

## SC Certification Background Check for Internship II and SC Initial Certification

Students currently enrolled in an approved teacher education program must apply for the **Student Teaching Background Check** and be cleared **before** their Student Teaching/Internship II begins. Completion of this process is required to participate in Internship II by the state and represents the first official step in certification within the state. All candidates regardless of eventual plans for applications for certification within the state must meet this requirement fully to enter the Internship II experience.

Teacher candidates must ensure that their South Carolina Department of Education's (SCDE) application files are complete approximately six months prior to their student teaching, according to the following deadlines:

- Fall semester student teachers: February 15 (i.e., the February prior to student teaching)
- Spring semester student teachers: June 15 (i.e., the June prior to student teaching)

In order for your file to be complete, you will need to ensure that you:

- Complete the **Application for Student Teaching Approval and Initial Certification** ([online](#)). You are applying for the **South Carolina Background Check**. Do **NOT** apply for the Academic application!
- Complete the **electronic fingerprint process** ([Electronic Fingerprinting Procedures](#)).
  - Schedule an appointment with MorphoTrust by clicking the [Identogo link](#) for your fingerprinting.
  - The \$53.25 fee for the fingerprint process is paid directly to MorphoTrust.
- Submit the non-refundable \$105 processing fee ([online](#) or check/money order to SCDE address below).
- Submit a copy of your Social Security Card by fax or mail to the SCDE.
  - Fax to 803-896-0368 and make sure your SSN and name is visible on the copy. **(ITC in Withers can fax for .20 per page)**
  - *Mail to:*

**South Carolina Department of Education  
Office of Educator Services  
8301 Parklane Road  
Columbia, SC 29223**

Note about background reports: *If more than 18 months have passed between the date of your original (or most recent) certification background check and the time you complete your degree and required examinations, you will need to complete the fingerprinting and background check process (with fees) again.* Therefore if your plans concerning the scheduling of your Internship II experience have changed or if you will be extending your time at Winthrop beyond Internship II to complete coursework, you should speak now with Student Academic Services about the most appropriate timing for your background check.

Please contact [Ms. Suzy Baldwin](#) with any questions or concerns.