



**CHECKLIST FOR TEACHER RECERTIFICATION AND
REQUEST FOR LIMITED PROFESSIONAL CERTIFICATION**

Teacher Recertification Renewal Credits

- ☐ Earned during the five-year validity period of the certificate
- ☐ Completed by the date submitted
- ☐ Cannot be carried over from one renewal period to the next
- ☐ Must total at least 120, as outlined in the Credit Matrix for certificate renewal
- ☐ Earned using any combination of the options listed in the Credit Matrix
- ☐ Not earned for activities considered part of the educator's assigned duties (Blood borne Pathogens or CPR training)

EDUCATOR

- ____ Complete Renewal Computation Sheet 2021
- ✓ Renewal Computation Sheet ONLY
 - o after 120 Renewal Requirements are complete
 - o or
 - o Changing or Changed Employment
 - ✓ Utilize the Credit Matrix to determine Option number and maximum credits
 - ✓ Total Renewal Credits Earned
 - ✓ Sign and date as Educator (NO SIGNATURE FOR RENEWAL COORDINATOR)
 - ✓ Give to Principal for review along with documentation to support Total Renewal Credits Earned
- ____ Utilize the Educator Portal - <https://ed.sc.gov/educators/certification/portal/>
- ✓ Requests for any changes to teacher's certificate
 - ✓ Experience Verification
 - ✓ Initial Certification to Limited Professional Certification
 - ✓ Any changes to degree or class

PRINCIPAL

- ____ Email Renewal Computation Sheet to sandra@charlestdiocese.org to sign and send to the SCDE
- ✓ DO NOT SIGN AS THE RENEWAL COORDINATOR

- ✓ Return the documentation provided for renewal credits to the educator – do not send them with the Renewal Computation Sheet

Refer to the *Diocese of Charleston Renewal Credit Plan* for the Expired Credentials process.

Limited Professional Certificate

ELIGIBILITY

- ☐ To be eligible to advance from an initial certificate to a Limited Professional Certificate, the educator
 - o Must be employed by an eligible, non-public educational entity in South Carolina
 - o Must have accrued a minimum total of three years of experience credit over the previous seven years in one or more of these entities
- ☐ During the entirety of the qualifying period, the educator must
 - o Hold a valid South Carolina Initial teaching certificate,
 - o Be employed as a teacher or a professional support specialist such as a library media specialist, school guidance counselor, or other support professional, **in an area in which the educator holds Initial certification**
 - o Successfully complete an annual Diocese of Charleston Summative performance evaluation process
- ☐ All Limited Professional Certificates are valid for a period of five years.
- ☐ Requirements for renewing Limited Professional Certificates, including the provisions for expired certificates, are the same as those for Professional Certificates, as specified in State Board of Education Regulation 43-55 (Renewal of Credentials).

EDUCATOR

- _____ Complete South Carolina Limited Professional Teaching License Request and Recommendation form
 - ✓ Educator completes and signs. Do NOT complete below “Recommendation” on this document.
 - ✓ Email the Recommendation form to sandra@charlestondiocese.org for signature. She will email it back to the educator.
- _____ Utilize the Educator Portal - <https://ed.sc.gov/educators/certification/portal/>
 - ✓ Request for Change/Action
 - ✓ Signed Request and Recommendation for Limited Professional certificate
 - ✓ Experience Verification
 - ✓ Copies of the last three years Diocesan Summative Evaluation

The SCDE cannot accept applications without three years of Diocesan approved Teacher Summative Evaluation forms

Contact Sandra Leatherwood at sandra@charlestondiocese.org with any questions.

6/14/2022