

STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

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Retired Educator Certificate Guidelines

South Carolina State Board of Education

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The Legislative Mandate

S.C. Code Ann. § 59-26-45

(A) A retired educator certificate is a renewable certificate established in regulation by the State Board of Education that allows a retired South Carolina educator to be eligible to maintain certification for the purpose of substituting. A person is initially eligible for a South Carolina retired educator certificate if he:

- (1) held a valid South Carolina renewable, professional educator certificate at the time of retirement;
- (2) is either a:
 - (i) retired member of the South Carolina Retirement System; or
 - (ii) current or former participant in the State Optional Retirement Program who would have met the eligibility requirements for retirement under the South Carolina Retirement System had he participated in that system rather than the State Optional Retirement Program;
- (3) does not hold another valid South Carolina educator certificate and has never held a valid South Carolina educator certificate that has been suspended, revoked, or voluntarily surrendered; and
- (4) meets all other qualifications to serve as a substitute educator as specified in state statute, regulation, and guidelines.

(B) An individual meeting the eligibility requirements and desirous of a certificate, including a renewal certificate, must submit the request in the manner specified in regulation and guidelines.

- (1) A retired educator certificate approved and issued is valid for five years from the date of each issuance.
- (2) A certificate may be renewed and, if approved, is valid for five years from the date of each issuance.
- (3) Department guidelines shall include the timeline, forms, and a process for submitting and approving or denying certificate or renewal requests.
- (4) Renewal of a retired educator certificate does not require completion of professional learning or renewal credit.

(C) Any new or renewed certificate is invalidated upon issuance of any other South Carolina educator certificate.

(D) An educator who works under the retired certificate must work under the agreement and rate of pay established for this purpose by the hiring district. Section [59-25-150](#) shall apply to any retired educator certificate.

(E) Nothing in this section exempts an educator from taking part in professional development that is required by a local school district.

(F) The State Board of Education shall develop regulations for, and the department shall establish guidelines and procedures for, the implementation of this section."

Time effective

SECTION 2. This act takes effect upon approval by the Governor.

Ratified the 3rd day of April, 2018.

Approved the 4th day of April, 2018.

General Information

This document establishes the guidelines and requirements for educators seeking a Retired Educator certificate for the purpose of substituting in the state's public schools. The South Carolina Department of Education (SCDE) has the authority to develop guidelines for the issuance of the Retired Educator certificate in accordance with S.C. Code Ann. § 59-26-45 to include timeline, forms, and a process for submitting and approving or denying certificate or renewal requests.

I. Retired Educator Certificate Eligibility

An individual is initially eligible for a South Carolina Retired Educator certificate if he or she:

- A. Held a valid South Carolina renewable Professional educator certificate at the time of retirement;
- B. Presents required documentation from the South Carolina Public Employee Benefit Authority (PEBA) that:
 - 1. Confirms the educator is a retired member of the South Carolina Retirement System (SCRS); OR
 - 2. Confirms the educator is a current or former participant in the State Optional Retirement Program (ORP) who would have met the eligibility requirements for retirement under the South Carolina Retirement System had he participated in that system rather than the ORP; AND
 - 3. Lists the date of retirement from the SCRS or ORP.
- C. Does not hold another valid South Carolina educator certificate; and
- D. Has never held a valid South Carolina educator certificate that has been suspended, revoked, or voluntarily surrendered.

II. Retired Educator Certificate Application Process

A. Application Timeline

An individual may submit the initial application for the Retired Educator certificate at any time after the date of retirement. An individual seeking the Retired Educator certificate who still holds a valid Professional educator certificate may submit the initial application no earlier than March 1 of the year the standard Professional certificate will expire on June 30. The initial application may be submitted at any time after the standard Professional certificate has expired; however, an applicant whose standard Professional certificate is expired at the time of application is subject to the fingerprinting and background reporting requirements outlined below.

B. Initial Retired Educator Certification Application Process

To be issued the first Retired Educator certificate, an eligible individual must:

1. Submit the application for the Required Educator certificate with fee, if required, to the SCDE teacher certification office;
2. Submit the verification of retirement status form completed by PEBA; and
3. Complete the fingerprinting and criminal record check process; if required.

The fingerprinting and criminal records check process is required for any applicant whose standard Professional educator certificate is expired at the time of application for the Retired Educator certificate. In order to comply with requirements of the Federal Bureau of Investigation (FBI) and South Carolina Law Enforcement Division (SLED), the SCDE teacher certification office provides instructions for completing the fingerprinting and criminal records check process *only after* an individual has submitted the application for certification. Applicants are responsible for the cost of the fingerprinting and criminal records check process, a fee which is determined by the FBI and SLED and paid directly to the state-authorized vendor.

C. Retired Educator Certificate Issuance and Effective Date

The Retired Educator certificate will be issued for a period of five school years; the effective date of the certificate will be determined in accordance with State Board of Education Regulation 43-52 Application for Teaching Credential. During the initial implementation of the Retired Educator certificate in the 2018–19 school year, the credential will be issued to eligible applicants with an effective date of July 1, 2018.

III. Retired Educator Certificate Renewal

An individual holding a Retired Educator certificate for the purpose of substituting may renew the credential without completing the requirements for renewal of a standard Professional certificate.

To renew the Retired Educator certificate, an individual must:

- A. Maintain all eligibility requirements as outlined in Section I of these guidelines;
- B. Submit the designated request form with fee, if required, to the SCDE teacher certification office; and
- C. Complete the fingerprinting and criminal record check process, if required, as indicated in Section II above.

IV. Return to Certified Employment

The Retired Educator certificate has been established for the purpose of substituting. An individual holding a Retired Educator certificate who seeks to return to employment that requires a valid standard Professional educator certificate must follow requirements outlined in SBE Regulation 43-55 Renewal of Credentials.

A Retired Educator certificate will be invalidated upon issuance of any other type of South Carolina educator certificate.