (e.g., course objectives from the syllabus, workshop or meeting agenda, conference program) of the content of the instructional activity.</li> </ul>
<p><b>6. Professional Training</b></p> <p>(further information provided at the end of the matrix)</p>	<p>All professional training must</p> <ul style="list-style-type: none"> <li>relate to the educator's professional development plan, area(s) of certification, and/or the employing educational entity's plan;</li> <li>be recognized as having professional relevance to the educational setting; and</li> <li>be successfully completed.</li> </ul>	<p>Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 hour of direct participation = 1 renewal credit 1 CEU = 10 hours of direct participation</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>the training objectives and/or training outline and</li> <li>a certificate or other official documentation verifying successful completion of the training program, including the date(s) and the number of hours of direct participation.</li> </ul>

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
<b>7. Professional Assessor/ Evaluator</b>	<p>Assessor/evaluator renewal credits may be obtained only</p> <ul style="list-style-type: none"> <li>for evaluation activities that exceed job requirements for the educator’s position, as defined by the employing educational entity;</li> <li>by an educator who has received training/approval/ certification as an assessor/ evaluator on a national or state-approved accreditation, assessment, or evaluation team (e.g., ADEPT evaluator, principal assessor, SACS [Southern Association of Colleges and Schools] evaluator, external review team [ERT] evaluator, NCATE evaluator, NBPTS [National Board for Professional Teaching Standards] assessor); and</li> <li>upon the educator’s completion of all requirements of the assessment/ evaluation process.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 hour of direct participation = 1 renewal credit</p> <p>Participation on an ADEPT Evaluation Team = maximum 30 credits</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>official documentation verifying completion of all evaluation/ assessment team requirements, including the date(s) and the number of hours of direct participation.</li> </ul>
<b>8. Mentorship, Supervision, or Instructional Coaching</b>	<p>Renewal credits for mentorship, supervision, or coaching are awarded only for those activities that</p> <ul style="list-style-type: none"> <li>exceed job requirements for the educator’s position, as defined by the employing educational entity;</li> <li>assist another educator (e.g., student teacher, teacher, administrator); and</li> <li>are provided in conjunction with an approved training program, induction program, or professional development process.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period.</p> <p>Accrual rate (maximums):</p> <ul style="list-style-type: none"> <li>supervision of student teacher (one semester) = 20 renewal credits</li> <li>mentoring (full year) = 30 renewal credits</li> <li>coaching (full year) = 20 renewal credits</li> <li>internships = 20 renewal credits</li> </ul>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>official documentation from the training institution, professional organization, or employing educational entity verifying successful completion of all responsibilities, including the type, extent, and dates of services (e.g., mentoring, supervising, coaching) provided by the educator.</li> </ul>
<b>9. Educational Project, Collaboration, Grant, or Research</b>	<p>Renewal credits for educational projects, collaborations, grants, or research are awarded only for those activities that</p> <ul style="list-style-type: none"> <li>exceed job requirements for the educator’s position, as defined by the employing educational entity;</li> <li>are coordinated or approved by an educational entity;</li> <li>are related to student achievement and/or to the goals of an educational entity;</li> <li>result in an educationally relevant product; and</li> <li>are a minimum of 5 hours in length.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 hour of direct participation = 1 renewal credit</p> <p>Maximum for each activity within this option: 30 renewal credits</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>a synopsis (one page or less) of the project, collaboration, grant, or research; and</li> <li>official documentation from the educational entity verifying the date(s) and hours of direct participation.</li> </ul>

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
<p><b>10. Professional Development Activity</b>  <b>Includes conferences, workshops, task force, etc.</b>  <b>(further information provided at the end of matrix)</b></p>	<p>Renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that</p> <ul style="list-style-type: none"> <li>• are tied to the educator’s area(s) of certification and/or the goals of the employing educational entity;</li> <li>• are provided by a national, state, regional, or locally approved sponsor; and</li> <li>• involve a minimum of 4 hours of direct contact, excluding meals and breaks.</li> </ul>	<p>Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 hour of direct participation = 1 renewal credit  1 CEU = 10 hours of direct participation</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>• official documentation from the sponsor verifying the educator’s participation, and</li> <li>• a synopsis of the session topic(s), date(s), and time(s).</li> </ul>
<p><b>11. Professional Development Activity (CEU Credit)</b>  <b>IACET CEU Credit –</b>  <b>(further CEU information provided at the end of matrix)</b></p>	<p>CEU renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that</p> <ul style="list-style-type: none"> <li>• are tied to the educator’s area(s) of certification and/or to the goals of the employing educational entity,</li> <li>• are provided by an SDE-approved CEU sponsor, and</li> <li>• involve a minimum of 4 hours of direct contact, excluding meals and breaks.</li> </ul>	<p>Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate.</p> <p>Accrual rate: 1 CEU = 10 renewal credits</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> <li>• a transcript or other official verification of CEU credit, including the title of the activity, the date of completion, and a brief description of the activity.</li> </ul>

## Publications Option 4

### Refereed Materials

Refereed materials are publications reviewed by “expert readers” or referees prior to the publication of the material. After reading and evaluating the material, the referee informs the publisher if the document should be published or if any changes should be made prior to publication. Refereed materials are also referred to as **peer reviewed**. Refereed materials are significant to professional research and literature because they assure readers that the information conveyed is reliable and timely.

### Non-Refereed Materials

Non-refereed materials such as **trade journals** or **magazines** use less rigorous standards of screening prior to publication. In some publications, each article may be screened only by the publications editor. While knowledgeable, no editor can be an authority on all the subject matter printed in a journal. Other non-refereed materials accept almost anything submitted in order to have something to print.

The term “scholarly materials” is often used to describe refereed materials, but this term is not exclusive to refereed materials. Non-refereed materials may not be scrutinized as intensely as refereed materials, but they can still be considered scholarly.

## Professional Development CEU Activities Option 6, 10, and 11

Option 6 and 10 covers a variety of professional development activities. College or university Continuing Education Unit (CEU) credit may be entered under these options. A CEU would count as 10 renewal credits since it is based on 10 hours of participation. Other opportunities for these options may include, but are not limited to, workshops, task force, or conferences.

Option 11 refers to the International Association for Continuing Education Units (IACET). IACET is the caretaker of the Continuing Education Unit (CEU). The ten criteria of the IACET CEU promote high standards for professional development and growth. Through its programs, publications, research, and technical assistance, IACET assists organizations in correctly utilizing the criteria.

CEUs from IACET–authorized providers and IACET–approved licensed users will be counted under Option 11. Only authorized providers and approved license users may use the IACET CEU and the IACET logo. The list of authorized providers and the process to become one are provided on the IACET website: <<http://www.IACET.org>>.

**CEUs counted under Option 6, 10, or 11 must support the educator’s professional growth and development plan. The district will determine the placement of credit for the option.**

[GO BACK R43\\_55\\_IV\\_A](#)

**For a current list of Renewal Credit Plan  
District Coordinators, please go to:**

**[http://www.scteachers.org/Cert/Certpdf/cr\\_coordinators.pdf](http://www.scteachers.org/Cert/Certpdf/cr_coordinators.pdf)**

## CERTIFICATE RENEWAL REGULATIONS

### **Explanation: R 43-55 IV. (B) An applicant who is not employed in a position....**

Positions not *requiring* educator certification by the State of South Carolina (i.e., private school teachers, those teaching and certified in another state, those employed in another profession or not employed) currently are limited to renewal credit through coursework. ONLY options 1 and 2 of the Renewal Credit Matrix may be used for this educator's renewal.

[GO BACK R43 55 IV B](#)

---

### **Explanation: R 43-55 V. Renewal credit for principals...**

To fulfill the requirement of the Teacher Quality Act of 2000, administrators must earn 20 renewal credits through "training on ways to support teachers professionally."

[GO BACK R43 55 V](#)

---

### **Explanation: R 43-55 VII. Applicants must comply with...**

- There is no required fee at this time for credential renewal.
- Renewal Plan Coordinators from each district will be responsible for reviewing, approving, obtaining and submitting renewal credits for educators employed in their district.

[GO BACK R43 55 VII](#)

---

### **Explanation: R 43-55 IX. Regulations governing effective dates of renewed certificates...**

- Pursuant to Reg. 43-52, a "written request" must be made on the "Request for Change/Action" form. Only educators who are not employed in a S.C. public school district will be required to submit a "Request for Change Action." The form may be submitted via e-mail attachment, fax, or regular mail. The form can be downloaded from the Division of Educator Quality and Leadership's Web site at: <http://www.scteacheers.org/scteacheers/cert/Certpdf/ReqChgAct.pdf>.
- When a teacher achieves certification by the National Board for Professional Teaching Standards (NBPTS), he/she will need to submit NBCT verification to the DEQL - Office of Certification. The DEQL will process that list to reflect NBPTS Certification in the certification file of those teachers. The educator's certificate will be automatically re-issued to the NBCT.
- The National Board for Professional Teaching Certified Teacher will be granted a South Carolina certificate with the same ten year recertification cycle as the National Board for Professional Teaching Standards certificate. Based on South Carolina Code Ann. Section 59-26-85, the South Carolina certificate will be valid for the ten year validity period of the National Board for Professional Teaching Standards Certificate.
- Once the National Board for Professional Teaching Standards establishes the recertification process for NBPTS Certification, the renewal process for the comparable South Carolina certificate will be determined.
- To renew the Initial Certificate:  
Initial Certificates can be renewed at the request of a public school district or educational entity annually, after the initial three-year validity period.  
Teachers who hold Initial Certificates but who are not employed by a public school district must meet renewal requirements, as specified in R 43-55 (renewal of credentials).  
Teachers who hold an Initial Certificate and are not employed, and who have not met the requirements for professional certification, may reapply for an initial certificate at such time they become employed by a public or private school. They would be subject to the requirements for initial certification in effect at the time of reapplication.

[GO BACK R43 55 IX](#)

**Explanation: R 43-56 Foreign Applicants**

- Please note: The South Carolina Office of Educator Certification does not review documents from other countries. Therefore, to apply for SC certification, you must first secure a detailed course-by-course translation and/or evaluation report of your foreign transcript(s) stating degree equivalency from an accredited agency.
- You would then need to present the required specialty area exam and PLT.
- Submit the following once a detailed course-by-course credentials report has been prepared by a recognized credentials evaluation agency:
  - Application packet
  - A copy of a United States social security card
  - Applicants must have a United States Social Security number before an application will be processed.
  - A copy of the course-by-course credentials translation and evaluation
  - Approved program recommendation form, if applicable
  - Official transcript(s) from all institutions attended
  - \$105.00 fee made payable to the SC State Department of Education (no cash, please)
  - Electronic Fingerprint Process
  - Verification of teaching experience
  - Copy of foreign teaching license, if applicable

[GO BACK R43\\_56](#)

---

**Explanation: R 43-57.1 Computing Experience for Teachers**

This change became effective July 1, 2001. It is not retroactive for pay purposes.

[GO BACK R43\\_57\\_1](#)

---

**Explanation: 43-57.2 Experience Credit**

**Guidelines for Granting Experience Credit**

The purpose of the guidelines is to address specific questions regarding the interpretation of work experience that may be submitted for experience credit pursuant to State Board of education Regulation 43-57.2, Teaching Experience Acceptable for Credit. Section I of the guidelines defines experiences currently used to award experience credit. Section II of the guidelines defines additional experiences that will be used to award experience credit. Section II guidelines will be effective January 1, 2002, and will not be applied retroactively.

Section I: Current Experience Acceptable for Granting Experience Credit

- Professional education position\*\*
  - Teaching in a public elementary, middle, or secondary school system, in a private or parochial elementary, middle, or secondary school;
  - Teaching in a regionally or nationally accredited institution of higher education or one that has teacher education programs approved by the South Carolina State Board of Education;
  - Teaching in a state educational system, at the United States Department of Education or regional office of United States Department of Education, regional education lab (e.g., SERVE)
  - Teaching in a city, county, state, or federal educational system which supports the primary education program for a school age or adult population
  - Teaching full time or part time in a college, university, or technical school
  - Serving or teaching in public, private, elementary, middle and/or secondary schools in the United States, its territories, Department of Defense schools, or government schools in a foreign country;
  - Teaching in a Head Start Program
  - Teaching in the Peace Corps; or
  - Working as a substitute teacher or teacher's aide provided the applicant has earned a bachelor's degree prior to employment.

*\*\*The applicant must provide verification of employment from the current Human Resource Director or immediate supervisor. An official description of the professional duties must also be included. These duties must have been related to the primary educational program through teaching, education administration, curriculum development, or teacher training.*

■ Career and Technology Education

Career and Technology Education (formerly Trade and Industry experience credit will follow current regulations and guidelines issued by the State Board of Education.

■ Department of Corrections

- Teaching in a program for youthful offenders, or
- Teaching in a professional position at a correctional agency that addresses the needs of school age children or the adult population.

■ Counseling

- Experience credit may be earned as a psychologist or counselor in a mental health or other family support in the following areas:
  - Mental health facilities
  - Rehabilitation counseling
- Serving as a certification director at the college level, or
- Counseling in a hospital or residential program.

■ Other

- 4-H extension agency, or
- County or public library, Library of Congress, college, or university library experience.

Section II: Additional Experience Acceptable for Experience Credit

■ Professional education position:\*\*

- Teaching experience in speech and hearing centers, or
- Teaching in a summer school program at a private school.

■ Business/Industry

- Teaching classes in a corporate setting. Experience is granted based on percentage of time employed in a training position. For example, an individual who is employed as a full-time trainer for a company would be given full-time credit. A person who conducts training on a part time basis would receive part time credit based on a percentage of part time training, or
- Conducting training at a job site. For example, teaching German to BMW employees, general computer training in organizations, or seminars in total quality management, etc. would qualify as training experiences.

■ Counseling

- Experience credit may be earned as a psychologist or counselor in a mental health or other family support program in the following areas:
  - Working in homeless shelters
  - Working in shelters for abused women and children, or
  - Counseling in not-for-profit agencies.
- Job service counseling that provides training.

■ **Military**

- Military instructors who served in a full time instructional position beyond the five years that may be claimed as experience under State Board of Education Regulation R43-57.5, Military Service.
- Experience credit may be granted for up to five years of service in the Armed Forces provided the applicant held a valid South Carolina or out-of-state teaching credential prior to or during the period of military service.

■ **Other**

- College experience in a non-support managerial administrative position, or
- Daycare centers providing structured curriculum if the applicant has earned a bachelor's degree prior to employment.

**NOTE:**

- All experience must be earned after the receipt of at least a bachelor's degree.
- Experience at any facility or program must be verified with a letter from the current Human Resource Director or immediate supervisor. The letter should include a job description for the position.
- It is important that the applicant or teacher understands that there is no guarantee that credit will be granted for experience submitted to the Office of Educator Certification.

[GO BACK R43 57 2](#)

---

**Explanation: R 43-57.5 Military Experience**

- Applicant must provide a copy of Form DD214 to verify military service.
- If applicant is certified in South Carolina, he/she must submit the Request for Change/Action form to the Office of Educator Certification.

[GO BACK R43 57 5](#)

**Explanation: R 43-62 (Driver's Education)**

- NOTE: These regulations take effect September 1, 2006.



[GO BACK R43 62 E](#)

---

**Explanation: R 43-62 ID**

- The areas of special education and ESOL may be added to a certificate in Speech Therapy, since Speech Therapy is considered to be a Special Education area and ESOL relates to language/speech instruction. However, no other instructional areas may be added to a certificate in Speech Therapy.

[GO BACK R43 62 ID](#)

---

**Explanation: R 43-62(DD) Class I-S: Specialist (Masters Degree Plus 30)**

- To determine the courses applicable to the Class I Specialist certificate, it may be necessary for the institution awarding the master's degree to provide the Office of Educator Certification with an official copy of the master's degree program of studies.
- Although completion of these worksheet requirements will qualify an individual for the master's plus 30 graduate hours credential, it will not necessarily result in eligibility for additional certification.
- The applicant must stipulate subject area for this program. The Office of Educator Certification will not make this determination.

- Master's Degree + 30 semester hours An applicant must earn 30 semester hours of graduate credit above the master's degree with 21 hours of graduate credit in one area of concentration. These hours may or may not be in the teacher's initial area of certification. The course work must be completed within seven years from the time it was started. Individuals who do not complete the requirements during the seven years must request that the college/university revalidate the course credits before the work can be submitted for credential advancement.
- Requests for certificate advancement for the MA+30 on or before November 1 will be effective July 1 of the current school year. From November 2 through April 30, changes are effective when requirements are met, provided full documentation, including the request, is received by the Office of Educator Certification within forty-five days of meeting the requirement(s). Requests received forty-five or more days after eligibility will be effective the date the request is received. Requests received after April 30 are effective on the following July 1.

GO BACK R43 62DD

---

### **SECTION 2: PROVISOS**

No additional explanations are contained in this Section.

---

### **SECTION 3: COMPUTER INFORMATION AND CODES**

No additional explanations are contained in this Section.

---

### **SECTION 4: RECIPROCITY**

#### **Reciprocity Explanation**

Applicants with a valid, standard certificate issued by another state, a United States territory, or the Department of Defense Dependents Schools (DODDS), **may** be eligible for certification through South Carolina's reciprocity agreement with *National Association of State Department* (NASDTEC)

#### **No Reciprocity**

The following certificates do not qualify for reciprocity:

- substitute certificates, and expired certificates,
- Career & Technology Education Work-Based Certification areas,
- certificates from New York City,
- certificates from the University of New York,
- private school certificates, and
- higher education certificates.

GO BACK (RECIPROCITY)

---

### **SECTION 5: PROGRAM OF ALTERNATIVE CERTIFICATION FOR EDUCATORS (PACE)**

To access all PACE forms, please go to [www.scpace.org](http://www.scpace.org) and click on the PACE forms link on the right.