

**SOUTH CAROLINA CERTIFICATION INFORMATION LETTER**

Teachers: Phone (843) 937-6309 Fax (843) 937-6383  
 Administration: Phone: (843) 937-6367 Fax (843) 937-6360

South Carolina law requires that teacher and certain administrative positions have a South Carolina State Board of Education Teaching Certificate issued by the South Carolina State Department of Education. **It is the educator’s responsibility to secure a South Carolina Teaching Certificate. This certificate must be submitted to the Charleston County School District no later than ninety (90) working days following the effective date of employment.** In the event a South Carolina Certificate is not filed in the [Human Resources Office at 75 Calhoun Street](#) within ninety (90) days, salary checks will be withheld and/or substitute pay may be assigned until the appropriate credential is on file.

Out-of-state teaching experience must be verified on the form included in the application packet for South Carolina Certification provided by the South Carolina State Department of Education. Please note, it is not the responsibility of the Charleston County School District to obtain the South Carolina Teaching Certificate for an employee. Once experience and degrees have been verified with the South Carolina State Department of Education, out-of-state teaching experience equivalent or comparable to teaching experience in South Carolina is recognized and endorsed as in-state teaching experience. **INITIALLY (for teachers), THE SALARY WILL BE ESTABLISHED AT THE BACHELOR’S BASE LEVEL (BA-BEGINNING TEACHER) FOR TEACHERS WHO DO NOT HOLD A SOUTH CAROLINA TEACHING CERTIFICATE.**

When you receive your South Carolina Teaching Certificate, the original [document](#) must be sent to the Human Resources Operations Office, and copies [should be submitted](#) to your principal and associate superintendent.

**The effective date on your certificate is determined by the official application date that is defined by the South Carolina State Department of Education’s Office of Teacher Certification as receipt of an application form, fingerprint card and fee.**

**If all three documents are received by the SC State Department of Education’s Office of Teacher Certification:**

- **on or before November 1**, your certificate will have an effective date of July 1 of the current school year;
- **from November 2 through April 30**, your certificate will have an effective date on the date they received these documents;
- **after April 30**, your certificate will have an effective date on the following July 1.

**Your annual salary is based on the effective date of your South Carolina State Board of Education Teaching Certificate.**

PLEASE READ, DATE, SIGN AND RETURN WITH APPLICATION. KEEP A COPY FOR YOUR RECORDS.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Please Print Name

SS #: \_\_\_\_-\_\_\_\_-\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICIAL USE ONLY:	
Administrative: <input type="checkbox"/>	Job Order #: _____
Teacher: <input type="checkbox"/>	Position Control Number: _____