



Certification Process for Converse Teacher Candidates

The South Carolina Department of Education requires that you apply for certification one year before the term in which you plan to student teach. Deadlines are:

December 1 for those planning to student teach in the following fall term

May 1 for those planning to student teach in the following spring term

• Individuals currently enrolled in an approved teacher education program must apply for the **Student Teaching Background Check** and be cleared before their **Student Teaching** placement begins (individuals must be enrolled in an approved teacher education program who will be completing student teaching in a South Carolina public school). All students must submit an application, pay application fee, and complete electronic fingerprinting as part of this process.

CERTIFICATION DOCUMENTS

Application should be made on-line at the State Department website: <https://ed.sc.gov> Click on the Certification Link under "I am looking for" - teacher - certification - and follow directions. When answering what kind of application you are making, indicate "student teaching" NOT ACADEMIC!!

• **Non-Refundable Fee** - The application fee is required of all applicants. An online credit card fee payment option is now available and you will be provided instructions as part of this online certification application process. You have the option to submit a check or money order for \$105.00 to cover the processing of your application materials. Checks or money orders should be made payable to the "South Carolina Department of Education". The **\$105.00 fee is Non-Refundable** and does not include the FBI fingerprint processing fee. You will also be required to submit a photocopy of your Social Security Card. Be certain that you request to be on the Converse College roster for student teaching.

• **Electronic Fingerprint process** – All certification applicants must complete the FBI Electronic Fingerprint process for certification in South Carolina. Full instructions for submission of fingerprints can be found at www.l1enrollment.com. **The fingerprinting cost is \$54.25 and is payable to L-1 Enrollment Services. Directions for contacting L-1 are attached.**

• When you have completed your on-line application, print a copy and bring it to Linda Nicholls in Ezell 201 **before the deadline**. Also bring a copy of the receipt you received from L-1.

Remember:

- Apply on-line before the deadline
- Submit all materials asked for by the State Dept. (fee, Social Security card copy, etc.)
- Indicate that you want to be on the Converse College roster for student teaching
- Print a copy of your application and bring it and your receipt from L-1 to Linda Nicholls in Ezell 201.
- This process is NOT a request for student teaching placement. You may obtain that form in Carmichael 109 or from Linda Nicholls in Ezell 201.

Failure to follow these directions completely could result in delaying your student teaching term.
It is your responsibility to comply with these requirements.

South Carolina Department of Education
Office of Educator Certification
3700 Forest Drive, Suite 500
Columbia, South Carolina 29204

**SLED/FBI
Background Check Procedures**

A Federal Bureau of Investigation (FBI) fingerprint review of all applicants for educator certification is required by State law (59-25-115). To better serve applicants and the Office of Educator Certification, the State Law Enforcement Division (SLED), has partnered with L-1 Enrollment Services (L-1) to provide a more efficient procedure for applicant fingerprint processing. Processing centers have been established in major population areas throughout the state to do a live scan of applicant fingerprints and receive identifying information for electronic submission to SLED for processing. All processing will be performed by SLED personnel after submission by L-1 staff; no criminal history information will be available to L-1. SLED personnel will forward the fingerprints to the FBI which will cause a criminal background report to be sent to the Office of Educator Certification to be used solely for the determination of eligibility for educator certification. Turn around time for the criminal background report is anticipated to be 1-2 weeks. For more information about the background check process or the educator certification process please visit the Office of Educator Certification Web site at <http://ed.sc.gov>, or call 877-885-5280 (Toll-free in South Carolina), 803-734-8466 (Columbia area or out-of-state) from 1:00 p.m. - 4:30 p.m., Monday-Friday.

Options for Submitting Fingerprints

Electronic Live Scan:

The preferred method of registration is to schedule an appointment with L-1 by registering online at www.L1enrollment.com. Applicants without internet access may register by calling the L-1 toll-free number, 866-254-2366. A processing form is provided outlining the required information you must provide. **The processing fee is \$54.25.**

Manual Card Scan (Non-Resident):

If you are not in South Carolina, you may have your fingerprints done manually by a local police department. Request a fingerprint card from the Office of Educator Certification, complete a check or money order for \$54.25 payable to "L-1 Enrollment Services" and mail it with the fingerprint card to:

L-1 Enrollment Services
ATTN: SC Card Scan
1650 Wabash Ave Suite D
Springfield, IL 62704-5370

Please give the following information when scheduling the appointment to have your fingerprints taken. A processing form is provided listing the identifying information that will be requested when you register. Bring your valid South Carolina Driver's License to your fingerprint appointment. If you do not have a valid SC Driver's License, you will need two forms of other State or Federal issued ID; one of which will need to be a photo ID.

Agency ORI: **SC920060Z** Agency Name: **SC DEPT OF EDUCATION**
Reason Fingerprinted: **TEACHER CERTIFICATION**