To view your SDE File and Print your Certificate

www.ed.sc.gov

HOW TO VIEW YOUR SDE FILE AND PRINT YOUR CERTIFICATE

After you fill in your information, your file will come up. You can view your entire file and click on the printer icon, which opens your certificate in Adobe Reader.
INSTRUCTIONS FOR RENEWALS, UPGRADES, ADDING AREAS OF CERTIFICATION

EDUCATORS WHO HOLD INITIAL AND CRITICAL NEEDS CERTIFICATES

If you are a first-year teacher or an out-of-state teacher with less than 3 years of experience, you will be issued an Initial Certificate from the South Carolina State Department of Education. If you applied for certification through PACE, you will be issued a Critical Needs Certificate from the State Department of Education. One original certificate will be mailed to you from Columbia. This is the only time you will be mailed a certificate from Columbia. Future upgraded certificates can be printed directly from the State Department website. Renewal credits do not apply to Initial or Critical Needs certificates. When you have passed ADEPT and the PLT, you will be issued a Professional Certificate. You will be notified by Personnel when your new certificate is available for printing.

FOR ALL EDUCATORS: CERTIFICATE UPGRADES/ADDING AREAS OF CERTIFICATION/ADDING ENDORSEMENTS

1. IT IS THE EDUCATOR’S RESPONSIBILITY TO KEEP TRACK OF THE CREDIT HOURS REQUIRED FOR SALARY CLASS UPGRADES. All documentation for class upgrades (BA+18, MA, MA+30) must be sent to the State Department in Columbia at the time the upgrade is completed. If you have just completed a Master’s degree and never requested the upgrade to BA+18, your upgrade will be from Bachelor’s to Master’s and no retroactive pay will be applicable for the BA+18. Again, all college transcripts must be official and in their original sealed envelopes. The State Department requires a Request for Change/Action form to accompany all documents so they will know what to do with them. The form may be found at www.ed.sc.gov. The State Department will post a new certificate on their website showing class changes and/or additional certification areas. You must notify Personnel as soon as the upgrade is noted on your certificate. Failure to notify Personnel regarding salary class changes may result in the forfeiture of salary upgrades.

2. All documentation for adding certification areas and endorsements must be sent to the State Department in Columbia at the time the upgrade is completed, accompanied by the request for change/action form. You must notify Personnel as soon as the new area and/or endorsement has been added to your certificate.

3. If you have a Professional certificate and are upgrading your salary class or adding an area or endorsement during your renewal year and need to use courses on the transcript for renewal, the district office must also have an official transcript on file to apply the credits. Personnel can no longer retrieve a copy of the official transcript from the State Department in order to apply credits.

FOR EDUCATORS WHO HOLD PROFESSIONAL CERTIFICATES

Professional Certificates are renewed through the district office for contracted educators undergoing goals-based evaluations. All other certified educators employed by the district must renew their certificates directly through the State Department of Education.

1. Your Professional Certificate will be valid for 5 years. The validity dates will be listed at the top of the certificate. It is important to know your certificate number. It is required on all renewal credit documentation. You should write it down and keep it in an accessible place.

2. During the validity period, you will be required to earn 120 renewal credits. Sixty points must be earned by completing a graduate level course if you do not hold a Master’s Degree. Renewal credits come from courses/training completed outside of contracted school hours. The credits can only be earned during the 5-year validity period on your certificate.

3. You must also document Technology Proficiency during that 5-year period. Technology credits come from all technology trainings regardless of the time of day completed. The same validity period applies. Technology proficiency may be documented in one of two ways: By accumulating a minimum of 30 hours of training from in-district or out of district workshops or by taking a technology college course. Note: A three-hour college course in technology counts as 60 renewal credits and satisfies the technology requirement at the same time.

4. All holders of Professional Certificates must earn the Read to Succeed Endorsement. Details and Timeline for completion can be found at https://ed.sc.gov/educators/certification/certification-resources/read-to-succeed-requirements-for-educators/

5. All middle and high school teachers must complete the 2-hour Jason Foundation Suicide Prevention Training (Module 5) one time only. If you have not yet completed it, you should do so during your current renewal period. Certificates of completion must be sent to Paula Cooper (pcooper@dorchester2.k12.sc.us) at the District Office. Registration information can be found on the Staff Development page of the district website or you can use this link: http://jasonfoundation.com/get-involved/educator-youth-worker-coach/professional-development-series/.

6. All documentation for renewal credits must be sent to the District Office. Credits for college courses must be documented by an official transcript received in its original sealed envelope. It can also be sent via email directly from an academic credential management company such as Parchment Services. Most in-district professional development comes from the Electronic Registrar Online program (http://ero.schoollsolutions.com) Courses completed from the ERO course catalog do not require documentation to be sent to Personnel. You should print a certificate of completion from ERO for your file for every class you complete. Out-of-district renewal credits can be added to your ERO transcript. Please send documentation to Personnel. Please refer to the renewal credit matrix (http://www.ed.sc.gov/educators/teaching-in-south-carolina/current-south-carolina-teachers/renewal) which outlines the many ways in which to earn credits and the required documentation needed by the District Office.

7. The District Office will renew your Professional Certificate. The State Department will post your renewed certificate on their website. Educators are able to print unofficial copies of their certificates from the State Department of Education’s websites “educator status” page. Official copies may be requested for a $10.00 fee.

It is recommended that you keep a Certificate Renewal Folder with these instructions and a record of every class and workshop you attend. If you have questions about certification, please contact Paula Belken, Personnel Secretary, at 843-695-5383 or pbelken@dorchester2.k12.sc.us.

Updated 7-16-19
Read to Succeed Requirements For Educators

The Read to Succeed (R2S) Act requires that all certified educators earn the appropriate R2S Endorsement(s) for their area(s) as part of their regular certificate renewal cycles. The goal of the R2S Act is to ensure that every educator at every grade level in every school and subject area is committed and able to support the reading development of the South Carolina students they serve.

Required Endorsements

All certified educators are expected to earn one or more of the following R2S Endorsements, depending on their certified area(s), as part of their regular certificate renewal cycles:

- **R2S Literacy Teacher**
  Required for educators certified in Early Childhood, Elementary, ESOL, Special Education, or Montessori.

- **R2S Literacy Requirement**
  Required for educators certified in Middle Level (all content areas), Secondary (all content areas), PreK-12 (Music, Art, Physical Education, etc.), Career and Technology, Library Media Specialist, Administrator, Guidance, School Psychologist, or Speech Therapist Pathologist.

An educator certified in multiple areas must earn the endorsement designated for the certificate area most applicable to the educator’s current placement. However, if an educator moves to another placement, the educator may need to earn the appropriate R2S Endorsement to keep their certificate current.

Coursework Advisement

- Approved R2S Endorsement Coursework and Professional Development
- **VirtualSC Professional Development**
- **PBS TeacherLine Southeast**

Coursework completed prior to 2010 cannot be used to meet R2S endorsement requirements, with an exception of Reading Recovery coursework. For inquiries concerning approval, please contact the Office of Early Learning and Literacy.

*R2S endorsements do not require completion of a Praxis II exam*
Coursework Evaluation

To have your educator certification file evaluated for R2S Endorsement requirements, please submit the Request for Change/Action Form to the Office of Educator Services. In addition, please submit appropriate documentation of completed coursework:

- College coursework: submit an Official Transcript.
- Professional development: submit a SDE Renewal Form or SDE issued R2S certificate of completion. Please contact the course provider if verification has not been received.

Exemptions

Graduate Degree in Reading or Literacy

Educators who have earned a graduate degree in reading or literacy are exempt from the R2S coursework requirements and may request a review of their transcript(s) by the Office of Educator Services to receive the R2S Literacy Teacher endorsement. A specialization or concentration in reading or literacy does not qualify for exemption, but may be evaluated for course-by-course requirements.

Literacy Teacher Add-On Certification

Educator who have earned the Literacy Teacher add-on area are exempt from R2S coursework requirements and may submit a request to the Office of Educator Services to have the R2S Literacy Teacher endorsement added to their certificate if not automatically received.

Decision Rules

The R2S Decision Rules provide guidance regarding the following topics:

- R2S requirements and timelines by certification area(s).
- Educators not meeting deadlines for fulfilling R2S requirements.
- Certified educators employed in public school settings.
- Certified educators not employed in public school settings.
- Educators with multiple certification fields.
Read to Succeed Decision Rules

Read to Succeed (R2S) requirements for certified, in-service educators became effective July 1, 2015. As these educators renew certificates beginning July 1, 2015, they must pursue and complete the professional development or coursework associated with their certification—either the one course for the R2S Literacy Requirement or the four courses for the R2S Literacy Teacher Endorsement. Educators who must earn the four-course endorsement are required to complete two of the four courses within the first five-year renewal cycle and the additional courses within their next five-year renewal period.

Timelines for completing the R2S requirements based on certificate renewal dates are summarized in the tables below.

<table>
<thead>
<tr>
<th>Middle Level (all content areas), High School (all content areas), Pre-K–12 content areas, Career and Technology, Library Media Specialist, Principal, Administrator, School Guidance Counselor, School Psychologist, Speech-Language Therapist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>R2S Literacy Requirement</strong></td>
</tr>
<tr>
<td><strong>Content Area Reading and Writing</strong></td>
</tr>
<tr>
<td>3 semester hours or 60 professional development hours</td>
</tr>
<tr>
<td>Certificate renews</td>
</tr>
<tr>
<td>July 1, 2015</td>
</tr>
<tr>
<td>July 1, 2016</td>
</tr>
<tr>
<td>July 1, 2017</td>
</tr>
<tr>
<td>July 1, 2018</td>
</tr>
<tr>
<td>July 1, 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Early Childhood Education, Elementary Education, ESOL, Special Education (all categories), Montessori (Pre-K–12, Elementary I, and Elementary II)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>R2S Literacy Teacher Endorsement</strong></td>
</tr>
<tr>
<td>Foundations in Reading, Instructional Practices, Assessment of Reading, Content Area Reading and Writing</td>
</tr>
<tr>
<td>12 semester hours or 240 professional development hours</td>
</tr>
<tr>
<td>Certificate renews</td>
</tr>
<tr>
<td>July 1, 2015</td>
</tr>
<tr>
<td>July 1, 2016</td>
</tr>
<tr>
<td>July 1, 2017</td>
</tr>
<tr>
<td>July 1, 2018</td>
</tr>
<tr>
<td>July 1, 2019</td>
</tr>
</tbody>
</table>

Please note that so long as the required coursework is on file with the South Carolina Department of Education (SCDE) by November 1 of the renewal year, the effective date of the credential will be July 1.

**Decision Rules**

- Educators not meeting deadlines for fulfilling R2S requirements. A certified educator who does not complete the required coursework by the applicable renewal deadline will be issued a one-year
extension of his or her professional teaching certificate and notified in writing of the specific R2S requirements that must be completed by June 30 of the following year.
  o If the educator submits documentation by the extension deadline, the certificate will be renewed for the additional four years of the five-year renewal period. This is the same practice as followed for any educator who submits a request for a one-year extension of his or her professional certificate in order to complete renewal requirements.
  o If the educator does not submit documentation of completion by the extension deadline, the certificate will not be renewed. Requirements for renewing expired credentials as outlined in Regulation 43-55 then apply.

- **Certified educators employed in a public school setting.** A certified educator employed in a public school setting must complete the R2S credential associated with his or her certification area(s).
  o An educator certified in a single field or in multiple fields with the same R2S credential level must earn the associated requirement. For instance, an educator certified only in an area of Special Education must earn the R2S Literacy Teacher Endorsement while an educator certified in High School Science must earn the R2S Literacy Requirement. An educator certified in two or more fields with the same requirement will earn that specific requirement. For example, an educator certified in the fields of Middle Level Language Arts and High School English must earn the R2S Literacy Requirement. An educator certified in Early Childhood Education and Elementary Education must earn the R2S Literacy Teacher Endorsement.
  o An educator certified in multiple fields with varying levels of R2S requirements must earn the R2S credential associated with her or her employment. For example, an educator certified in Early Childhood Education and Tier I Elementary Principal must select the R2S credential associated with his or her assignment. If the educator is teaching Early Childhood, he or she must earn the R2S Literacy Teacher Endorsement. However, if the educator is assigned as an Assistant Principal, he or she must earn—at minimum—the R2S Literacy Requirement.
    - An educator certified in multiple fields at varying R2S levels may always choose to pursue the full R2S Literacy Teacher Endorsement regardless of assignment.
    - An educator certified in multiple fields at varying R2S levels who is employed in a position not directly related to his or her certification areas (e.g., instructional assistant, substitute teacher, adult education teacher) may select the R2S credential to pursue. For example, an educator employed in this manner who is certified in Elementary Education and Middle Level Science may choose to earn the four course R2S Literacy Teacher Endorsement or the one-course Literacy Requirement. At minimum, this educator must earn the one-course R2S Literacy Requirement.
    - An educator who completes the R2S Literacy Requirement but is subsequently assigned to a position related to the R2S Literacy Teacher Endorsement must then earn the full endorsement.

- **Certified educators not employed in public school settings.** A certified educator who is not employed in a public school or school district must earn the R2S credential associated with his or her certification.
  o If the educator is certified in a single field or in multiple fields with the same R2S credential level, the educator must earn the associated requirement. For instance, an educator certified in an area of Special Education only must earn the R2S Literacy Teacher Endorsement. An educator certified in the fields of Middle Level Language Arts and High School English must earn the R2S Literacy Requirement while an educator certified in Early Childhood Education and Elementary Education must earn the R2S Literacy Teacher Endorsement.
  o If the educator is certified in multiple fields with varying levels of R2S requirements, the educator may select which requirement to complete. For example, an educator certified in
Elementary Education and Middle Level Science may choose to earn the four course R2S Literacy Teacher Endorsement or the one-course Literacy Requirement. At minimum, this educator must earn the one-course R2S Literacy Requirement.

- **National Board certified teachers.** At the time an educator with National Board certification renews his or her South Carolina educator certificate beginning July 1, 2015, the educator must begin pursuing the R2S credential associated with his or her certification field(s) and employment. Although an educator’s National Board certification and South Carolina credential may be valid for a period of ten years, completion of the R2S requirements must follow standard five-year renewal periods. For example, a teacher whose National Board certificate renews effective July 1, 2017, must earn the R2S Literacy Requirement, if applicable, by June 30, 2022. If the full R2S Literacy Teacher Endorsement is required, the teacher must earn half the credits by June 30, 2022, and the remaining credits by June 30, 2027.
  - A National Board educator certified in one area must earn the R2S credential associated with that specific certification area. For example, an educator certified in Elementary Education must earn the R2S Literacy Teacher Endorsement while an educator certified in Mathematics must earn the R2S Literacy Requirement.
  - A National Board educator certified in more than one field must earn the R2S credential tied to his or assigned role or position. For example, an educator certified in Early Childhood Education and Tier 1 Elementary Principal must select the R2S credential associated with his or her assignment. If the educator is teaching Early Childhood, he or she must earn the R2S Literacy Teacher Endorsement. However, if the educator is assigned as an Assistant Principal, he or she must earn—at minimum—the R2S Literacy Requirement. An educator certified in multiple fields at varying R2S levels may always choose to pursue the full R2S Literacy Teacher Endorsement regardless of assignment.
- A National Board educator who completes the R2S Literacy Requirement but is subsequently assigned to a position related to the R2S Literacy Teacher Endorsement must then earn the full endorsement.
OPTIONS 1, 2, AND 3 ARE ACCEPTABLE BY THE SDE REGARDLESS OF EMPLOYMENT STATUS. FOR FULL TIME CONTRACTED EDUCATORS, THEY CAN BE ENTERED BY THE RENEWAL COORDINATOR OF THE EMPLOYING DISTRICT EVEN IF THEY WERE NOT EARNED DURING THE TENURE THERE AS LONG AS THEY WERE NOT APPLIED TO A PREVIOUS RENEWAL.

## 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, 2 and 3 in the matrix.

<table>
<thead>
<tr>
<th>CERTIFICATE RENEWAL OPTION</th>
<th>ELIGIBILITY CRITERIA</th>
<th>RENEWAL CREDITS</th>
<th>REQUIRED VERIFICATION</th>
</tr>
</thead>
</table>
| **1. College Credit**      | All courses must     | Maximum: up to 120 renewal credits may be earned via this option during the five-year validity period of the certificate. | In order to receive renewal credits via this option, the educator must provide:  
  - an official transcript from the college or university. |
|                            | 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. | Accrual rate: 1 semester hour of earned course credit = 20 renewal credits | |
| **SEE NOTE ABOVE**         |                      |                 |                       |
| **2. State Department of Education Certificate Renewal Course** | All certificate renewal courses must  
  - 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. | In order to receive renewal credits via this option, the educator must provide a report from the course administrator, as required by current SBE guidelines for certificate renewal courses. |
|                            |                      | Accrual rate: 1 semester hour of earned course credit = 20 renewal credits | |
| **SEE NOTE ABOVE**         |                      |                 |                       |
| **3. State Department of Education approved CEU credits** | SDE approved CEU credits are:  
  - ASHA approved credits for Speech Language Therapist licensure  
  - Board of Examiners of Psychology approved courses for Psychologist licensure  
  - CEUs issued by regionally accredited colleges or universities | Maximum: up to 120 renewal credits may be earned in SDE approved CEUs  
  - Accrual rate: 1 CEU is equal to 10 contact hours | In order to receive renewal credits via this option, the educator must provide an official transcript from a college or university or an official document of completion from the provider of the ASHA and the Board of Examiners of Psychology approved courses. |
<p>| <strong>SEE NOTE ABOVE</strong>         |                      |                 |                       |</p>
<table>
<thead>
<tr>
<th>Certificate Renewal Option</th>
<th>Eligibility Criteria</th>
<th>Renewal Credits</th>
<th>Required Verification</th>
</tr>
</thead>
</table>
| 4. Publications            | Publications must:  
   • 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). | Maximum: 60 renewal credits may be earned during the five-year validity period.  
Accrual rate:  
• 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 | In order to receive renewal credits via this option, the educator must provide  
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. |
| 5. Instruction             | 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  
• 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. | Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate.  
Accrual rate:  
• college/university course: 1 semester hour of instruction = 20 renewal credits  
• presentation: 1-hour presentation = 3 renewal credits.  
(This includes preparation time.) | In order to receive renewal credits via this option, the educator must provide  
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. |
| 6. Professional Training   | All professional training must  
• 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. | Maximum: up to 120 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  
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. |
<table>
<thead>
<tr>
<th>CERTIFICATE RENEWAL OPTION</th>
<th>ELIGIBILITY CRITERIA</th>
<th>RENEWAL CREDITS</th>
<th>REQUIRED VERIFICATION</th>
</tr>
</thead>
</table>
| 7. Professional Assessor/ Evaluator | Assessor/evaluator renewal credits may be obtained only  
• 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. | 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  
Participation on an ADEPT Evaluation Team = maximum 30 credits | In order to receive renewal credits via this option, the educator must provide  
• 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 | Renewal credits for mentorship, supervision, or coaching are awarded only for those activities that 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. | Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period.  
Accrual rate (maximums):  
• supervision of student teacher (one semester) = 20 renewal credits  
• mentoring (full year) = 30 renewal credits  
• coaching (full year) = 20 renewal credits  
• internships = 10 renewal credits | In order to receive renewal credits via this option, the educator must provide  
• 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 | Renewal credits for educational projects, collaborations, grants, or research are awarded only for those activities that exceed job requirements for the educator's position, as defined by the employing educational entity. | Maximum: up to 60 renewal credits may be earned via this option during the five-year validity period of the certificate. | In order to receive renewal credits via this option, the educator must provide  
• a synopsis (one page or less) of the project, collaboration, grant, or research; and |
<table>
<thead>
<tr>
<th>Certificate Renewal Option</th>
<th>Eligibility Criteria</th>
<th>Renewal Credits</th>
<th>Required Verification</th>
</tr>
</thead>
</table>
| 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 • 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 • 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 • 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 • 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. |
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.
ELECTRONIC REGISTRAR

Educators can register for courses, check personal in-district transcripts, and update contact information via Electronic Registrar (ERO).

This document is for: Teachers /Administrators/ Instructional Technologists / Curriculum Specialists/Classified Personnel

Applicable for: Elementary/Middle/High

Revised: 12/18/2014

LOGGING IN

1. Log on to http://ero.eschoolsolutions.com
2. Enter the Organization Number- 29483. Click on Submit.
3. Enter your User ID. Your User ID is your Certificate number for certified employees. Your UserID is your Employee number for Classified employees.
4. Enter your Personal Identification Number (PIN). Your pin is the last four digits of your social security number unless you entered a different number.
5. If you have not set up your PIN number before, you will need to click on Don't Have a PIN.

SEARCHING FOR COURSES, TRAININGS, AND WORKSHOPS

1. Click on the Course Catalog tab.
2. To see a list of all activities available for registration, click on the Search button only.
3. To find events in a particular curriculum category, click on the drop down arrow by Curriculum, choose a category and click on Search.
4. To find a specific course or session, enter the Course Code or Session (SRN), and click on Search.
5. To find activities during a particular time period, enter the dates (MM/DD/YYYY), and click on Search.
6. You can also click on View Schedule Calendar.
REGISTERING FOR A COURSE

1. Click on a title to see the description, dates, times, etc.
2. Click on Register.

MANAGING YOUR ACCOUNT

UPDATING YOUR PROFILE

1. Click on the My Profile tab. Choose Modify Profile to make changes.
2. Complete your profile—especially your email address.
3. If your location or classification is incorrect, contact Personnel (Paula Belken) with the correct information.

VIEWING YOUR TRANSCRIPT

1. Click on the My Transcripts tab.
2. You may view your transcript by credit type (renewal or technology proficiency). Scroll down to see the transcript details.
3. You may also view a certain date range. Enter a date range and click on Display.
4. Then follow the prompts. Only activities that you registered for in ERO will be displayed. You may apply for out-of-district transfer credit to be entered into ERO.

TO RECEIVE RENEWAL CREDIT FOR ATTENDING STAFF DEVELOPMENT/TRAINING WHICH WAS NOT LISTED IN OUR ERO PROGRAM

1. Click on the Course Catalog tab.
2. Click on Request Out of District Transfer Credit.
   Complete the fields that are marked with a red asterisk (*).
   *Note: The "Completion Date" requires 4 digits for the year.
3. Credit Type Information: Use the drop down box for the "Type of Credit" and choose "Renewal Points" for workshops or trainings. For "Hours", type in the number of hours listed on your documentation. (We receive one renewal point per hour of attendance) Click Add so that the hours show up in the box to be submitted.
4. Click Submit at the bottom of the page.
5. Send the certificate of attendance or other documentation of attendance to Paula Belken in Personnel that same day (if possible). When you attend trainings in other places, you should always ask the presenter for documentation of attendance. *Mrs. Belken cannot process your request for credit until she receives the documentation.
HOW TO DETERMINE WHAT DATES BELONG TO YOUR CURRENT VALIDITY PERIOD

CERTIFICATE SAYS 7/1/10 – 6/30/15

<table>
<thead>
<tr>
<th>Summer 2010</th>
<th>To</th>
<th>Summer 2015</th>
</tr>
</thead>
</table>

OVERLAP PERIOD
May 1 – August 31
Complete 2015 Renewal OR Begin 2020 Renewal

<table>
<thead>
<tr>
<th>Summer 2015</th>
<th>To</th>
<th>Summer 2020</th>
</tr>
</thead>
</table>

Semester Dates:
May 1 – August 31
September 1 – December 31
January 1 – April 30
Summer
Fall
Spring

- If you completed your 2015 renewal by April 30 of 2015, you can count PD from May 1, 2015 forward for your 2020 renewal.
- If you completed your 2015 renewal after April 30 of 2015, you must count PD from the day after the last PD activity counted for the 2015 renewal going forward for your 2020 renewal.
- If this is your first Professional renewal, you can count everything dated May 1, 2015 forward for your 2020 renewal.
How to Print your ERO transcript:

In ERO, click on “My Transcript.” Where it says “Transcript Search” click “Print Report”. On the next screen you can specify what you want to see on the report, but the default choices are fine. Your ERO transcript is cumulative. The current year dates are automatically in the boxes. If you want to see what applies to your current renewal, you need to use the beginning and ending dates of the current 5-year cycle. Since the beginning date actually depends on when you actually completed your last renewal, you should refer to my email to you containing your new certificate from your last renewal to help you determine the start date for the current renewal. If this is your first Professional renewal, you can use 5/1 of year your Professional certificate was issued as the start date. Once you have entered the dates in the fields provided, click “View Report.” Then do a “Control P” on your keyboard to print it.

Educators who are leaving the district should have a record of everything they have done in ERO before they leave. To do that, clear the dates and you will get a complete ERO history.

How to interpret your ERO transcript:

All renewal points are listed in the hours column on the ERO transcript. We do not use the credits column, because for all professional development except for college courses, one hour equals one credit or renewal point. College courses are worth 20 renewal points per credit hour. This calculation is made at the time the course is set up in the ERO course catalog, and the net result is what will show in the hours column. The total of the hours column is the number of renewal points that will be applied towards the 120 point requirement. Note: Hours are subtotaled by semester for data entry to your file at the SDE. Semester subtotals ending in decimals are rounded to the next whole hour.

Please note that renewal and technology are due at the same time but handled separately. Coursework must be completed outside of contracted school hours to count towards renewal.

The renewal section begins with out of district credits that you requested to be imported into ERO. They are easy to identify because the location of the course is shown as the course number. Next you will see everything that was completed from the ERO course catalog, identified by a course number.

The total hours in the Renewal section is applied towards the required 120 renewal points. These are actually entered as points on the State Department website. The total hours in the Technology section is applied towards the required 30 technology points. These are not entered as points on the State Department website, but as a date completed once you have reached 30.

Coursework completed during contracted staff development hours that is not technology in content will be listed first on the ERO transcript without a category heading. These are items that count neither for renewal or technology and are listed for archival purposes as a record of all trainings. Coursework that counts as renewal and is technology in content will be listed in both the renewal and technology section of the ERO transcript. Coursework that is technology in content and completed during contracted staff development hours does not count towards renewal and will be listed only in the technology section. Therefore, you cannot add the total of the technology section to the total of the renewal section and count it all as renewal points.

Feel free to contact me any time you have questions.
Certificate of Completion
Dorchester District Two
  ___Renewal Credit Form
  ___Technology Proficiency Form
  (Check one or both if applicable)

Teacher’s Name:_________________________________________

Teacher’s Certificate Number:_____________________________

Event Title:_____________________________________________

Location:_______________________________________________

Date of Completion:________________________

Hours of Participation or number of Renewal Credits:____

Teacher’s Signature:____________________________________

District Approval:_______________________________________

Printed Name of Individual Directing Event:_______________

_____________________________________________________

Signature of Individual Directing Event:___________________

_____________________________________________________

Please print clearly or type the following information:

Last Four Digits of SSN: _______ _______ _______ and/or Complete Certificate ID Number: _______ _______ _______ _______

Last Name: ___________________________ First Name: ___________________________ MI: __________ Former Name: ___________________________

Address: _____________________________ City: _____________________________ State: __________ Zip: _______

Email: _____________________________ Home Phone: (_____) _______ Work Phone: (_____) _______

Please indicate all options that apply to your request

☐ 1. Update contact information as provided
☐ 2. Official transcripts/certificates from _______ _______ have been: ☐ Ordered ☐ Submitted
☐ 3. Advance certificate to the: ☐ BA+18 level ☐ MA level ☐ MA+30 level | Area: ___________________________
☐ 4. Add the field/endorsement of: ___________________________ based on completion of:
   ☐ Approved Program ☐ Coursework & Examination ☐ Examination (Professional certificates only)
☐ 5. Renew my Professional certificate
☐ 6. Pre-approve the attached course/program from: ___________________________ for the purpose of:
   ☐ Class level advancement ☐ Renewal ☐ Initial certification ☐ Adding the field/endorsement ___________________________
☐ 7. Determine remaining requirements for: ___________________________ ☐ Advance certification if eligible
☐ 8. Evaluate my Initial certificate for advancement to the: ☐ Professional certificate ☐ Limited Professional certificate
☐ 9. Apply documents toward Retired Educator certificate eligibility: ☐ PEBA Letter ☐ $30.00 fee (check/money order)
☐ 10. Add a one-year extension to my professional certificate for the _______/_______ school year
☐ 11. Send an official copy of my current certificate; the $10.00 fee (check or money order only) is enclosed
☐ 12. Other: ___________________________

Effective dates of credential changes are established in State Board of Education Regulation 43-53 Credential Classification. If the Office of Educator Services receives an educator's request and all required documentation between

- May 1 and November 1: The change in status, if approved, will be effective July 1 of the same calendar year.
- November 2 and April 30: If the educator submitted the request within 45 days of fulfilling the requirements, the change in status, if approved, will be effective on the date that all requirements were satisfied.
- November 2 and April 30: If the educator submitted the request more than 45 days after fulfilling the requirements, the change in status, if approved, will be effective on the date that all information was received by the SCDE.

By signing below, I acknowledge that I have read and understand the provided information concerning the effective date of my credential and authorize the SCDE to initiate the actions indicated.

Signature: ___________________________ Date: ___________________________
Helpful Links

State Department of Education: www.ed.sc.gov

Name and Address Changes on Certificate: https://ed.sc.gov/educators/certification/certification-resources/contact-information/

Praxis Exams: http://www.eis.org/praxis/sc

State Department Recertification Courses: www.elearningscpd.com

TTC Online Classes for Educators: http://www.ed2go.com/trident

Jason Foundation Training Through ERO: http://ero.eschoolsolutions.com, Course Code HW3716 (Module 5 on website)


Master’s + 30 Guidelines: http://ed.sc.gov/educators/certification/advancing-certification/education-class-levels/master-s-degree-plus-thirty-semester-hours/

PBS/ETV Courses: www.teacherlinessoutheast.org

Read to Succeed Requirements: http://ed.sc.gov/educators/certification/certification-resources/read-to-succeed-requirements-for-educators/
