

SOUTH CAROLINA EDUCATOR CERTIFICATION MANUAL

**DIVISION OF EDUCATOR QUALITY AND LEADERSHIP
OFFICE OF EDUCATOR CERTIFICATION**



South Carolina
Department of Education

Together, we can.

**Jim Rex
State Superintendent of Education**

**September 2003
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EDUCATOR CERTIFICATION MANUAL

**Mr. Mark Bounds, Deputy Superintendent
Division of Educator Quality and Leadership**

**Mr. James H. Turner, Director
Office of Educator Certification**

**Division of Educator Quality and Leadership
Office of Educator Certification
3700 Forest Drive, #500
Landmark II Building
Columbia, South Carolina 29204**

**Telephone: 803-734-8466
Toll-Free Telephone: 877-885-5280
Fax: 803-734-2873/8264
E-Mail: certification@scteachers.org
Web Site: <http://www.scteachers.org>**

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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

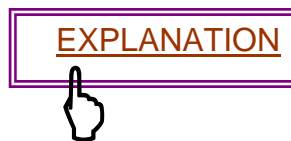


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SECTION 1: REGULATIONS

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.

EXPLANATION R43 53 I F

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.

The applicant must submit or have submitted to the Office of Educator Certification the following documentation:

1. Application Form: A completed application on a State Department of Education form. The applicant, and, when appropriate, the designated college official must sign this form.
2. College Transcripts: 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.

3. Examination Scores: Submit the required teaching area examination score and the required score on the examination of general professional knowledge (pedagogy) as adopted by the State Board of Education for purposes of certification. Only official score reports will be accepted.
4. Experience Verification: Appropriate verification of previous teaching experience.
5. Application and Evaluation Fee: A nonrefundable fee for the evaluation and processing of each application.
6. Fingerprint Card: The complete FBI fingerprint review card must be submitted before an application can be processed. No applicant may receive an Induction or Professional Certificate without a clear FBI background check. 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.

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.

EXPLANATION Section 7

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.

EXPLANATION 43 53 I F

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.
- (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) Mathematics
- (J) Middle-level Education
- (K) Music Education
- (L) Physical Education
- (M) Reading
- (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	

EXPLANATION R43 62 E

(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
Introduction to Curriculum and Instruction for Gifted and Talented Students

3
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
(in addition to the 12 semester hours of basic science requirements)
School Health Program
Emergency Preparedness and First Aid

3–4
2–3
2–3

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

Environmental Health
Foods and Nutrition Education
Contemporary Health Problems
Drug Education and Drug-Taking Behaviors
Family Living and Sex Education
Mental Health
Valuing and Decision Making in Health Education
Consumer Health Education
Community and Public Health Practices
Chronic and Communicable Disease

2–3
2–3
2–3
2–3
2–3
2–3
2–3
2–3
2–3

(I) 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)

<u>Specialized preparation</u>	<u>Semester Hours</u>
Algebra (abstract, matrix, and linear)	6
Modern Geometry	3
Analytic Geometry	3
Calculus	3
<u>Three electives from the following subject areas</u>	9
Probability and Statistics	
Applied Mathematics	
Number Theory	
Computer Science	
Analysis	
History of Mathematics	
Algebra or Geometry (advanced courses)	
- (5) Endorsement in Advanced Placement Mathematics requires the successful completion of the requisite Advanced Placement Institute.

(J) 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>(a) 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)

<u>Semester Hours</u>
No Additional Content Coursework Required

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

<u>Semester Hours</u>
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.

(K) 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

<u>Specialized preparation</u>	<u>Semester Hours</u>
Applied Music (divided equally between piano and voice)*	18 (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
	(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.

(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

<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.

(L) 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 (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.)	21

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

(M) READING

(1) READING 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) <u>Specialized preparation</u>	<u>Semester Hours</u>
Fundamentals of Basic Reading Instruction	3
Diagnosis and Correction of Reading Difficulties	3
Practicum in Reading	3
Methods and Materials of Reading Instruction	3

(2) READING CONSULTANT

- (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 Reading Teacher
- (f)

<u>Specialized preparation (graduate credit)</u>	<u>Semester Hours</u>
Organization and Supervision of Reading Programs	3
Testing and Measurements	3
Educational Psychology	3
Reading in the Secondary School	3

(3) READING COORDINATOR OR DIRECTOR

- (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 specified for Reading Teacher and Reading Consultant
- (f)

<u>Specialized preparation (graduate credit)</u>	<u>Semester Hours</u>
Administration and Supervision	3
Curriculum Development	3
Fundamentals of Guidance	3
Research and Literature in Reading	3

(4) READING CLINICIAN

- (a) Master'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) Thirty-six (36) semester hours in courses specified for Reading Teacher, Reading Consultant, and Reading Coordinator or Director
- (f) Specialized preparation (graduate credit) Semester Hours
 - Advanced Clinical Testing, including individual intelligence testing 3
 - Exceptional Child 3
 - Personality and Abnormal Psychology 3
 - Psychology of Reading 3
 - Advanced Course in Remedial Reading 3
 - Advanced Practicum 3

(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) Specialized preparation Semester Hours
 (for teaching all sciences in high school)*
 - 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) <u>Specialized preparation*</u>	<u>Semester Hours</u>
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) Education of Deaf and Hard of Hearing
- (B) Emotional Disabilities
- (C) Learning Disabilities
- (D) Mental Disabilities
- (E) Multicategorical Special Education
- (F) Severe Disabilities
- (G) Speech Language Therapist
- (H) Visual Impairment

(A) 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

(B) 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

(C) 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.

(D) 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.

(E) 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.

(F) 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.

(G) SPEECH LANGUAGE THERAPIST

(Included in Regulation 43-64 under Requirements for Certification at the Advanced Level)

(H) VISUAL IMPAIRMENT

- (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>
Human Growth and Development or the equivalent	3
Teaching of Reading	3
Nature of Visually Impaired	3
Educational Procedures for Visually Impaired	3
Introduction to Exceptional Children	3
Braille – Reading and Writing	3
Orientation and Mobility for the Classroom Teacher	3
Practicum in Instruction of the Visually Impaired Child*	3
Anatomy, Physiology, and Function of the Eye	3

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

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) Specialized preparation Semester Hours

(a) Agriculture

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) One specific Agricultural Education field

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) Specialized preparation Semester Hours

Accounting 6

Business Communications 3

Business Law 3

Computer applications and technology 9

(to include, but not be limited to, word
processing, spreadsheets, database

management, and Web publishing/multimedia)

Economics 3

Entrepreneurship	3
Hospitality, Tourism or Hotel/Motel Management	3
International Business 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) Specialized preparation Semester Hours
 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
- (4) Specialized preparation Semester Hours
 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
- (4) Specialized preparation

	<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

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

EXPLANATION R43 62DD

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, Division of Educator Quality and Leadership, 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, Division of Educator Quality and Leadership, 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 (Forms available). 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 (Forms available).
 - (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 (Request form available).
- (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 Certification Section, Office of Educator Certification, Division of Educator Quality and Leadership, 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, Division of Educator Quality and Leadership, 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, Division of Educator Quality and Leadership, 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 Educator Quality and Leadership at the 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

- (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

(B) Secondary School Principal and Supervisor

- (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

(C) 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

(D) District Superintendent (Alternative Route)

- (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.

(E) 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
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
Clothing Design and Construction Services	EB
Commerce*	40
Commercial Art	BN
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 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	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
Environmental Control Systems (HVAC)	AG
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
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
Music Education—Choral	51
Music Education—Instrumental	54
Music Education—Piano	52
Music Education—Violin	56
Music Education—Voice	53
Nail Technology	EG
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 Supervisor	74
Secretarial Science *	45
Sheet Metal	BE
Shoe Repair*	BQ
Shorthand*	41
Small Engine Repair	BF
Social Studies	20
Sociology	27
Special Education—Educable Mentally Disabled*	2A
Special Education—Emotional Disabilities	2E
Special Education—Generic Special Education*	02
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—Visual Impairment	2B
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—Visual Impairment	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
Speech-Language Therapist	03
Marine Biology*	3A
English	04
Computer Programming	4A
Business and Marketing Technology	4B
French	05
English as a Second Language	5A
Japanese	5B
Theater	5C
Latin	06
Spanish	07
Administrator*	7A
German	08
Gifted and Talented add-on	8A
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
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	BN
Barbering	BP
Shoe Repair*	BQ
Diesel 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
Clafin 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 Columbia	05
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]

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

1. That the individual completed the approved teacher certification program as recommended;

OR

2. That the applicant has a valid corresponding out-of-state certificate from a state with which South Carolina has reciprocity through the Interstate Agreement. Applicants must receive a clear FBI fingerprint review. 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.
3. That the applicant has met the requirements of the Critical Needs Program for certification.

EXPLANATION (RECIPROCITY)

Enhanced Reciprocity

If the answer is yes to the following seven questions, the applicant may qualify for a professional certificate, provided he or she has a clear FBI fingerprint review:

1. Has the applicant applied for certification?
2. Has the applicant submitted a fingerprint card?
3. Has the applicant paid the application fee?
4. Has the applicant submitted a valid standard certificate from out-of-state?
5. Has the applicant submitted equivalent testing for the out-of-state certificate?
6. Has the applicant requested that all transcripts, both undergraduate and graduate level, be sent to the SDE?
7. Has the applicant submitted the verification of employment for the twenty-seven months of teaching experience during the last seven years on that certificate?

The following indicators may require that the applicant be asked further questions:

- a provisional certificate,
- an alternative route to teacher program certification,
- a temporary certificate,
- a nonrenewed certificate, or
- a nonrenewable certificate.

Important further questions to ask include the following:

1. Why do you have this type of certificate?
2. What would it require for you to receive a professional or standard certificate?
3. Why did you not apply for full certification?
4. Do you have a description of the alternative program in which you participated?

No Reciprocity or Temporary Certificate

The following certificates do not qualify for reciprocity because South Carolina does not have comparable certificates:

- certificates from New York City,
- certificates from the University of New York,
- private school certificates,
- higher education certificates
- substitute certificates, and
- expired certificates.

The Interstate Agreement on Qualification of Educational Personnel and South Carolina law require that a certificate be valid for the purposes of reciprocity.

SECTION 4: Program of Alternative Certification for Educators (PACE)

South Carolina's Alternative Routes to Certification: A History

To address critical teaching shortages in South Carolina, the General Assembly provided for a conditional certification program as part of the 1984 Education Improvement Act. The purpose of the program is to enable degreed individuals who otherwise do not meet certification requirements to be hired to teach in the public schools in critical need subject areas and/or in critical geographic areas where teacher shortages exist (determined annually by the State Board of Education). Eligible candidates are enrolled in a series of training seminars and workshops as well as graduate courses that lead to their professional certification.

The State Board of Education adopted the program design in 1985. Winthrop University in Rock Hill, South Carolina, was the first program provider. Originally math and science were the only subjects on the list. Library science was added in 1986, and foreign languages were added in 1988. Today the list has expanded to include art, business, special education (emotionally disabled), English, home economics, industrial technology, and music. At the same time the critical district list has grown to eighteen districts.

In March of 2001, the State Board of Education revised the guidelines to reflect the recommendations of the Governor's Commission on Teacher Quality. These recommendations included a program name change from the Critical Need Certification Program (CNCP) to the Program of Alternative Certification for Educators (PACE). The new PACE guidelines were implemented beginning June 1, 2001.

2004–05 Critical Districts and Subjects

A. How Critical Subjects and Districts Are Determined

The lists of critical subjects and geographic districts are approved annually by the Board of Education on the basis of recommendations from the Center for Educator Recruitment, Retention & Advancement (CERRA), which sends out each year a supply-and-demand survey to every school district in the state. A subject is considered critical if the school districts report that a significantly high percentage of the teaching positions are still vacant in that subject or are staffed with educators who are teaching on an out-of-field permit, teaching on a waiver, or teaching as substitutes.

The fifteen districts with the highest average teacher turnover for the previous three years and those districts receiving an unsatisfactory rating on the District Report Card are considered critical need districts.

B. Critical Need List

2004–05

Critical Need Geographic Districts

- Allendale
- Anderson 3
- Bamberg 2
- Calhoun
- Dorchester 4
- Florence 4
- Greenwood 51
- Hampton 2
- Jasper
- Laurens 55
- Lee
- Lexington 4
- Marion 1
- Marion 7
- McCormick
- Orangeburg 3
- Richland 1
- Saluda

2004–05

Critical Need Subjects

- art
- business education
- emotionally disabled (This is the only special education area that is part of the alternative certification program in any district in South Carolina.)
- English/language arts
- family and consumer sciences
- foreign languages (Spanish, French, German, and Latin)
- industrial technology
- library science (media specialists)
- mathematics
- music
- science (biology, chemistry, physics)
- speech and drama, theater

South Carolina Route to Alternative Certification: Self-Test

Do I qualify for the Program of Alternative Certification for Educators (PACE)?

Part 1

A. I have a bachelor's degree or higher (master's, specialist, doctorate) in a subject area approved for the alternative route to certification. Participants hired for the 2004-05 school year must have two years of full-time work experience.

Yes No

B. The institution where I received my degree is regionally accredited.

Yes No

C. I would like to teach the subject in which I have a degree. (Example: I have a degree in mathematics and would like to teach mathematics.)

Yes No

- If you answered *yes to all three* of the above questions, you may proceed to part 2, below. You will need to complete an application packet and submit the required documentation to obtain a statement of eligibility to participate in PACE.
- If you answered *no to any* of the above three questions, you may proceed to part 3 for other options.

Part 2

If you answered yes to all three of the questions in part 1, your next step is to pass the Praxis II specialty exam(s) in the subject area in which you want to qualify to enter the PACE program. To take a test in the Praxis Series, you will need a copy of the *Praxis Series Registration Bulletin*, or you may register on-line at <http://www.teachingandlearning.org/licensure/praxis/>. The Web site and bulletin provide complete test information as well as test registration instructions. A copy of the bulletin is available at a nearby college or university, or you may order one by calling the Educational Testing Service (ETS) at 609-771-7395.

Part 3

- I have a bachelor's degree or higher (master's, specialist, doctorate) from a regionally accredited college or university, and I *may* have the equivalent of a major in one of the subject areas approved for the alternative route to certification. Participants (except in guidance) 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. Participants teaching in subjects designated as critical need by the State Board of Education can teach in any district in the state. Participants teaching in subjects that have not been designated as critical need must teach in a district that has been designated as critical need.

Yes No

- If you feel you have the equivalent of a degree in the subject area in which you wish to enter the PACE program, please send a copy of your transcript to the SDE with a completed application form requesting an analysis of your transcript for eligibility to participate in the PACE program. If the SDE determines that you have the equivalent of a major in a subject area approved for the alternative route to certification, you will need to go to part 2 of this document.
- If you answered no, or if you would like to teach in a subject other than the one in which you have a degree, you will need to pursue a teaching degree through a traditional teacher education program. You do not qualify for the PACE program. Please contact a college or university with an approved initial teacher education program in your chosen subject area.

For more information about PACE, contact the SDE's Division of Educator Quality and Leadership at 803-734-8466.

Section 1.01 SOUTH CAROLINA SOUTH CAROLINA PROGRAM OF ALTERNATIVE CERTIFICATION FOR EDUCATORS (PACE) Section 1.02 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 in a critical need subject area teaching position and/or in a critical geographic area where teacher shortages exist, as determined annually by the State Board of Education. Eligible candidates are awarded the critical needs certificate for three years.

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 for which the State Board of Education has determined there exists a critical shortage of teachers.
2. A passing score on the content area examination(s) adopted by the State Board of Education.
3. Two years full-time work experience. This is 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.
4. Employment as a full- or part-time teacher in a South Carolina public school.

Statement of Eligibility

The letter of eligibility indicates to a school district that the candidate meets academic, content area examination, and work experience qualifications for admission to PACE. The candidate must obtain a teaching position in the area(s) for which he/she is eligible for PACE and complete the next available pre-service institute to be eligible for a critical needs certificate. The letter 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 enrolled in the next available pre-service institute.

PACE Program Requirements

To be eligible to continue in the program, PACE candidates must complete the following requirements. All requirements must be completed 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 presented passing scores on the content area examination(s) adopted by the State Board of Education, is employed in a South Carolina public school, and has completed the next available pre-service institute. The initial critical needs certificate is valid for one academic year and 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 successfully complete the Assisting, Developing, and Evaluating Professional Teaching (ADEPT) formal evaluation process including participation in an induction program that includes a mentoring program.
- C. Candidates will successfully complete three courses from the list of core courses approved by the Division of Educator Quality and Leadership on behalf of the State Board of Education. Courses identified for individual teachers will be based on the individual's experience, knowledge, and skills.

The three required courses must be completed for college credit and an assigned grade at a South Carolina institution with a teacher education program that has been 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 with the exception of no more than one traditional class period outside their certification field. 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 they 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

Teachers employed on critical needs certificates are to be supervised and evaluated by the district as required for other induction, provisional, and annual, contract teachers as required under State Board of Education Regulation 43-205.1, Assisting, Developing, and Evaluating Professional Teaching (ADEPT).

Alternate route teachers who do not successfully complete the provisional or second annual contract year may not use the coursework required for recertification and to remediate problems with their performance to fulfill the nine graduate hours required for PACE.

Released Time

The employing district shall provide a substitute teacher and released time with pay for mentor teachers to observe and coach the candidates at least three times during the first year and two times during the second year. The content liaison (teacher, district supervisor and/or institution or site program supervisor) will observe and coach the teacher at least twice during the first year.

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; 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 the three years 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.

Candidates who have their certificates suspended or revoked or who have had a breach of contract will not be allowed to continue or be readmitted to the 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 critical need subject area teaching position and/or in a critical geographic area where teacher shortages exist, as determined annually by the State Board of Education.

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. Individuals who participate in PACE in one of the middle level areas may be required to complete different graduate course requirements.

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. Participants teaching in subjects designated as critical need by the State Board of Education can teach in any district in the state. Participants teaching in subjects that have not been designated as critical need must teach in a district that has been designated as critical need. A passing score on the appropriate Praxis II subject area examination(s).
- Employment as a teacher in a South Carolina public school district.
- 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.

B. Admission Process

1. The candidate submits an application form, verification of prior work experience, official transcript(s), fingerprint card and nonrefundable application fee. 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.)
2. Once a qualified candidate has submitted all application materials including Praxis II subject area examination(s) scores, he or she will receive a Statement of Eligibility based on the critical shortage areas identified for 2004–05 academic year.
3. The Statement of Eligibility qualifies the candidate to seek employment in a South Carolina public school district for the 2004–05 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. The candidate's participation begins in PACE once the district submits the COE. 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.

5. The critical need certificate is valid for the academic year following successful completion of the pre-service training.

C. Program Progression

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

Year one: The teacher continues the required training and works with his or her evaluation team to determine graduate courses to be completed during the second and third year. 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 formally approved by the SDE. In order to receive course approval the teacher must submit the PACE Course Request form available on our website.

Between Year 1 and 2: The teacher complete the in-service training and begins working on the three required graduate courses.

Year two: The teacher completes the required training seminars, continues working on the three required graduate-level 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 graduate courses to the SDE, submits a passing score on the Principles of Learning and Teaching (PLT) exam, successfully completes the ADEPT formal evaluation process, and applies for professional certification.

Notes

- Participants cannot change or add certification areas 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.slc.sc.edu>>.

PACE Process for Certification

Teacher	SDE	School District	Outcome
APPLICATION PROCESS			
<ul style="list-style-type: none"> Submits complete application, official transcript, FBI card; pays fee 	<ul style="list-style-type: none"> Evaluates transcript 		<ul style="list-style-type: none"> If the teacher has an appropriate degree, he or she receives a letter stating area(s) of qualification
<ul style="list-style-type: none"> Submits passing scores on the Praxis subject area examination(s) and verification of prior work experience 	<ul style="list-style-type: none"> Evaluates work experience and scores 		<ul style="list-style-type: none"> If the teacher has the appropriate scores and prior work experience, he or she receives a statement of eligibility.
<ul style="list-style-type: none"> Submits an application to a South Carolina public school district 		<ul style="list-style-type: none"> Hires teacher in critical area Submits "Confirmation of Employment" form 	<ul style="list-style-type: none"> The teacher enrolls in and attends the next available pre-service seminar.
TRAINING PROCESS			
<p>Prior to Year one:</p> <ul style="list-style-type: none"> Completes pre-service institute 	<ul style="list-style-type: none"> Receives recommendation from program provider 	<ul style="list-style-type: none"> Sends year-one "Confirmation of Employment" form 	<ul style="list-style-type: none"> The teacher receives a critical need certificate.
<p>Year one:</p> <ul style="list-style-type: none"> Works with his or her evaluation team to determine graduate courses to be completed from the approved list and continue training program. Completes successfully the ADEPT induction process 			
<p>Year two:</p> <ul style="list-style-type: none"> Completes in-service seminars Begins working toward completion of graduate-level courses Completes successfully the ADEPT formal evaluation process 	<ul style="list-style-type: none"> Receives recommendation from program provider 	<ul style="list-style-type: none"> Sends second-year "Confirmation of Employment" form 	<ul style="list-style-type: none"> The teacher receives a second critical need certificate.
<p>Year three:</p> <ul style="list-style-type: none"> Completes training program and submits official transcript reflecting completion of three graduate-level courses Completes successfully the ADEPT formal evaluation process 	<ul style="list-style-type: none"> Receives final recommendation from program provider 	<ul style="list-style-type: none"> Sends final "Confirmation of Employment" form 	<ul style="list-style-type: none"> The teacher receives a third critical need certificate.
<p>End of year three:</p> <ul style="list-style-type: none"> Earns passing score on the PLT exam and applies for professional certificate 			<ul style="list-style-type: none"> The teacher receives a professional certificate.

PACE Employment Checklist

Name: _____

Social Security number: _____

Application Requirement

The application is on file at the SDE.

- Application form
- Official transcripts from all colleges and universities attended
- FBI card
- Fee
- Experience forms

Academic Requirement

- The applicant has a copy of an evaluation letter or statement of eligibility from the SDE.

OR

- The applicant has an earned bachelor's degree (except in guidance, where a master's is required) or above from a regionally accredited college in the subject area he or she is applying to teach (see the degree equivalency chart at the end of this section). The district can call its contact in the Office of Educator Certification or the alternative certification staff in the Office if a transcript evaluation is desired. Such an evaluation is recommended if the applicant does not have an evaluation letter or statement of eligibility from the SDE.

Participants teaching in subjects designated as critical need by the State Board of Education can teach in any district in the state. Participants teaching in subjects that have not been designated as critical need must teach in a district that has been designated as critical need.

- The applicant has two years of full-time work experience

Praxis Requirement

- The applicant has a passing score on the required Praxis II subject area exam(s) in the subject area he or she is applying to teach in my district.

Program Progression

If you choose to hire the applicant, send a "Confirmation of Employment" form to the SDE.

Prior to year one:

- The teacher completes pre-service institute and workshops.

Year one:

- The teacher works with his or her evaluation team to determine the graduate courses the teacher will complete during the second and third year. Courses must be selected from the list approved by the Division of Educator Quality and Leadership on behalf of the State Board of Education. The teacher submits the "PACE Course Request Form" for approval prior to enrolling in the course. (See the request form and the "PACE Course List" below.)
- The teacher successfully completes the ADEPT induction process.
- The teacher may choose to take the Principles of Learning and Teaching (PLT) exam.

Year two:

- The district sends the second-year "Confirmation of Employment" form to the SDE.
- The teacher continues in-service seminars and workshops and begins working on the three required graduate-level courses.
- The teacher successfully completes the ADEPT formal evaluation process.
- If the teacher has not passed the Principles of Learning and Teaching (PLT) exam, he or she can retake it.

Year three:

- The district sends a third-year "Confirmation of Employment" form to the SDE.
- The teacher successfully completes the ADEPT formal evaluation process.
- The teacher completes the training program and the three required graduate courses, submits a passing score on the PLT exam, and applies for professional certification.

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, and passing Praxis scores in the content area, 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 Pre-service: This letter is sent to the participant and the employing district indicating the participant's completion status (pass, not pass, probation) regarding the pre-service program.

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 with the second- and third-year alternative certificate. It includes information about requirements for completing the PACE program.

Teaching Areas Approved for Alternative Routes to Certification Degree Equivalency Chart

The Program of Alternative Certification for Educators (PACE) requires 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. Participants teaching in subjects designated as critical need by the State Board of Education can teach in any district in the state. Participants teaching in subjects that have not been designated as critical need must teach in a district that has been designated as critical need.

TEACHING AREA	CORRESPONDING DEGREES
Statewide critical subject* Must be in a critical need district**	
Agriculture**	Agriculture
Art*	Art Art Studio/Design
Biology*	Biology
Business*	Business Administration Marketing Accounting Management Management Science (requires a transcript review)
Chemistry*	Chemistry
Dance**	Dance
Emotionally Disabled*	Psychology Sociology Guidance and/or counseling
English*	English Language Arts Linguistics (requires a transcript review) Communications (requires a transcript review)
Family and Consumer Science (Home Economics)*	Home Economics Food Science (requires transcript review) Fashion (requires transcript review) Clothing (requires transcript review) Nutrition (requires transcript review)
Foreign Languages*	French Latin Spanish German Classical language (requires a transcript review)
Health**	Health
History**	History
Industrial Technology*	Industrial Arts
Library Science/Media Specialists*	Library and Information Science Public Library

TEACHING AREA Statewide critical subject* Must be in a critical need district**	CORRESPONDING DEGREES
Mathematics*	Mathematics Engineering (requires transcript review) Computer Science (requires transcript review) Technology (requires transcript review)
Middle Level Language Arts*	English Language Arts Linguistics (requires a transcript review) Communications (requires a transcript review)
Middle Level Mathematics*	Mathematics Engineering (requires transcript review) Computer Science (requires transcript review) Technology (requires transcript review)
Middle Level Science*	Biology, Earth Science, Environmental Science, Life Science as long as they have 6-8 additional hours in both Chemistry and Physics. Physics majors as long as they have 6-8 additional hours in both Chemistry and Biology. Chemistry majors as long as they have 6-8 additional hours in both Biology and Physics.
Middle Level Social Studies**	Major in a Social Studies Content Area and the add-on requirements
Music Education – Choral*	Music (requires transcript review)
Music Education – Instrumental*	Music (requires transcript review)
Music Education – Piano*	Music (requires transcript review)
Music Education – Violin*	Music (requires transcript review)
Music Education – Voice*	Music (requires transcript review)
Physical Education **	Physical Education Exercise Science (requires transcript review)
Physics*	Physics
Science*	Biology majors as long as they have 6-8 additional hours in both Chemistry and Physics. Physics majors as long as they have 6-8 additional hours in both Chemistry and Biology. Chemistry majors as long as they have 6-8 additional hours in both Biology and Physics.
Speech and Drama*	Speech Drama
Social Studies**	Major in a Social Studies Content Area and the add-on requirements
Theatre*	Theatre Drama

SECTION 5: Testing

R 43-51 REQUIRED EXAMINATIONS

All applicants for a teaching certificate must take the required examination(s) and score the minimum qualifying score acceptable for certification as determined by the South Carolina State Board of Education.

Persons seeking certification in areas for which no teaching area examination exists and who meet all requirements for certification in effect on the date of receipt of all required documentation other than a certification test score, shall be issued a Professional Certificate until such time when a test is adopted by the State Board of Education.

Trade and Industrial Certification requires the successful completion of all sections of the examination adopted by the State Board of Education and the required Trade Competency Examination.

EXPLANATION (TESTING)

NOTE: All Praxis II examinations have a five digit examination code. The code numbers presented above are preceded by one digit, either a 1, 2, or 3, this digit indicates the session number. Since the session number may change periodically we have not listed them in the above chart. The remaining four digits of the area exam should not change unless the Educational Testing Service (ETS) changes their codes. The Office of Educator Certification will make every effort to ensure that all examination codes are accurate.

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

http://www.scteachers.org/Cert/Certpdf/required_examinations.pdf

SECTION 6: Permits

OUT-OF-FIELD PERMITS

Any person who holds a valid South Carolina temporary or professional certificate and is assigned duties in an area for which he or she is not appropriately certified may be eligible for a permit to teach out-of-field. Out-of-field permits are issued only at the request of the employing school district. 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.

To qualify for a permit, a person must have

- a. a valid South Carolina teaching credential and
- b. 12 semester hours of credit toward full certification in the area of special preparation for which the permit is requested.

The teacher must earn 6 semester hours of college credit in the certification area of the permit before he or she can be issued another permit in the same certification area.

Permits shall not be issued for school psychologists, speech language therapists, social workers, or nurses.

OUT OF FIELD PERMIT AND PERMIT PROVISIO REPORT FORM: 2003-04

As we have done in previous years, the Office of Educator Certification is asking that you submit requests for first time out of field permits, renewal of permits, and permit proviso requests by using this assurance form. First, as a reminder, the federal Title II Higher Education Act requires us to collect information on out of field permits and provisos by **October 1** of each year. The October 1 deadline was created so that data is collected uniformly across the country. Second, in 1999, State Board of Education regulations were changed to require school districts to report every teacher who is teaching any amount of time out of field. Due to changes in federal legislation, please be aware that this year you are also required to indicate the name and/or number of the school where the teachers is employed. In addition, the Office of Educator Certification will not issue worksheets to teachers who are teaching on an out of field permit. Teachers must submit a change/action form requesting a formal evaluation in their area, if they wish to add this area to their certification. The teacher and the district will each receive a copy of the certificate and/or any corresponding letters.

It is very important that you do not submit names on previous requests unless the status of the permit has changed and you are asking that we review their file again.

Social Security Number	Name of Teacher and Name of School			Field(s) requested for out of field permit	Amount of instructional time per day (rounded to the nearest 30 minutes)		Out-of-Field Permits		Out of Field Proviso Information Only Please indicate		SDE USE ONLY	
							First Permit 12 hours on file	Permit Renewal earned six hours	First Proviso	Second Proviso	Approved	Not Approved
	Last Name	First Name	Name of School		Hr(s)	Min(s)						
Ex. 000-00-0000	Doe	Jane	Palmetto High	English	7	30			x			

Reference: 59-5-75: Bill 1111, Section 2
Title II Reporting Requirements

District Name: _____
District Official: _____
Analyst: _____

Form revised: June 2003

SECTION 7: GUIDELINES FOR CAREER AND TECHNOLOGY EDUCATION WORK-BASED CERTIFICATION

SOUTH CAROLINA DEPARTMENT OF EDUCATION OFFICE OF CAREER AND TECHNOLOGY EDUCATION

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 of this Section.

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

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 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 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.
- e. Successful completion of an eight-day pre-service training institute sponsored by the South Carolina Department of Education.

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

- a. Successfully complete training provided during the first year of teaching (for teachers hired after the completion of the pre-service institute).
- b. Successfully complete three additional three-day training workshops during the initial year of teaching.
- c. Successfully complete a five-day institute during the summer prior to their second year of teaching.
- d. 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. Basic Skills Examination: Take the basic skills examination approved by the South Carolina Board of Education.
- d. Inservice Training: Successfully complete four full-day training workshops during the second year of teaching.

C. Professional Certificate

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

- a. Performance Evaluation: Demonstrate competency in teaching as specified by the formal evaluation approved by the South Carolina Board of Education (ADEPT – R. 205.1)
- b. Basic Skills Examination: Attain at least the minimum qualifying score on the basic skills examination approved by the South Carolina Board of Education.
- c. Education Coursework: Successfully complete six semester hours of approved professional education courses. A list of approved courses is available from the Division of Educator Quality and Leadership, South Carolina Department of Education. In lieu of the approved course list, a school district may request from the Division of Educator Quality and Leadership approval to allow work-based teachers to complete alternative courses appropriate to their professional development needs as determined by their formal performance evaluation.
- d. Correspondence courses: Upon presentation of substantiating evidence, correspondence courses in the area in which the applicant teaches or are in general education may be accepted as renewal credit.
- e. Supervised skill update: Three hundred twenty (320) clock hours of work experience in the area being taught can be substituted 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. Application for approval should be made to the Office of Educator Certification, Division of Educator Quality and Leadership, South Carolina Department of Education.

- f. Continuing Education Units: Continuing education units may be accepted when earned in the content area of the specialized body of knowledge. Criteria for CEUs are outlined in R. 43-55.

v. CATE 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.

vi. 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 needs assessment for the new program for which certification is sought.

vii. 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.

VIII. CATE Certificate Advancement

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

- a. A written request or submit the form for "Change/Action";
- 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.

IX. Acquiring Additional Areas of CATE 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

	Pay Scale Level	Pay Scale Level	Pay Scale Level	Pay Scale Level	Pay Scale Level
	LEVEL III (Bachelor's)	LEVEL II (Bachelor's +18)	LEVEL I (Master's)	SPECIALIST (Masters +'30)	DOCTORATE (Doctorate)
Education Level	Experience Level	Experience Level	Experience Level	Experience Level	Experience Level
High School Diploma	4 YEARS	5 YEARS	6 YEARS	NA	NA
30 Semester Hours	3 YEARS	4 YEARS	5 YEARS	NA	NA
60 Semester Hours	2 YEARS	3 YEARS	4 YEARS	NA	NA
90 Semester Hours	1 YEAR	2 YEARS	3 YEARS	NA	NA
Bachelor's Degree	6 Months (or internship)	1 YEAR (or internship)	2 YEARS (or internship)	NA	NA
Bachelor's + 18 Hours	NA	6 Months (or internship)	1 YEAR (or internship)	NA	NA
Master's Degree	NA	NA	6 Months (or internship)	NA	NA
Master's +'30 Hours	NA	NA	NA	6 Months (or internship)	NA
Doctorate	NA	NA	NA	NA	6 Months (or internship)

APPENDIX B

ENGINEERING AND INDUSTRIAL TECHNOLOGY EDUCATION TEACHER CERTIFICATION GUIDELINES

Appendix B addresses guidelines that are unique and essential for certification of all 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) 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:

<u>Certification Area</u>	<u>Recommended 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	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 an Industrial 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 of courses covered in the 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 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 childhood education.

HEALTH SCIENCE TECHNOLOGY TEACHER CERTIFICATION GUIDELINES

Appendix D addresses guidelines that are unique and essential for certification of Health Science Technology 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 Health Science Technology Education teachers are provided.

A. Competency Validation

Teacher candidates must:

- (1) Possess a minimum of an associate's degree as a health care professional related to Health Science Technology 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 health 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 health professional; and
- (3) Document minimum employment in health care as a licensed, certified, or registered health care 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. In addition to requirements of Appendix D, I.A., Competency Validation, a Registered Nurse license is required in order to teach:

- (1) Practical Nursing: Phase 1, Phase 2, and 12-month program
- (2) Gerontology

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.

INFORMATION TECHNOLOGY TEACHER CERTIFICATION GUIDELINES

Appendix F addresses guidelines that are unique and essential for certification of Information Technology teachers.

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 programs; or
- (2) Teachers who are currently approved to teach networking 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) 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
DIVISION OF EDUCATOR QUALITY AND LEADERSHIP
OFFICE OF EDUCATOR CERTIFICATION
LANDMARK II OFFICE BUILDING
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 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. As of December 1, 2002, the Office of Educator Certification will be located at a new address. All forms should be mailed to this address, which is listed above.

A. DOCUMENTATION REQUIRED:

1. The Application – State Department of Education (SDE) Form

The SDE Application form must be filled in completely and returned to the Office of Educator Certification along with appropriate documentation. Please print in black ink or type. Fill in all spaces or indicate no response with “NA” (not applicable).

2. Verification of Work Experience – SDE 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 – SDE 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 – SDE 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 – SDE 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. **Request for Transcript – SDE Form**

Ask the college official to send a copy of your official transcript directly to the Office of Educator Certification. You may submit the transcripts yourself provided they are enclosed in an unopened envelope with the appropriate college seal imprinted on the outside of the envelope.

7. **Copy of High School Diploma**

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, which has been certified as a true copy by a notary public.

8. **FBI Fingerprint Card**

Take the FBI fingerprint card to a sworn law enforcement officer or other trained personnel, (i.e., police or sheriff's department) for your fingerprints to be taken. Keep the card and return it to the Office of Educator Certification. Applicants with a valid professional South Carolina teaching certificate do not have to submit a fingerprint card.

9. **Fee**

Submit a check or money order (DO NOT SEND CASH) for \$75.00 to cover the initial cost of applying for certification and for fingerprinting. The check or money order should be made out to the "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 certification as an industrial carpenter.

Electricity	National Center for Construction Education and Research (NCCER) National Craft Assessment certification as a industrial electrician.
	OR
	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 teacher'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.
Dental Laboratory Technicians	State Board of Dentistry certificate. 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 (Praxis I: Pre-Professional Skills Test) 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. An application will be automatically mailed to you for the next test after receiving your application.

C. STATEMENT OF ELIGIBILITY

After receipt and evaluation of all required documents, you will be advised, in writing, of the status of your application. The FBI fingerprint review takes approximately six to eight weeks. To offset this delay, provided you meet all other academic requirements for certification, you will be given an official statement of your eligibility for a certificate contingent upon an all-clear fingerprint review. This statement of eligibility can be used in your job search with local school districts. If you meet all other requirements for certification, a certificate will be issued after a verification of employment as a career and technology education teacher has been received from a South Carolina public school district.

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

D. EMPLOYMENT

The State Department of Education is not directly involved in employing teachers. This is a function of each school district. A list of school districts found at <<http://www.myscschools.com/PublicInformation/schooldirectory.cfm>> should be helpful in planning your teaching career.

E. CORRESPONDENCE

All correspondence about Career and Technology Education Work-Based teaching credentials should be sent to:

Career and Technology Education Work-Based Certification
Division of Educator Quality and Leadership
Office of Educator Certification
Landmark II Office Building
3700 Forest Drive, Suite 500
Columbia, South Carolina 29204



**APPLICATION FOR CAREER AND TECHNOLOGY EDUCATION
WORK-BASED CERTIFICATION
SOUTH CAROLINA DEPARTMENT OF EDUCATION**

Division of Educator Quality and Leadership
Office of Educator Certification
3700 Forest Drive, Suite 500
Columbia, South Carolina 29204
Fax: 803-734-2873

Please Print or Type

1. SSN: _____ Phone: (H) _____ (W) _____

2. NAME: _____ e Initial _____

3. ADDRESS: _____ Zip _____

4. BIRTH DATE: _____

7. Do you have ever held a teaching position in South Carolina or another state? Yes No

8. In what area are you currently licensed? Career and Technology Education Work-Based Other

You may only be certified initially in one Career and Technology Education Work-Based area.

9. Are you a high school graduate or it's equivalent? Yes No Year _____

10. College/University Experience - begin with school last attended

Name of College/University	State	From	To	Degree Earned	Year

11. Have you taken any of the following examinations?
 a. Basic Skills Exam (Praxis I) Yes No Date _____
 b. South Carolina Competency Exam Yes No Date _____
 → If Yes, indicate date taken

12. Prior teaching experience - begin with most recent experience

School	City	State	From	To

13. Background Check

Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever 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. STATE(S): _____
---	---

City	State	Date	Reason for Action	Disposition

Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever 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 must be reported in this section. NOTE: 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 on this application are correct. **Falsification of, or failure to report accurately** any information on this application may result in the denial of a teaching license pursuant to State Board of Education regulations.

 Signature of Applicant

 Date

Please note, this application must be submitted along with your fingerprint card and \$75.00 fee.

14. **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 of Your Position	Name, Address & Business of Employer	Average Hours Worked Per Week	Names of the Superintendent or General Foreman or Department Head for Each Position	Describe the Nature of Work You Performed
Month	Year	Month	Year						

15. I certify that the statements and data on this application are correct.

 Date

 Signature of Applicant

**APPLICATION FOR A TEACHING CREDENTIAL UNDER THE CAREER AND TECHNOLOGY EDUCATION
WORK-BASED CERTIFICATION REGULATIONS**

DIVISION OF EDUCATOR QUALITY and Leadership
OFFICE OF EDUCATOR CERTIFICATION
3700 FOREST DRIVE, SUITE 500
COLUMBIA, SC 29204
Fax: 803-734-2873

VERIFICATION OF WORK EXPERIENCE

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 correct information is in error, please

PLEASE PRINT

Name (Last, First, Middle, _____

Address _____

Social Security Number _____

Name of Company _____

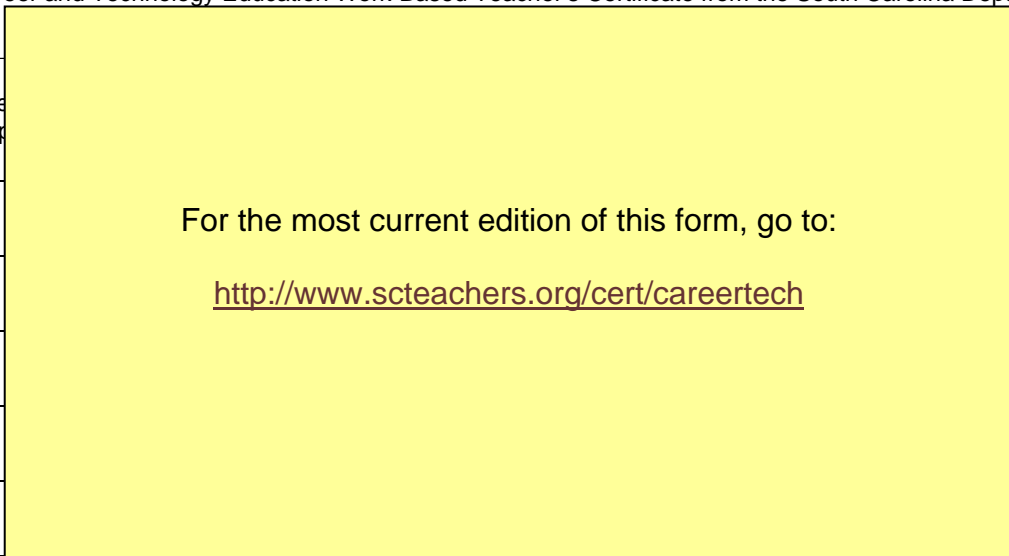
Dates of Employment _____

From (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 A TEACHING CREDENTIAL UNDER THE CAREER AND TECHNOLOGY EDUCATION WORK-BASED CERTIFICATION REGULATIONS

DIVISION OF EDUCATOR QUALITY AND LEADERSHIP
OFFICE OF EDUCATOR CERTIFICATION
3700 FOREST DRIVE, SUITE 500
COLUMBIA, SC 29204
Fax: 803-734-2873

VERIFICATION OF SELF-EMPLOYMENT

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 correct information is in error, please

(Applicant will complete

PLEASE PRINT

1) Name (Last, First, Middle)

2) Address

3) Social Security Number

4) Name of Company

5) Dates of Employment

From (Month, Year)

6) Describe the nature of

For the most current edition of this form, go to:

<http://www.scteachers.org/cert/careertech>

7) DATES OF EMPLOYMENT

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

8) Date _____ Signature of Applicant _____

I certify that I have first hand knowledge that _____ was self-employed and performed the type of work described above for the indicated period of time.

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

APPLICATION FOR A TEACHING CREDENTIAL UNDER THE CAREER AND TECHNOLOGY EDUCATION WORK-BASED CERTIFICATION REGULATIONS

DIVISION OF EDUCATOR QUALITY AND LEADERSHIP
OFFICE OF EDUCATOR CERTIFICATION
3700 FOREST DRIVE, SUITE 500
COLUMBIA, SC 29204
Fax: 803-734-2873

VERIFICATION OF TEACHING EXPERIENCE

Dear _____
Superintendent of Schools or Personnel Officer

I wish to establish my teaching experience in your school system with the South Carolina Department of Education and shall appreciate your verification.

(Teachers will complete line 1-6)

1) Name (Last, First, Middle, Initial)	<p>For the most current edition of this form, go to: http://www.scteachers.org/cert/careertech</p>							
2) Address		City	State	Zip Code				
3) Social Security Number		Social Security Number						
4) Name of School(s) in Which Taught								
5) Dates of Employment								
6) Date								

TO BE COMPLETED BY SUPERINTENDENT OF SCHOOL OR APPROPRIATE PERSONNEL OFFICER

PLEASE PRINT

7) Employment Record of: (Last Name, First, Middle, Maiden)							
8) State	County	School District				Number	
9) Name of School(s) Where Employed					Employed Full-Time <input type="checkbox"/> Employed Part-Time <input type="checkbox"/>		
School Year	From		Through		Total School Days Taught	Percentage of School Days Employed (FOR PART-TIME EMPLOYMENT ONLY)	Grade, Area Or Subject Assignment
	Month	Day	Month	Day			

Signature of Superintendent of Schools or Personnel Officer	
Date	Address

**APPLICATION FOR A TEACHING CREDENTIAL UNDER THE CAREER AND TECHNOLOGY EDUCATION
WORK-BASED CERTIFICATION REGULATIONS**

DIVISION OF EDUCATOR QUALITY AND LEADERSHIP
OFFICE OF EDUCATOR CERTIFICATION
3700 FOREST DRIVE, SUITE 500
COLUMBIA, SC 29204
Fax: 803-734-2873

TECHNICAL REFERENCE

Dear _____

I have applied for a Career and Technology Education
to teach:

_____ a Department of Education

Applicants are required to provide a list of
fellow employees.

_____ for whom work was done, or

I would appreciate your serving as a technical
performance, and character trait evaluator.

_____ technical abilities, job

Signature

For the most current edition of this form, go to:
<http://www.scteachers.org/cert/careertech>

PLEASE PRINT OR TYPE

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

REQUEST FOR TRANSCRIPT

PLEASE ATTACH THIS COMPLETED FORM TO THE TRANSCRIPT TO BE MAILED TO SOUTH CAROLINA DEPARTMENT OF EDUCATION. PLEASE DESIGNATE GRADUATE CREDIT BY "GR" AND INDICATE THE LEVEL OF DIRECTED TEACHING.

REGISTRAR:

Name of Institution _____ Address _____

****Please Print****

Please send to the Career and Technology Education Work-Based Certification, Office of Educator Certification, State Department of Education, Landmark II Office Building, 3700 Forest Drive, Suite 500, Columbia, SC 29204, an official transcript of all my credits on file in your office. I attended your institution from _____ to _____ and received the _____ degree.

For the most current edition of this form, go to:

<http://www.scteachers.org/cert/careertech>

Personal information is protected by the Confidentiality Policy contained within the S.C. Freedom of Information Act.

I have () summer school credits for the years _____, _____, _____, _____, _____
 () extension or correspondence credits for the years _____, _____, _____, _____, _____
 () regular session credits above degree for the years _____, _____, _____, _____, _____

Current Name _____ South Carolina teacher's

Maiden Name _____
 (if married) _____
 certificate number. _____

Address _____

Date of Birth _____

Social Security No. _____ Signature _____

REQUEST FOR TRANSCRIPT

PLEASE ATTACH THIS COMPLETED FORM TO THE TRANSCRIPT TO BE MAILED TO SOUTH CAROLINA DEPARTMENT OF EDUCATION. PLEASE DESIGNATE GRADUATE CREDIT BY "GR" AND INDICATE THE LEVEL OF DIRECTED TEACHING.

REGISTRAR:

Name of Institution _____ Address _____

****Please Print****

Please send to the Career and Technology Education Work-Based Certification, Office of Educator Certification, State Department of Education, Landmark II Office Building, 3700 Forest Drive, Suite 500, Columbia, SC 29204, an official transcript of all my credits on file in your office.

I attended your institution from _____ to _____ and received the _____ degree.

Personal information is protected by the Confidentiality Policy contained within the S.C. Freedom of Information Act.

I have () summer school credits for the years _____, _____, _____, _____, _____
 () extension or correspondence credits for the years _____, _____, _____, _____, _____
 () regular session credits above degree for the years _____, _____, _____, _____, _____

Current Name _____
 (Please Print)

Maiden Name _____
 (if married) _____

Address _____

Date of Birth _____

Social Security No. _____ Signature _____

APPLICATION FOR A TEACHING CREDENTIAL UNDER THE CAREER AND TECHNOLOGY EDUCATION WORK-BASED CERTIFICATION REGULATIONS

DIVISION OF EDUCATOR QUALITY AND LEADERSHIP
OFFICE OF EDUCATOR CERTIFICATION
LANDMARK II OFFICE BUILDING
3700 FOREST DRIVE, SUITE 500
COLUMBIA, SC 29204
Fax: 803-734-2873

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.

(Teachers will complete lines 1-3) 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:

DIVISION OF EDUCATOR QUALITY AND LEADERSHIP
OFFICE OF EDUCATOR CERTIFICATION
LANDMARK II OFFICE BUILDING
3700 FOREST DRIVE, SUITE 500
COLUMBIA, SC 29204

SECTION 8: Miscellaneous

DESCRIPTION OF CERTIFICATES ISSUED IN SOUTH CAROLINA

Certificates that meet the *highly qualified* certificate requirement

Initial

Issued to graduates of teacher education programs who have passed the required Praxis II content area exam(s).

Critical Need

Issued to participants in the Program for Alternative Certification (PACE) who have passed the required Praxis II content area exam(s) and participated in the pre-service institute.

Professional

Issued to teachers with three years of public school experience who have passed the Principles of Learning and Teaching, and successfully completed the induction program and the formal evaluation of ADEPT. Teachers who received a grade of A on the National Teachers Exam were issued a Regular Grade A certificate which is equivalent to the professional certificate.

Certificates that **do not** meet the *highly qualified* certification requirement

Out-of-State Temporary

Issued to teachers from other states who have not taken or passed the required Praxis II content area exam(s). This type of certificate is issued for one academic year.

Transitional

Issued to graduates of teacher education programs who have not passed the required Praxis II content area exam(s). This type of certificate is issued for one academic year.

Temporary Proviso

Allows an out-of-state teacher or a recent graduate of a teacher education program who has not passed the required Praxis exams to renew their temporary or transitional certificate for two additional times.

Interim

Issued to participants in the Program for Alternative Certification (PACE) who have not passed the required Praxis II content area exam(s) and/or have not participated in the pre-service institute. This type of certificate is issued for twelve months.

Out-of-field Permit

Issued to a certified teacher who has 12 hours in an additional area of certification to allow him/her to teach out of their field of preparation. Renewed by taking six hours per year and/or the required Praxis II content area exam(s).

Permit Proviso

Allows a teacher with an out-of-field permit who has not taken the required six hours or the Praxis II content area exam(s) to renew their out-of-field permit for two additional times.

Special Subject

Issued to individuals who have expertise in a subject taught in the public schools. It is renewed at the request of the school district.

Graded/Regular

Issued to teachers who made a grade of B,C, or D on the NTE, or to teachers who did not take or pass a specialty area exam. Discontinued issuing this type of certificate in 1971.

Warrant

Issued to teachers who did not pass the required teaching exams or who did not have the required professional education courses. Discontinued issuing this type of certificate in 1976.

Division of Educator Quality and Leadership - Office of Educator Certification
 3700 Forest Drive, #500
 Columbia, South Carolina 29204
 Fax: 803-734-2873

Verification of Teaching Experience

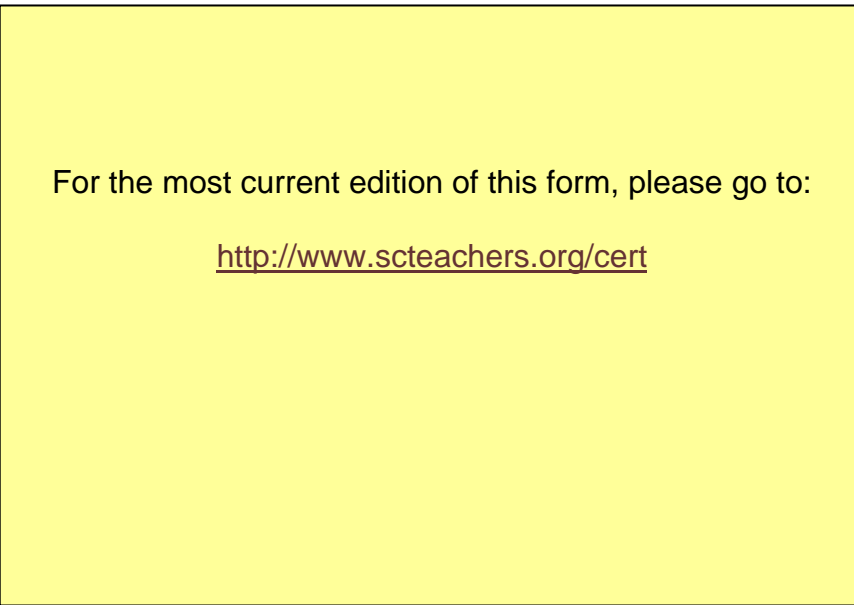
Instructions: The teacher will complete lines 1-6 before forwarding this form to the school district. The appropriate school official will complete lines 7-10 and return this form to the teacher. **Please submit this form with the Request/Change Action form if you are not a new applicant.**

Dear _____

I wish to establish my teaching experience for the Department of Education and appreciate your verification.

Department of Education and

1) Name (Last, First, Middle)
2) Address (Street, P.O. Box)
3) Social Security Number
4) Name of School(s) in Which
5) Dates of Employment From (Month, Year):
6) Date



TO BE COMPLETED BY THE APPROPRIATE SCHOOL OFFICIAL

7) Employment Record of (Last Name, First, Middle, Maiden):				
8) State or Province	County	School System		
9) Year (For example: 1984-1985)	Name of School	Total Full-Time School Days Taught	Total Part-Time School Days Taught ***	Area, Grade, or Subject Assignment

***Part-time days are only allowed for employment as a teacher. Calculations for this column must be based on the percentage of time taught converted into full-time work days. *Example: A teacher teaches the equivalent of one-third (0.33) time for ninety (90) days. This is the equivalent of thirty (30) full-time days (90x0.33 = 29.70). The number 30 should be entered into the appropriate blank.*

10) Signature of School Official		Position
Date	Address	

Request for Change/Action

South Carolina Department of Education
Division of Educator Quality and Leadership, Office of Educator Certification
3700 Forest Drive, #500
Columbia, South Carolina 29204
Fax: 803-734-2873

SSN: _____ Certificate #: _____ District name: _____

Name: _____
Last name

Mailing address: _____
Street State Zip

E-mail: _____

I am currently applying for (one): YES NO

For the most current edition of this form, go to:
<http://www.scteachers.org/cert>

- 1. Evaluate my transcript.
- 2. Renew my certificate.
- 3. Evaluate my file for a master's + 30 graduate semester hours.
- 4. I would like a one-year certificate.
- 5. Advance my certificate to the bachelor's + 18 graduate semester hours level.*
- 6. Advance my certificate to the master's degree level.*
- 7. Advance my certificate to the master's + 30 graduate semester hours level.*Area _____.
- 8. Advance my certificate to the doctoral degree level.*
- 9. Add the following certificate field(s), for which **all requirements have been met**: _____.
- 10. Please approve the following course _____ from _____ for the purpose of _____. A course description is attached.
- 11. Change my name and/or address as listed above.
- 12. Add additional year(s) of teaching experience credit. (*Verification forms are on file or enclosed*).
- 13. Send me a duplicate certificate. The five-dollar fee is enclosed. [*check or money order only*]
- 14. Other: _____

SIGNATURE

DATE

To initiate the change/action, please submit this form to the Office of Educator Certification along with support documentation. You may submit your request by mail, fax (803-734-2873), or deliver in person. An office visit does not guarantee immediate processing of the request. Information presented during an office visit will be dated and scheduled for processing along with daily correspondence.

* 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 TO SECTION III](#)

REQUEST FOR GRANDFATHERING MIDDLE LEVEL CERTIFICATION

South Carolina Department of Education
 Division of Educator Quality and Leadership – Office of Educator Certification
 3700 Forest Drive, Suite 500
 Columbia, South Carolina 29204
 FAX number (803) 734-2873

SSN _____ Certificate # _____ District Name _____

Name _____
 Last _____ Former Name _____

Mailing Address _____
 Street _____ Zip _____

Name of Middle School _____

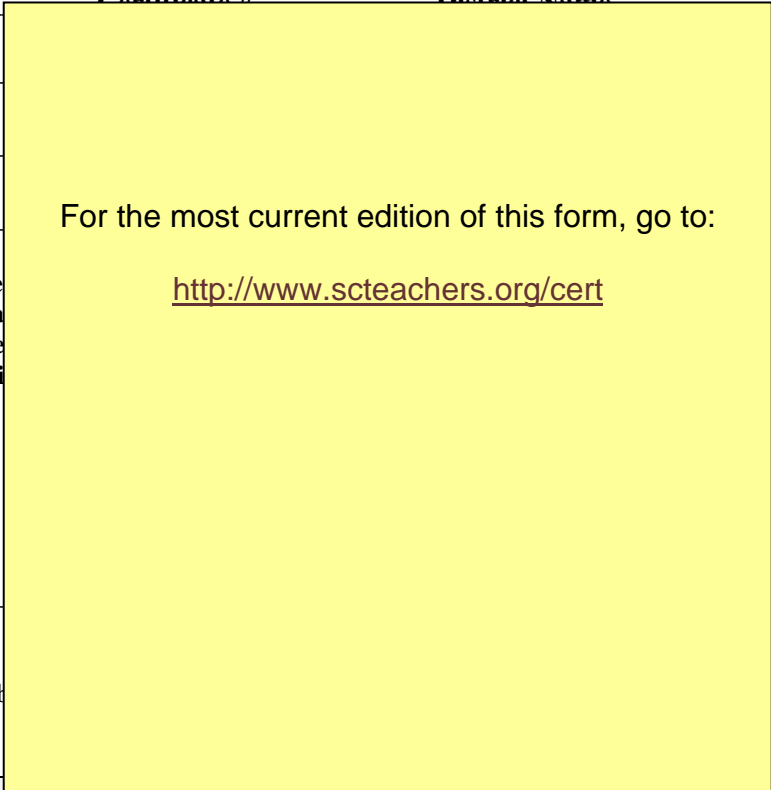
I understand that if on or before _____ I can have this certification if I have _____ years of experience in the appropriate subject area(s) in a middle level setting. I am currently _____ years in the specific area(s) _____
 I must verify my three years of experience in the appropriate subject area(s) in a middle level setting. I am currently _____

- Middle Level Language Arts
- Middle Level Math
- Middle Level Science
- Middle Level Social Studies

(a)

DATE

Note: To initiate action, please submit this form to the Office of Educator Certification. All then sign, verify, and mail or fax this form directly to the Office of Educator Certification.



FOR SCHOOL DISTRICT USE ONLY

(Please mail or FAX this form directly to the Office of Educator Certification)

I am verifying that the above teacher has been employed in our district for the following years (please indicate the actual school years and NOT the total number of years), teaching the middle level subject area indicated.

- Middle Level Language Arts Specific school years taught in this subject _____
- Middle Level Math Specific school years taught in this subject _____
- Middle Level Science Specific school years taught in this subject _____
- Middle Level Social Studies Specific school years taught in this subject _____

(b)

SCHOOL DISTRICT OFFICIAL

DATE

**This method of grandfathering Middle Level expires July 1, 2006, and does not necessarily meet all requirements for the status of being Highly Qualified.

APPENDIX

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 education or related fields 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 content areas or related content fields provided the college is regionally accredited or State Board approved by the SC State Board of Education.
(Examples)	(Examples)
Christian Education	Masters or Doctorate level will be issued for: Engineering Religion Church music Journalism Chiropractic Optometry
Theology/divinity	
Counseling	
Human Resources	
Audiology	
Sports medicine	
	Doctoral level will be issued for: Medicine (including Veterinary) Juris Doctor 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 tests are the National Teacher Exam/Praxis II pedagogy, the Principles of Learning and Teaching [PLT] exam and specialty/subject areas.
- The official score report should come from the Educational Testing Service (ETS), or the score should appear on the official college transcript.
- If the score(s) 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.
- If the teacher has not previously taken the required examination(s), he or she must take the examination currently in effect.
- If no examination exists for the particular subject area, the teacher will be exempted from this requirement until the State Board of Education adopts such a test. The teacher is still required to produce a score on the pedagogy examination.
- Those Trade and Industrial (T&I) teachers who have taken the Education Entrance Examination (EEE) and have been unsuccessful in one or more sections may continue to take the EEE until 2004. Specific information regarding T&I is referred to the designee for T&I in the Office of Educator 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.

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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.I.F.5 Special subject certificates

■ Policy/Procedure

A school district, on behalf of the applicant, must request the Special Subject Certificate for individuals who are considered experts in the field and eligible to teach specialized classes in a district's middle or high schools. The certificate is renewed annually at the request of the school district. The district will submit to the State Department of Education documentation to verify the following criteria.

- The State Board of Education delegates the authority to the State Department of Education to approve the Special Subject Certificate pursuant 43-53.2 (9) and according to the following criteria. The educator must complete an application for certification.

The educator must have a FBI fingerprint review conducted at the time of application. Eligible applicants who have prior arrests or convictions must undergo a review by the State Board of Education and be approved before a certificate may be issued.

The educator must hold an advanced degree in, or related to, the area of the teaching assignment. A degree and five years of work experience in the area of assignment can be used for specialized areas in innovative programs.

The educator must provide documentation to the district and the State Department of Education of outstanding achievement, training and experience related to the area of assignment.

[GO BACK R43 53 I F 5](#)

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.

Any educator, who qualified for and was denied an upgrade of their certificate this fall because of the regulation requiring the seven year timeframe, should contact our office immediately. We will give priority to a review of those situations.

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.

[GO BACK R43 53 II D](#)

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
1. College Credit	All courses must <ul style="list-style-type: none"> • 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; • 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); • be taken for credit; and • result in a passing grade in a pass/fail class or in a grade of C or better. 	Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate. Accrual rate: 1 semester hour of earned course credit = 20 renewal credits	In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> • an official transcript from the college or university.
2. State Department of Education Certificate Renewal Course	All certificate renewal courses must <ul style="list-style-type: none"> • 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 • have been approved by the State Department of Education, according to SBE criteria. 	Maximum: up to 120 renewal credits may be earned through approved renewal courses during the five-year validity period of the certificate. Accrual rate: 1 semester hour of earned course credit = 20 renewal credits	In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> • a report from the course administrator, as required by current SBE guidelines for certificate renewal courses.
3. District Point Plan for Certificate Renewal <i>Districts currently operating a District Point Plan will phase out that plan by July 2005.</i>	District professional development points must <ul style="list-style-type: none"> • be earned within a district point plan for certificate renewal that was approved by the SBE and • be reciprocal from one SBE-approved district point plan to another. 	Maximum: up to 120 renewal credits may be earned under an approved district point plan during the five-year validity period of the certificate. Accrual rate: 1 earned professional development point = 1 renewal credit	In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> • official district verification, as specified in the district's SBE-approved point plan for certificate renewal.

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
<p>4. Publications</p> <p>(further information provided at the end of matrix)</p>	<p>Publications must</p> <ul style="list-style-type: none"> • appear in a professional journal or in a format that is sanctioned by the employing educational agency, • contribute to the effective practice of the education profession and/or to the body of knowledge of the certification area(s), and • be a first-time publication (i.e., revised versions or second editions are excluded). 	<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"> • primary author of book or refereed journal article = 60 renewal credits • primary author of non-refereed journal article = 30 renewal credits • secondary author of book or article = 15 renewal credits 	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> • a synopsis (one page or less) of the publication and • official verification from the publisher of the work's acceptance for publication, including the date of acceptance.
<p>5. Instruction</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"> • exceed job requirements for the educator's position, as defined by the employing educational entity; • are professionally oriented and educationally relevant; and • are offered for the first time by the educator. 	<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"> • college/university course: 1 semester hour of instruction = 20 renewal credits • presentation: a 1-hour presentation = 3 renewal credits. <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"> • a copy of the schedule from the district, college/university, or organization, indicating the date(s) and time of the instructional activity and • a synopsis (e.g., course objectives from the syllabus, workshop or meeting agenda, conference program) of the content of the instructional activity.
<p>6. Professional Training</p> <p>(further information provided at the end of the matrix)</p>	<p>All professional training must</p> <ul style="list-style-type: none"> • relate to the educator's professional development plan, area(s) of certification, and/or the employing educational entity's plan; • be recognized as having professional relevance to the educational setting; and • be successfully completed. 	<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"> • the training objectives and/or training outline and • 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.

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
7. Professional Assessor/ Evaluator	<p>Assessor/evaluator renewal credits may be obtained only</p> <ul style="list-style-type: none"> for evaluation activities that exceed job requirements for the educator's position, as defined by the employing educational entity; 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 upon the educator's completion of all requirements of the assessment/ evaluation process. 	<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"> official documentation verifying completion of all evaluation/ assessment team requirements, including the date(s) and the number of hours of direct participation.
8. Mentorship, Supervision, or Instructional Coaching	<p>Renewal credits for mentorship, supervision, or coaching are awarded only for those activities that</p> <ul style="list-style-type: none"> exceed job requirements for the educator's position, as defined by the employing educational entity; assist another educator (e.g., student teacher, teacher, administrator); and are provided in conjunction with an approved training program, induction program, or professional development process. 	<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"> supervision of student teacher (one semester) = 20 renewal credits mentoring (full year) = 30 renewal credits coaching (full year) = 20 renewal credits internships = 20 renewal credits 	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> 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.
9. Educational Project, Collaboration, Grant, or Research	<p>Renewal credits for educational projects, collaborations, grants, or research are awarded only for those activities that</p> <ul style="list-style-type: none"> exceed job requirements for the educator's position, as defined by the employing educational entity; are coordinated or approved by an educational entity; are related to student achievement and/or to the goals 	<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</p>	<p>In order to receive renewal credits via this option, the educator must provide</p> <ul style="list-style-type: none"> a synopsis (one page or less) of the project, collaboration, grant, or research; and official documentation from the educational entity verifying the date(s) and hours of direct participation.

CERTIFICATE RENEWAL OPTION	ELIGIBILITY CRITERIA	RENEWAL CREDITS	REQUIRED VERIFICATION
	of an educational entity; <ul style="list-style-type: none"> • result in an educationally relevant product; and • are a minimum of 5 hours in length. 	activity within this option: 30 renewal credits	
10. Professional Development Activity Includes conferences, workshops, task force, etc. (further information provided at the end of matrix)	Renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that <ul style="list-style-type: none"> • are tied to the educator's area(s) of certification and/or the goals of the employing educational entity; • are provided by a national, state, regional, or locally approved sponsor; and • involve a minimum of 4 hours of direct contact, excluding meals and breaks. 	Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate. Accrual rate: 1 hour of direct participation = 1 renewal credit 1 CEU = 10 hours of direct participation	In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> • official documentation from the sponsor verifying the educator's participation, and • a synopsis of the session topic(s), date(s), and time(s).
11. Professional Development Activity (CEU Credit) IACET CEU Credit – (further CEU information provided at the end of matrix)	CEU renewal credits are awarded only for those professional development activities (e.g., conferences, workshops, task forces) that <ul style="list-style-type: none"> • are tied to the educator's area(s) of certification and/or to the goals of the employing educational entity, • are provided by an SDE-approved CEU sponsor, and • involve a minimum of 4 hours of direct contact, excluding meals and breaks. 	Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate. Accrual rate: 1 CEU = 10 renewal credits	In order to receive renewal credits via this option, the educator must provide <ul style="list-style-type: none"> • 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.

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.scteacheers.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.scteachers.org/scteachers/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 DTQ - Office of Certification. The DTQ 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.

■ To renew a Temporary Certificate:

Temporary certificates issued based on a valid standard out of state certificate can be renewed twice at the request of the district superintendent and/or personnel director based on a legislative proviso according the following criteria:

The district determines the urgent need for the temporary certificate.

The certificate can be renewed only twice based on the legislative proviso.

The renewal of the temporary certificate based on the proviso must be for consecutive school years.

[GO BACK R43 55 IX](#)

Explanation: R 43-55 X. Expired Certificates

- The teacher's previous information (transcript, test scores, etc.) can be used to process the new certificate.

[GO BACK R43 55 X](#)

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.

- 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

\$75.00 fee made payable to the SC State Department of Education (no cash, please)

Fingerprint card

Verification of teaching experience

Copy of foreign teaching license, if applicable

If you hold a teaching certificate from any country outside of the United States and have an equivalent degree, you could be issued a Temporary certificate for one school year, renewable upon presentation of appropriate exams.

[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 may be granted only if the applicant has earned a bachelor's degree prior to the verification of experience.
- 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.

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

Explanation: [Reciprocity]

- Teachers who provide a copy of their National Board certification receive full reciprocity. These teachers are also required to submit the application form, pay the fee, and provide the following: a fingerprint card, official transcripts, an out-of-state certificate (if applicable), and evidence of National Board certification.
- Out-of-state applicants must submit the application form, pay the fee, and provide a valid standard certificate, fingerprint card, official transcripts, and experience verification to qualify for reciprocity. A South Carolina certificate will be issued when the teacher's file is complete.

GO BACK (RECIPROCITY)

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

Forms for this section may be found on the following pages.

**PROGRAM OF ALTERNATIVE CERTIFICATION FOR EDUCATORS
(PACE)FOR EDUCATORS**

DIVISION OF EDUCATOR QUALITY AND LEADERSHIP
OFFICE OF EDUCATOR CERTIFICATION
3700 FOREST DRIVE, SUITE 500
COLUMBIA, SOUTH CAROLINA 29204
FAX: 803-734-2873

VERIFICATION OF TWO YEARS PRIOR WORK EXPERIENCE

Applicants to the PACE program who are seeking a letter of eligibility must present verification of two years prior work experience. This is defined as two years of post secondary work experience that includes one year of continuous full time work experience. Please complete all information below.

PLEASE PRINT

Name (Last, First, Middle, Maiden)

Address

Social Security Number

The State Department of Education will not be accepted if it is not utilized to verify teaching experience.

PLEASE PRINT

Name of Company

For the most current edition of this form, please go to:

<http://www.scteachers.org/cert>

State

Zip Code

work experience. This form is not to be used by an employer. This form cannot be used to verify teaching experience.

Employer Contact

Phone

I certify that the information shared above is correct and I understand that I could be released from the PACE program if I have provided false information.

PACE Applicant Signature

Date

PROGRAM OF ALTERNATIVE CERTIFICATION FOR EDUCATORS (PACE) COURSE REQUEST FORM

DIVISION OF EDUCATOR QUALITY AND LEADERSHIP
OFFICE OF EDUCATOR CERTIFICATION
3700 FOREST DRIVE, SUITE 500
COLUMBIA, SOUTH CAROLINA 29204
FAX: 803-734-2873

PACE participants are required to complete three graduate level courses from the list of core courses approved by the Division of Educator Quality and Leadership on behalf of the State Board of Education (see attached list). Courses identified for individual teachers will be based on the individual's experience, knowledge, skills, and feedback from the educator's induction year. The identified courses will be part of the educator's Assisting, Developing, and Evaluating Professional Teaching (ADEPT) professional development plan.

The three required courses may include more than one of the courses from the list of professional development courses.

Please complete one form for each course. The request must be received at the above address and must be provided in order for this course to be approved.

For the most current edition of this form, please go to:

<http://www.scteachers.org/cert>

education institution. No more than one of the courses from the list of professional development courses may be used. The request must be received at the above address and must be provided in order for this course to be approved.

PLEASE PRINT

Name (Last, First, Middle, Maiden)			<div data-bbox="435 516 1291 1115" style="background-color: yellow; border: 1px solid black; padding: 20px;"> <p style="text-align: center; font-size: 1.2em;">For the most current edition of this form, please go to:</p> <p style="text-align: center; font-size: 1.1em;">http://www.scteachers.org/cert</p> </div>		
Social Security Number					
Course Prefix (i.e. EDU)	Course Number (i.e. 718)				Professional Development Course (yes, no)

Please indicate the appropriate PACE course category

- Category One: Learning and the Learner
 Category Two: Teaching and the Teacher
 Category Three: Elective

Please indicate the appropriate ADEPT Performance Dimension(s) this course will address

- | | |
|---|--|
| <input type="checkbox"/> PD1: Long-Range Planning
<input type="checkbox"/> PD2: Short-Range Planning of Instruction
<input type="checkbox"/> PD3: Short-Range Planning, Development, and Use of Assessments
<input type="checkbox"/> PD4: Establishing and Maintaining High Expectations for Learners
<input type="checkbox"/> PD5: Using Instructional Strategies to Facilitate Learning | <input type="checkbox"/> PD6: Providing Content for Learners
<input type="checkbox"/> PD7: Monitoring and Enhancing Learning
<input type="checkbox"/> PD8: Maintaining an Environment That Promotes Learning
<input type="checkbox"/> PD9: Managing the Classroom
<input type="checkbox"/> PD10: Fulfilling Professional Responsibilities Beyond the Classroom |
|---|--|

I certify that I have first hand knowledge of this PACE participant's first year informal evaluation and that this course is aligned with his or her professional development plan.

District ADEPT coordinator or school principal signature	
Name (Print)	Date
PACE Participant Signature	Date

SECTION 6: TESTING

Explanation: Required Examinations

- The tests are the National Teacher Exam/Praxis II pedagogy, the Principles of Learning and Teaching [PLT] exam) and specialty/subject areas.
- The official score report should come from the Educational Testing Service (ETS), or the score should appear on the official college transcript.
- If the score(s) 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.
- If the teacher has not previously taken the required examination(s), he or she must take the examination currently in effect.
- If no examination exists for the particular subject area, the teacher will be exempted from this requirement until the State Board of Education adopts such a test. The teacher is still required to produce a score on the pedagogy examination.

[GO BACK \(TESTING\)](#)

SECTION 7: PERMITS

No additional explanations are contained in this Section.