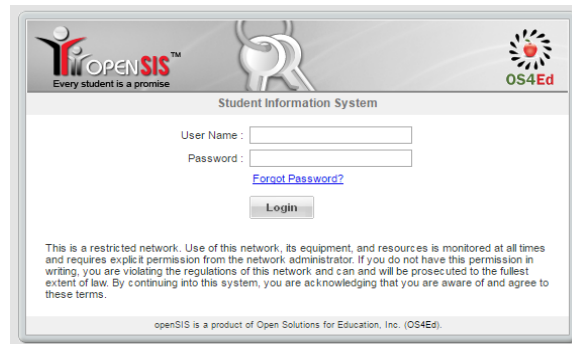


Retrieving Renewal Certificates

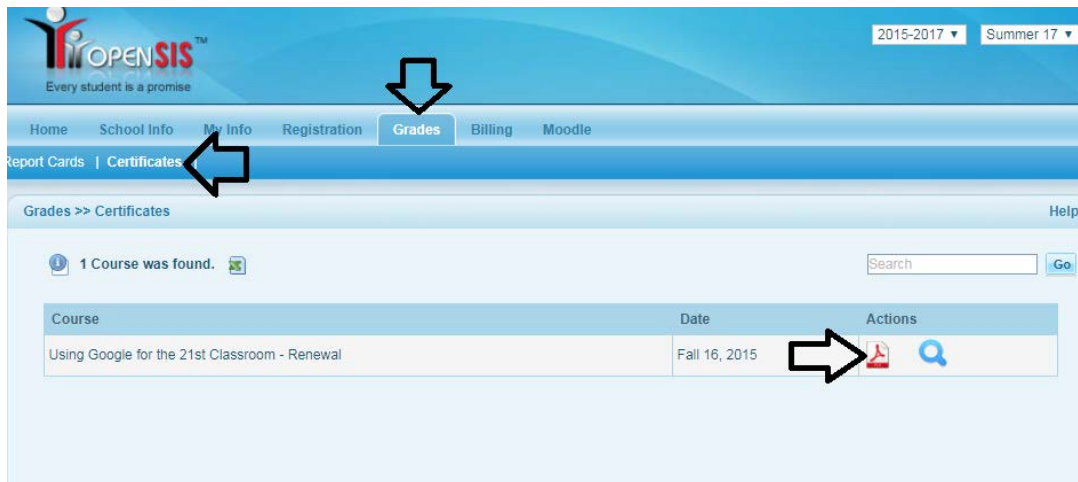
Congratulations on completing your online course! Please follow the steps below to retrieve your certificate(s) of completion.



Step 1: [Login to your OpenSIS account here](#)

Step 2: You will login to your account with the same information you used to get into your course(s)



Step 3: Click on “Grades” and then click on “Certificates” to retrieve your certificate of completion



Course	Date	Actions
Using Google for the 21st Classroom - Renewal	Fall 16, 2015	 

Step 4: Click on the PDF icon



Step 5: Your certificate will open in a new window

Step 6: You will need to save your certificate to your computer

Step 7: Click “File” → “Save As” → PDF → Name Document File name → Click where you want to save document → then click “Save”

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 option 5 “Evaluate for Read to Succeed 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