

Certificate Renewal Information

CCSD Teachers:

- Go to the H.R. Certificate Renewal website to obtain forms and information:
<http://www.ccsdschools.com/certrenew/index.htm> (or on the main CCSD page, click on Human Resources on the left, then on Certificate Renewal on the left).
- Turn in all documentation to the CCSD Human Resources Office the year that your certificate is due for renewal, and not any sooner. You will turn in:
 - all certificates printed out from ERO for courses you have completed
 - the Request for Change/Action form
 - the Recertification Computation Sheet (signed by your principal)
- You can contact Bill Briggman in Human Resources if you have questions:
Bill_Briggman@charleston.k12.sc.us - 937-6575.

Non CCSD Participants:

- You are responsible for sending in your documentation to the State Department to renew your certificate.
 - 1) Email Lainie Berry in the Department of Educational Technology
Elaine_Berry@charleston.k12.sc.us requesting your signed pink copy of the "In-Service Course License Renewal Credit Application" (the triplicate form you filled out on the 1st day of class).
 - 2) Send the following to the State Department:
 - A copy of the signed "In-service Course Renewal Credit Application" form for each course completed
 - The completed and signed Request for Change/Action form - available at <http://www.scteachers.org>

South Carolina Department of Education
Division of Teacher Quality – Office of Teacher Certification
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