

# South Carolina Professional Educator Certification Renewal York School District

## GENERAL INFORMATION

**Initial Certificate:** Educators holding an **initial certificate** do NOT participate in the 120 credits renewal process. This renewal process begins once an educator receives a **professional certificate** issued to the educator by the state department. For an educator to move from an initial to a professional certificate, an educator must be employed by a South Carolina district in a teaching position while holding a valid initial certificate. Upon the educator successfully completing all South Carolina requirements while employed by a South Carolina district, (i.e., ADEPT/SAFE-T/SCTS 4.0) the state department will issue a professional certificate to the educator.

**Professional Certificate:** Educators holding a professional certificate must earn a **minimum of 120 renewal credits during the validity period of the certificate**. An educator's professional certificate is valid for five (5) years and expires on June 30 of the expiration year. Upon completion of 120 renewal credits the educator will complete the district's renewal process. **NOTE:** Educators who have NOT earned a Master's Degree must earn at least sixty (60) of the required renewal credits (three semester hours) in graduate-level coursework to renew his or her current certificate. Educators who hold Career and Technology Education Work-Based Certificate exclusively are not required to fulfill the graduate-level coursework requirement.

In addition to earning 120 renewal credits within a given renewal period, educators may also be required to meet the following criteria in order to renew their professional educator certification:

### Jason Flatt Act

Educators working in a **public middle or high school setting** must satisfy the Jason Flatt Act requirements before their professional certificate can be renewed. Educators may complete this requirement by visiting the [Jason Foundation Website](#), signing up for the free professional development series, and **completing the Mental Health Issues Surrounding Suicidal Ideation (Module 2) training**.

### Read to Succeed (R2S) Endorsements

Educators holding professional certification expiring in 2020 and beyond are currently required to earn the appropriate R2S endorsement to be eligible for further certification renewals. All coursework that are accepted for meeting R2S endorsement requirements are also pre-approved for meeting renewal requirements.

## INSTRUCTIONS to Complete Professional Certificate Renewal:

1. Complete the certificate renewal form located on the YSD1 website under Department/ HR/Certificate Renewal Procedures.
2. Attach supporting documentation for the activities you list on the activity log form.
3. Submit all documents to your designated administrator.
4. Your respective administrator will review and verify your documentation.
5. Both the educator and administrator will sign and date the form.
6. Send the original signed and completed renewal form (**to include the activity log**) to the Office of Human Resources, ATTN: Ms. Susan Hill. **All other documentation with the exception of an official transcript (if applicable) see below will be maintained by the educator in a secure file.**

### • TRANSCRIPT REQUIREMENTS FOR RENEWAL:

1. ALL educators who hold a **Bachelor's Degree** are **REQUIRED** to take **at a minimum one 3 hour graduate course**. An official transcript is required as your verification document and should be submitted with the renewal form to Susan Hill. These credits are to be entered as Option 1. Record course(s) individually (three semester hours = 60 credits) up to 120 credits (maximum).
2. ALL educators who hold a **Master's Degree** or above and complete a graduate college course for renewal, must submit an **Official Transcript** as the verification document and should be submitted with the renewal form to Susan Hill.. These credits are to be entered as Option 1. Record course(s) individually (three semester hours = 60 credits) up to 120 credits (maximum).

**As a reminder**, an official educator license will be issued by the state department only when an educator qualifies for their very first South Carolina license. **All subsequent changes, additions or modifications to a license may be confirmed by the educator and a license copy printed from the Licensure Status page on website at [www.ed.sc.gov](http://www.ed.sc.gov).**

If you have any questions, please contact Oliver Love, HR Director or Susan Hill, District Renewal Coordinator.