

PROFESSIONAL CERTIFICATE RENEWAL

HELPFUL TIPS

- Professional Certificate Renewal is a District level process.
- **“Do Not”** send Professional Renewal Documentation to the SCDE.
- When the educator meets the state requirement (**120 renewal credits**) within the validity of their professional certificate, the educator will complete the district’s Professional Development Record for Certificate Renewal form.
- [Certificate Renewal Form and related information is on the YSD1 district website. Location: Departments/Human Resources/Certificate Renewal Procedures or click here to access](#)
- Verification documents are required for all activities listed for renewal. Provide verification documents with the completed form.
- Verifying College Credit – Official transcripts must be provided to the district. May be received by mail in a sealed envelope that has not been opened **OR** emailed directly from the college or a third party company (Parchment, eScript, etc) to Susan Hill @ suhill@york.k12.sc.us.
- Building Level Administrator (Principal/Director) will review the educator’s renewal form, activity log and verification documents. Principal/Director signature is required on the form as approval of the documentation presented to them by the educator.
- **Send original signed Certificate Renewal Form, to include activity log and all verification documents to the attention of Susan Hill, District Office.**
- Educators are responsible for maintaining a copy of their renewal documentation in a secure file.

120 Renewal Credits Required – On your renewal form, list activities/workshops/conferences/college credit etc., individually by title, ending date, and points earned. **Note: Elimination of Graduate Course Requirement for Certificate Renewal: Amendments to Regulation 43-55, Renewal Credentials, became effective on June 26, 2020. These changes removed the requirement of a graduate course for certificate renewal for educators who do not hold a Master’s Degree. Please know that all educators are required to complete 120 renewal credits for certificate renewal.**

When listing college credit, if more than one course completed, list individually by course title. Provide an official sealed transcript or electronic transcript. See bullet point above.

Renewal Credit Matrix – Review the matrix for an understanding of the various Options available for renewal. Each Option has a description and the **maximum number of credits** you may earn for each particular Option.

Always, if you have questions, please contact Susan Hill at the district office for assistance (803-684-9916).