

## **Policy and Procedures for Driver's License and Teaching Certificates for Graduate Courses**

Effective April 1, 2016 VirtualSC PD will no longer be collecting documents for participants enrolling into graduate courses. This information is 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.

### **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:

**Kandy White**  
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

### **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 be 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.

**For any questions regarding this process Please contact Kandy White at the following number: 843-953-8049**

**College of Charleston Documentation for EDPD Graduate Course**