South Carolina Department of Education Application Checklist:
Out-of-State Educators

To apply for a South Carolina certificate by reciprocity, please complete the following steps. Submitting all documentation at one time expedites the processing of your application.

- Read the webpage for out-of-state educators, including the procedures for applying for a South Carolina certificate by reciprocity.
- Gather the documentation you will need as part of the application process.
- Create a user account in My SC Educator Portal.
- Through your portal account, select the option to Create a New Request > Apply for Certification > Standard Application > Out-of-State Educators.
- Submit the non-refundable application processing fee of $105 online My SC Educator Portal.
- Complete the fingerprinting process and criminal records review.
    - Read the detailed instructions that will be available to you in My SC Educator Portal after submitting 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 following the steps below in the My SC Educator Portal.
        - Create New Request > Submit a Request > Fingerprint Card Request
- Review information on submitting forms and documents prior to submitting official transcript or other application materials.
- Request an official transcript from each institution meeting State Board accreditation requirements that you have attended. If any transcript contains a previous name, please send an email to transcripts@ed.sc.gov with your full name, EID, the name of the institution(s), and your previous name as it will appear on the transcript(s). We will then note this information in your certification record.
- Submit a copy of all pages, front and back, of your existing, valid out-of-state credential.
    - If a state no longer issues physical certificates and instead utilizes digital certificates or records, please submit the certificate as a PDF. A computer screenshot of the credential is acceptable if converted to a PDF. Cell phone images, even if converted to a PDF, will not be accepted.
- Submit copies of score reports for any certification exams you have completed through your portal account. Unofficial reports are acceptable.
- Request each employer where you have earned educator experience complete and submit an Educator Experience Verification Form. You will need to complete the top portion of the form and send it to the payroll or human resources department of the employer.
- If you relocate, please update your mailing address and contact information through My SC Educator Portal.