

New Policy and Procedures for Driver's License and Teaching Certificates for Graduate Courses – College of Charleston

Effective April 1, 2016 VirtualSC PD will no longer be collecting drivers' licenses or teaching certificates for participants enrolling into renewal or graduate courses. This information will still be required by The College of Charleston by the posted deadline each semester to enroll into any graduate course(s) that are taken with VirtualSC PD. The College of Charleston is required to gather this information to verify Lawful Presence under Section 59-101-430 of the South Carolina Code of Laws, see here for more information on [Lawful Presence](#).

What does this mean for me?

Each participant taking a graduate course with VirtualSC PD will be held responsible to mail a readable and clear copy of your **driver's license** and **teaching certificate** to The College of Charleston prior to the start date of each course along with the **Course Documentation Checklist Form**. Failure to send this information will result in you not being enrolled into the course.

Why can't I just upload my documents in VirtualSC PD's Student Information System any longer?

College of Charleston is required to collect this information not VirtualSC PD.

What will happen with the documents that I have already uploaded?

Effective March 21, 2016, all documents in our student information system were permanently removed.

Will I have to mail my documents each time I take a graduate course?

Yes, you will need to mail your **driver's license** and your **teaching certificate** and **Course Documentation Checklist Form** to The College of Charleston for each graduate course that you take with VirtualSC PD.

Do I still have to register online with The College of Charleston for a \$5.00 fee per course?

Yes, you will still have to register online for each course and pay a \$5.00 registration fee. VirtualSC PD will email you the directions to register with the College of Charleston after course payment has been completed with the course code. (Please allow one business day for directions to be sent.)

Where do I send my driver's license and teaching certificate?

You will need to send both documents to the following address:

Tia Brown
The College of Charleston
Office of Professional Development in Education
School of Education, Health, and Human Performance
The College of Charleston
66 George Street
Charleston, SC 29424

VirtualSC Professional Development
College of Charleston Documentation for EDPD Graduate Course

When do I send the documents to The College of Charleston?

You should send your documents to The College of Charleston as soon as you pay for your graduate course through VirtualSC PD.

Does VirtualSC PD recommend how to mail the documents to The College of Charleston?

Yes, we recommend that you mail your documents [Certified Mail](#). This will help you track your documents and ensure that they reach The College of Charleston.

Will VirtualSC PD know if my documents have been received?

No, VirtualSC PD will not be immediately able to determine when documents have been received by The College of Charleston; however, if you have sent your documents via Certified Mail, you can see when the documents were received and who signed for the documents as soon as they are received by The College of Charleston.

If you have questions regarding this process, you may contact Tia Brown or Kandy White at the following number: Phone: 843-953-7651

Course Documentation Checklist Form

****Please clearly print all Information****

When do I send the documents to The College of Charleston?

You should send your documents to The College of Charleston as soon as you pay for your graduate course through VirtualSC PD.

Name: _____

Term: _____

EDPD Course and Section Number: _____

Course Title: _____

Email Address: _____

Phone Number: _____

****Please make sure these documents are legible****

I have enclosed my Driver's License

I have enclosed my S.C. Teaching Certificate

Send Documents and this form to:

**Tia Brown
The College of Charleston
Office of Professional Development in Education
School of Education, Health, and Human Performance
66 George Street
Charleston, SC 29424**