



Charleston County School District
Office of Human Resources
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MEMORANDUM

To: All Certified Employees

From: William C. Briggman, Ed.S., Chief Human Resources Officer *WCB*

Date: February 19, 2026

Re: Non-Teaching Occupational Credit FAQ

The South Carolina State Legislature recently passed Act 29 of 2025, SC Code § 59-25-60, which addresses non-teaching occupational experience credit for certified employees. In response, the South Carolina Department of Education (SCDE) has developed [Non-teaching Occupational Experience Credit Guidelines](#), which provide direction for educators who are seeking additional years of experience based on previous work experience directly related to the credentialed certification field. These guidelines include experience calculation criteria and eligibility requirements for educators certified in academic fields and for those educators certified in career and technical education (CTE) work-based fields.

Please see the FAQs included for answers, timelines, and instructions on how to apply. This information is subject to future revisions by the SCDE.

FAQ: Non-Teaching Occupational Credit

How is credit calculated under the new legislation?

- Educators may earn one year of experience credit for every two years (24 months) of full-time (at least 35 hours per week), compensated non-teaching occupational experience. Experience does NOT round up to the nearest year. For example, (6 years + 6 months)/2 = 3 years awarded for non-teaching credit.
- Additionally, the two types of experience cannot be combined (partial teaching experience credit cannot be combined with non-teaching occupational experience) in order to round up to the nearest year. For example,

Teaching experience: 7 years + 125 days = 7 years awarded

Non-teaching occupational credit: (4 years + 7 months)/2 = 2 years awarded

The certificate would grant 9 years of total experience for the educator.

What counts and what does NOT count for potential credit?

- Experience credit must be for a non-education service
- Non-teaching occupational experience must be full-time (min 35 hours per week)
- The credit calculation is based on working at least 190 days/7 hours a day
- Concurrent experience while teaching (ex. a night job) is **not** allowable



- Only professional work in the public or private sector directly related to the content field will be considered
- Academic certifications: Experience is earned AFTER a Bachelor's degree from an accredited university is conferred
- CTE certifications:
 - Experience is earned after a high school diploma, or its equivalent is completed
 - Work-based certification does not require a Bachelor's Degree
 - Eligible employees must submit a Non-Teaching Occupational Experience request via the SCDE Educator Portal, regardless of what has been submitted to the SCDE at a previous time
- A job description and employer verification must be submitted with the application to SCDE. For self-employed occupations, a third-party verification must be submitted with the application.
- Experience can be revoked if an educator falsifies documents

Will the non-teaching occupational experience credits count toward other agencies, such as PEBA, retirement, etc.?

An educator is not entitled to increased years of experience for any purpose other than advancement on the teacher salary schedule (including retirement eligibility, etc.).

Who is eligible to submit requests?

- All educators with valid/current certificates are eligible, including (but not limited to) teachers, principals, assistant principals, assistant administrators, directors, classified employees with active certificates, etc.
- Educators applying for South Carolina certification for the first time may submit non-teaching occupational experience at the time of application to SCDE.
- Educators who entered the profession prior to July 1, 2025, and possess qualifying non-teaching occupational experience, may now submit the verification form and additional documentation to request additional experience credit to SCDE.

How do I request additional years of non-teaching occupational experience?

For evaluation by the South Carolina Department of Education, the **applicant** must submit:

- A request to add non-teaching occupational experience via the [My SC Educator Portal](#).
- A completed [Non-teaching Occupational Experience Verification Form](#), verified by the employer.*
- A job description from the employer demonstrating relevance to the certification area.*
- For an educator who is self-employed, the verification must be completed by a third party, such as an accountant, attorney, or business manager affiliated with the business.

*The experience form and the employer job description may be submitted through [My SC Educator Portal](#), or the employer can email the forms to certification@ed.sc.gov.

Can CCSD submit my experience credit request for me?

No, per the guidelines, educators must submit requests on their own through their My SC Educator portal login. CCSD does not process experience updates independently or in advance of the SCDE verification. If you believe you are eligible for additional experience under these new guidelines, please reach out to the SCDE using the application steps above and complete the documentation they require to review your case.

What do I do if the SCDE awards me additional experience under the new legislation?

CCSD is NOT notified when an update is made to certificates. While we review and compare certificate data regularly, it is the responsibility of the employee to notify Human Resources when an update is made to a certificate (degree level, years of experience, additional cert areas, or endorsements). Please send a copy of both the certificate and the accompanying letter to HRinfo@charlestoncountyschools.gov or certification@charlestoncountyschools.gov so our team can ensure changes are processed locally.

If granted additional non-teaching occupational experience, when will I see the change in pay with CCSD?

- Per the SCDE, salary adjustments under the new legislation will be determined by the employing school district. Updates to awarded experience credit for non-teaching occupational experience will begin in the 26-27 school year. Additional credit for Act 29 will not be paid out for the current year (2025-26) and experience credits are not retroactive.
Example: An educator is awarded additional experience in March 2025. The additional steps will appear in their 26-27 salary step.

For non-experience credit awarded in 26-27 (or later) on existing certificates, payment will be dated to the position start date of the year awarded.

Example: An educator's start date for the 26-27 school year is August 10, 2026. The educator receives 3 additional years of non-teaching experience in November 2026 from SCDE. Once submitted to CCSD, that educator's additional pay for the new experience is backdated to Aug 10, 2026.

Who do I contact if I have a concern, dispute, or discrepancy regarding the outcome of my application for non-teaching occupational experience?

All questions regarding granting experience (of any kind) should be directed to the SC State Department of Education and certification@ed.sc.gov. CCSD operates solely on the years of experience granted by SCDE on your certificate and can only make adjustments once SCDE has completed its review/updates.

Additional questions? More details are provided on this SCDE [webpage](#), and/or you can reach out to certification@ed.sc.gov.