

## Certification- *Frequently Asked Questions*

### Undergraduate/MAT



*What is required to be initially certified in South Carolina?*

**Answer:** A completed SC teacher application, a copy of your social security card, a check for \$95.00, fingerprints, college transcripts (for MAT students, this includes official undergraduate transcripts), passing PRAXIS II scores, and a recommendation from Winthrop University



*How do I apply for certification?*

**Answer:** At the time you drop off your completed **Field Experience** application (typically done your junior year), you will pick up a certification packet from Student Academic Services, 144 Withers.



*What fees are included with certification?*

**Answer:** The SC State Department of Education requires a nonrefundable check or money order for \$95.00 payable to the SC State Department of Education. Please be aware that your check/money order will not be processed for several months. Additionally, there is a separate fingerprinting charge of \$54.25 (check or money order) payable to IBT (Integrated Biometric Technology).



*Where do I get my fingerprints done?*

**Answer:** Fingerprints must be processed through Integrated Biometric Technology (IBT). Please visit <https://sc.ibtfingerprint.com> or call 1-866-254-2366 to schedule an appointment.



*Do my fingerprints expire?*

**Answer:** Yes. Your fingerprints will expire after 18 months from the time they were cleared. The date your fingerprints were cleared is located on your certification status as the FBI/SLED report. Please visit <https://scteachers.ed.sc.gov/apps/mycert/logon.cfm> to check this date.

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*What do I do if my fingerprints expire?*

**Answer:** You must schedule another appointment with Integrated Biometric Technology (IBT) to get another set of fingerprints done. You will be charged \$54.25 payable to IBT.



*How long does it take to process my background check?*

**Answer:** Please allow approximately 12 weeks to process your background check.



*What if there is a problem with my application or background check?*

**Answer:** The Certification Specialist from the College of Education will contact you if there is a problem with your certification packet. If there is a problem with your background check, the SC State Dept. of Education will notify you.



*What must I include with my certification packet?*

**Answer:** A signed and dated **SC teacher application**, a copy of your **social security card, check or money order for \$95.00 payable to the SC Dept. of Education (NO CASH)**, and a **copy of your IBT receipt**.



*What if I can't find my social security card?*

**Answer:** You may submit a copy of your valid driver's license, passport, or birth certificate initially. However, for the South Carolina Department of Education to issue you your Initial Certificate upon graduation, you will need to submit a copy of your Social Security card.



*What exams are required for SC initial certification?*

**Answer:** You must pass the required portions of the PRAXIS II Specialty Area examinations, including the PLT (Principles of Learning and Teaching). Please visit the [SC State Department of Education](http://www.ets.org) for your required exams. Please visit <http://www.ets.org> for information including fees, dates, and registration materials; or pick up a PRAXIS bulletin from Student Academic Services, 144 Withers.



*Who sends my PRAXIS II scores to the SC State Dept. of Education?*

**Answer:** It is your responsibility that the SC State Dept. receives your passing scores. If you take the

exams in SC, they are automatically sent to the SC State Dept. of Education. However, if you take the exams outside of SC, you must choose the SC State Dept. of Education as a recipient (**Code: 8108**).



*Now that I'm graduating, what other paperwork is involved to receive my initial certificate?*

**Answer:** Upon completion of your internship, the Field Placement Coordinator and Certification Specialist will meet with you to complete final evaluations and certification forms, which include the SC recommendation and transcript request (MAT students- official undergraduate transcripts).



*When should I expect my initial certificate?*

**Answer:** Once you have successfully completed all the requirements for certification including completion of internship, Winthrop will send your paperwork (including your transcript and recommendation form) to the SC State Dept. of Education. Please allow at least 4 weeks for the SC State Dept. of Education to mail your initial certificate. You can check your certification status at any time by logging on the SC State Dept. of Education at <https://scteachers.ed.sc.gov/apps/mycert/logon.cfm> or by calling 803-734-8466.



*Who do I contact if I have questions about the certification process?*

**Answer:** Please call or visit Suzy Baldwin in Student Academic Services (144 Withers, 803-323-4738).



*What do I do if I want to add an area to my initial certificate?*

**Answer:** Once you earn your initial certification, you can apply to add on different levels and/or subjects. Adding areas to your initial certificate is handled through the SC State Department of Education. Please visit <http://www.scteachers.org/cert/addlcert.cfm> for general information about add-on certification.



*What if I want to apply for certification in another state?*

**Answer:** It is your responsibility to contact the Education department of the state in which you are applying for certification, and you must meet all of their certification requirements. Typically, most states require a completed Verification by Institution Form. This form must be completed by Student Academic Services. (Example- for North Carolina, [Form V](#))