

VirtualSC Professional Development  
College of Charleston Documentation for EDPD Graduate Course  
**Course Documentation Directions and Checklist Form**

**Step by Step Instructions – College of Charleston**

Please [visit here](#) to see how to register for a VirtualSC PD course.

1. After registering and **paying** for a VirtualSC PD course you will need to submit the following information to the College of Charleston:
  - a. Course Documentation Checklist Form
  - b. Copy of your teaching certificate
  - c. Copy of your driver's license.

You will find the Course Documentation Checklist Form [here](#)

2. Once you have your completed Course Documentation Checklist Form, teaching certificate copy and copy of your driver's license you will need to mail these documents to Kandy White at the College of Charleston.
  - a. **Please note:** VirtualSC PD recommends these documents are sent via [Certified Mail](#)
3. Once you have paid for your VirtualSC PD course, you will receive an email from the VirtualSC PD administrative team with instructions on how to register with the College of Charleston. You will be required to pay a \$5.00 registration fee per graduate course.
4. Have you completed all of the steps listed above? Please fill out the [checklist located here](#).
5. For more details on our policy and procedures visit [Policy and Procedures for CofC here](#).

**If you have any questions regarding this process you may contact Kandy White.**

**Kandy White**

**Phone:** 843-953-8049

**Email:** WhiteE@cofc.edu

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**\*\*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. 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](#).

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:

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