

# EXTENSION REQUEST FORM

## Program of Alternative Certification for Educators (PACE)

DIVISION OF EDUCATOR QUALITY AND LEADERSHIP  
 OFFICE OF EDUCATOR CERTIFICATION  
 LANDMARK II OFFICE BUILDING  
 3700 FOREST DRIVE, SUITE 500  
 COLUMBIA, SOUTH CAROLINA 29204

PACE Participants are required to complete all PACE program requirements within three academic years of receipt of the initial alternative route certification. If there are extenuating circumstances that prevented the individual from completing the program requirements within the three year time limit, the PACE participant and employing school district can use this form to request a one-time, one academic year extension to complete program requirements. Please read and complete this form. It must be signed by all individuals listed. **All documents verifying completed PACE requirements must be on file for evaluation and approval of the extension.** This form will be reviewed by the Office of Educator Certification.

If approved, this extension would be for one academic year. The extension would only be granted for the academic year immediately following the third academic year of program participation. If all program requirements are not completed by June 30 of this extended year, the individual would no longer be considered a participant in PACE and would not be given any additional opportunities to complete PACE requirements. If all documentation and the PACE Request for Professional Certificate form are not on file by August 1 of the extended year, no additional opportunities to complete PACE requirements will be given.

**PLEASE PRINT**

Academic Year For Extension July 1, _____ through June 30, _____		Cohort Number	Date of Request
PACE Participant Name (Last, First, Middle, Maiden)			PACE Participant Social Security Number
Employing District	Employing School		
Certification Area	Please check the appropriate grade level <input type="checkbox"/> K-12 <input type="checkbox"/> Middle Level <input type="checkbox"/> Secondary		
<b>Please indicate the current status of PACE Program Requirements</b>			
<b>Requirements</b>	Completed and documentation is on file in the Office of Educator Certification	To be completed during the requested extension year	
Classroom Management Higher Education Institution: _____ Prefix and Course Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Methods in the Content Area Higher Education Institution: _____ Prefix and Course Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Elective Higher Education Institution: _____ Prefix and Course Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Principles of Learning and Teaching Examination (PLT)	<input type="checkbox"/>	<input type="checkbox"/>	
Three successful years of teaching (ADEPT evaluations)	<input type="checkbox"/>	<input type="checkbox"/>	

**If this extension request is approved, the school administrator, the district administrator, and the PACE participant have read all information provided on this form and understand that**

- All remaining PACE requirements must be completed *during* the one-year extension period.
- If all requirements are not completed, this individual will no longer be considered a PACE participant and will not be granted an additional extension for any reason.
- If all requirements are not completed, this individual will not be eligible for readmission to PACE in the future.
- All PACE requirements must be completed by June 30 of the extension year and all documentation and the request for a professional certification must be received by August 1 following the extension year.

PACE Participant (signature)		Date
Principal of Employing School (printed)	Principal of Employing School (signature)	Date
Superintendent of Employing District Name (printed)	Superintendent of Employing District Name (signature)	Date