

# South Carolina Reciprocity Information

**It is your responsibility to obtain a SC licensure through the South Carolina Department of Education. For more information visit the South Carolina Department of Education website.**

Applicants with a valid standard license issued by another state, a United States territory, or the Department of Defense Dependents Schools (DODDS), may be eligible for licensure through South Carolina's reciprocity agreement. Interstate reciprocity does not apply to Career and Technology Education Work-Based Licensure.

**Note:** If the applicant held or currently holds a valid South Carolina Professional license that is less than ten years expired, the applicant may not apply for reciprocity. Applicants who held an expired Initial license are eligible to apply with reciprocity, regardless of the length of time the license has been expired. Please check your licensure status to determine which type of credential you previously held. If you held a Professional license that has been expired for less than ten years you must renew to obtain a valid license. To add additional areas of licensure to your South Carolina license, you must complete an add-on. Please review the "South Carolina Licensure Manual" for more information.

## STEP 1

- Evaluate status of existing credentials by reviewing South Carolina's current reciprocity agreement. South Carolina's multi-state agreement (*Interstate Agreement on Qualification of Education Personnel*) provides a smooth transition for an individual licensed in another state to acquire South Carolina educator licensure.
- Individuals with National Board for Professional Teaching Standards (NBPTS), **upon application and a valid standard out-of-state license**, will receive a professional licensure in their field.

## STEP 2

- Complete the **Licensure Application**
- Complete the **fingerprint process** (See Licensure Resources) (**Request a Fingerprint Card**).
- Submit the non-refundable \$105 processing fee (online or check/money order made out to the South Carolina Department of Education).
- Submit a photocopy of your Social Security Card (US).

## STEP 3

- Submit an official transcript from each college attended. If the applicant has conferred more than one degree, our office requires official sealed transcripts documenting any preceding undergraduate and/or graduate programs. Note: If the applicant completed coursework that was transferred into a degree program or attended any other college or university for any other intention, our office may request official sealed transcripts from these institutions for additional licensure purposes.

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## STEP 4

- Submit a front **and** back photocopy of the existing, valid out-of-state license.
- Submit copies of any subject area or pedagogy test scores. Content exams will not be required for reciprocal licensure purposes; however, they may be required for Highly Qualified status.
  - Highly Qualified Quick Facts
  - Required Licensure Examinations
- Submit completed **Verification of Teaching Experience Form** (See Licensure Resources) All public school experience from out-of-state must come from the correlating district office where the school was located. Professional Licensure through reciprocity cannot be awarded without this proper documentation if the experience was earned the last seven years.

### How to Submit Application Materials:

Transcripts submitted to our office must be sent officially. Our office accepts Transcripts via two methods, mail or email. Transcripts sent by mail must arrive in an official sealed envelope. Transcripts sent by email must come from the college or university's registrar's office and be supported by Parchment, E-ScSIPs, or Credential Solutions. All other documentation may be submitted to our office via mail, fax, or email. Our contact information follows:

### Division of School Effectiveness

Office of Educator Services  
8301 Parklane Road  
Columbia, SC 29223  
fax: (803)896-0368  
email: [licensure@ed.sc.gov](mailto:licensure@ed.sc.gov)

For more information on reciprocity go to this website:  
<http://ed.sc.gov/agency/se/Educator-Services/Licensure/>