

Licensure – *Frequently Asked Questions* Undergraduate/MAT

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What is required to be initially licensed in South Carolina?

A completed SC teacher application, a cleared background check, a paid application fee, college transcripts (for MAT students, this includes official undergraduate transcripts), a copy of your social security card, passing PRAXIS scores, passing Pedagogical Knowledge Assessment (edTPA), and a recommendation from Winthrop University.

How do I apply for licensure?

Online through the SC State Department of Education (typically done your junior year). You will receive an [email notification](#) about the process, deadlines, etc.

What fees are included with licensure?

The SC State Department of Education requires a non-refundable processing fee of \$105.00. Additionally, there is a separate fingerprinting charge.

Where do I get my fingerprints done?

You must complete and submit your online certification application prior to starting your background check. Once you have completed the application, instructions for how to complete the background check will be viewable in your CATS Portal. The background check includes an FBI and SLED background report. The cost is approximately \$50.50.

Do my fingerprints expire?

Yes. Your fingerprints will expire after 18 months from the time they were cleared. The date your fingerprints were cleared is located on your licensure status as the FBI/SLED report. Please visit [here](#) to check this date.

What do I do if my fingerprints expire?

You must schedule another appointment with Integrated Biometric Technology (IBT) to get another set of fingerprints done. You will be charged \$53.25 payable to IBT.

How long does it take to process my background check?

Please allow approximately 2 weeks to process your background check.

What if there is a problem with my background check?

If there is a problem with your background check, the SC State Department of Education will notify you.

What exams are required for SC initial licensure?

You must pass the required portions of the PRAXIS Subject Specialty Area examinations. Please visit [here](#)

for your required exams. Please visit <http://www.ets.org> for information including fees, dates, and registration materials, or pick up a PRAXIS bulletin from Student Academic Services, 144 Withers.

Who sends my PRAXIS Subject scores to the SC State Department of Education?

It is your responsibility that the SC State Department receives your passing scores. If you take the exams in SC, they are automatically sent to the SC State Department of Education. However, if you take the exams outside of SC, you must choose the SC State Department of Education as a recipient (**Code: 8108**).

Now that I'm graduating, what other paperwork is involved to receive my initial license?

At edTPA submission, the Educator Services Coordinator (Ms. Joanna Harris) will communicate with instructions to complete licensure paperwork, which includes the SC recommendation, transcript request, and add-on paperwork. (MAT students, it is your responsibility to make sure an official transcript from your undergraduate institution is sent to the SC State Department of Education.)

When should I expect my initial license?

Once you have successfully completed all the requirements for licensure, including completion of internship II, Winthrop will send your paperwork (including your transcript and recommendation form) to the SC State Department of Education. Please allow at least 2 to 4 weeks for the SC State Department of Education to mail your initial license. You can check your licensure status at any time by logging on the SC State Department of Education [here](#) or by calling 803-896-0325.

Who do I contact if I have questions about the licensure process?

Please call or visit Joanna Harris in Student Academic Services (144 Withers, 803-323-4738).

What do I do if I want to add an area to my initial license?

Once you earn your initial license, you can apply to add on different levels and/or subjects. Adding areas to your initial license is handled through the SC State Department of Education. Please visit [here](#) for general information about add-on licensure.

What if I want to apply for licensure in another state?

It is your responsibility to contact the Education department of the state in which you are applying for licensure, and you must meet all of their certification requirements. Typically, most states require a completed Verification by Institution Form. This form must be completed by Student Academic Services. You may submit those forms to Ms. Joanna Harris in Student Academic Services (144 Withers, 803-323-4738). (Example: for North Carolina, [Form V](#)) ***Please allow 3 to 5 business days to process these forms.***