

South Carolina Department of Education

Application Checklist: Student Teaching and Clinical Experience Clearance

To apply for clearance, please complete the following steps.

Read the webpage [Applying for Student Teaching or Clinical Experience Clearance](#), including the application procedures before and after student teaching.

Review the required timelines for the application process and ensure that all required application materials for student teaching or clinical experience clearance are on file with the SCDE no later than:

- **February 15** for student teaching and clinical experiences beginning in the fall semester of that calendar year, or
- **June 15** for student teaching and clinical experiences beginning in the spring semester of the next calendar year.

Create a user account in the [My SC Educator Portal](#) using a personal email address which you will then use to complete the Application for Student Teaching Clearance prior to all other steps below.

- In creating the user account and submitting the application, you must designate a personal email address which you will check on a regular basis and maintain access to after graduation.

Submit the non-refundable application processing fee of \$105 online through the [My SC Educator Portal](#).

Complete the [fingerprinting process and criminal records review](#).

- Specific instructions for completing the fingerprinting process through the state-approved vendor will be available in the Educator Portal only after you submit the online application.
- If you are located in South Carolina, schedule an appointment for digital fingerprinting through the state-approved vendor.
- If you are located outside of South Carolina, request a fingerprint card by submitting a Request for a Fingerprint Card in the [My SC Educator Portal](#). Be sure to include the address where you would like the card mailed.

If enrolled in an online program through an out-of-state college or university, submit a pre-approval request in the [My SC Educator Portal](#) so that the program can be evaluated for certification eligibility and pre-approval. Program descriptions must include the following:

- Pre-Approval Purpose
- Course/Program Name (e.g., Bachelor of Arts in Elementary Education)
- Institution Name
- Institution State and,
- Program of study with course descriptions.

Monitor the [My SC Educator Portal](#) for your clearance status. The evaluation process may take six to eight weeks depending on the time of year.

Read the webpage for [Certification Assessments](#) so that you are prepared to complete testing requirements for initial certification in South Carolina. Passing scores on required assessments for your certification field must be on file to be issued an educator certificate after student teaching; however, your college or university may have earlier timelines for meeting exam requirement. Please consult your advisor for program requirements.

Keep your mailing address current through your user account in the Educator Portal and submit an updated application if your student teaching semester changes.

After completing the student teaching or clinical experience, complete the following steps for initial certification:

- Submit an [Standard Application](#) for initial certification through the Educator Portal.
- Ensure that the SCDE receives official score reports for the subject area and pedagogy assessments required for your certification field. When registering for a Praxis assessment through ETS, you **must** provide your complete Social Security Number and designate the SCDE (State Code 8108) as a score recipient. Please review the [Certification Assessments](#) webpage for additional information on testing requirements.
- Request that the college or university submit the following documentation to the SCDE:
 - an [official transcript](#) showing the date of any degree conferred and
 - the [Certification Recommendation Form](#) for Classroom Teaching Fields or for Service & Leadership Fields, as appropriate.
- Please note the following timelines regarding criminal history reports and application fees:
 - Fingerprint-based criminal history reports are valid for up to eighteen months from the date of completion. If you do not complete and submit documentation of all requirements for certification during the validity period of the background reports on file, you will be required to repeat the fingerprinting process before being issued an educator certificate.
 - The application fee payment for student teaching clearance is valid for initial certification purposes for a three-year period. So long as you submit all required documentation for initial certification within that three-year validity period, you do not need to submit an additional fee. Please note that an application fee, once submitted, is non-refundable. Do not submit an additional application fee unless you are notified by the SCDE that the fee on file has expired.

If you need assistance with the clearance or certification process, please contact the [Office of Educator Services](#).