

Completing the paperwork for state certification

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[Follow this process to get your certification paperwork completed.](#)

Upon completion of the approved program at Clemson University, students seeking certification in South Carolina must download and complete a "Verification of College Preparation for Certification" from the SC Office of Teacher Education and Certification/Teacher Quality and should complete the top portion of the form. Requests for certification can only be processed after final grades are posted on your transcript.

Students are responsible for submitting all required paperwork for their state certification to Dr. Knoeppel. No recommendations for certification will be processed if any of the following forms are missing:

1. Verification of College Prep form with the top half of the form completed by the student. The Verification of College Prep form is available on the Clemson Administration and Supervision web site.
2. A photocopy of the PRAXIS score report. Students who elect to have their results returned electronically MUST print and forward a copy of the score report that you receive by email. Failure to forward a copy of the score report will delay your certification even if you elect to have the scores sent to Clemson.
3. An unofficial copy of your transcript that the student prints from the Clemson website.
4. A copy of your GS-2 and/or the certification worksheet.
5. A brief letter from the student requesting certification. Please indicate the level/position that you are requesting: for example Elementary School Principal/Supervisor or Secondary School Principal/Supervisor, or Superintendent.

In addition to the aforementioned paperwork that students must send to Dr. Knoeppel, students are required to request and send an official copy of your transcript from the Clemson Registrar to the state certification office. Students requesting certification in South Carolina must also complete a certification form required by the state to initiate a change in certification. This form must be sent directly to the state and can be downloaded from the state certification website.

Upon receipt of all required documentation, Dr. Knoeppel will verify your program completion and send the recommendation to the state. Typically, all requests for state certification can be completed in less than three days if all required materials are submitted.