



Personnel Department
Phone: 803-981-1024 - Fax: 803-981-1025

Certification/Renewal-FAQ's

Maintaining a valid South Carolina teaching certificate is the responsibility of every educator in Rock Hill Schools. Please use the questions and answers below to assist in this process.

What is the purpose of the Certificate Renewal Credit Plan?

The purpose of the certificate renewal plan is to provide a mechanism that will enable educators employed in South Carolina public school districts and educators employed by participating educational entities to apply a broad range of relevant professional development activities toward their certificate renewal.

Where is the Certificate Renewal Credit Plan located?

The Certificate Renewal Credit Plan is located on the Rock Hill Schools website. From the district website, go to [Departments/Personnel/Certification](#) or [Department/Personnel/Forms/Certification](#). The plan includes an overview and state guidelines for certificate renewal, the Renewal Credit Matrix, step-by-step directions for renewal, and forms needed to complete the process.

What type of certificate qualifies for the renewal credit process?

A Professional certificate is the only type of certificate that can be renewed through the renewal credit process. The certificate would show the word "Professional" on the left side above the academic areas. If the certificate says "Initial", there are other guidelines to advance to a professional status. The guidelines for certificate renewal were sent with the original certificate when it was issued by the SDE and mailed to you.

What are validity dates and what purpose do they serve when renewing my certificate?

Validity dates can be found on the upper right side of the professional certificate. These dates tell you how long your professional certificate is valid (i. e. the validity period) and when it is up for renewal. In addition, your renewal credits must be completed after the beginning validity date on your certificate in order for it to count toward the current term.

If I renew my National Board certificate, how does this affect my teaching certificate?

Once you renew your National Board certificate, submit to the SDE the new certificate from National Board along with the Request for Change/Action form to update your teaching certificate for an additional ten (10) years. Your new certificate showing your NB status will have a beginning validity date of July 1, 20__ following your receiving National Board certification. Additionally, only credits earned during the final five years of the 10-year validity can be applied toward renewal of your certificate, if you choose not to renew your NB status.

If I am leaving the district, what happens to the renewal credits I have earned?

Using the guidelines in the Renewal Credit Plan, you submit the completed, signed computation sheet to the Personnel Department before your last day of employment. Those credits will be recorded in your certification file in Columbia.