



Directions for Submitting your Certificate for Renewal Credit

- If **you are employed** in a school district, you will need to submit your certificate(s) to your renewal coordinator.
- If **you are not currently employed** by a school district, you will need to submit your certificate(s) to The Office of Educator Services via mail or fax 803-734-2873, with the [Change Action Form located here](#).

Directions for Submitting your Certificate for the Read to Succeed Endorsement

- To add the Read to Succeed Endorsement to your teaching certificate, complete the [Change Action Form](#), and check the option for “Evaluating for Read to Succeed (R2S) endorsement requirements”
- Send the completed Change Action Form, along with the certificate of completion, to The Office of Educator Services

Office of Educator Services
South Carolina Department of Education
8301 Parklane Rd.
Columbia, SC 29223