

# Certificate Type & Options (Application Screen) SD Educator Certification

1 Every application requires you to make a selection for the "Certificate Type & Options" you are requesting.

- If you do not make a selection it will delay the processing of your application.
- It will also cause issues with determining your application fee.

DEPARTMENT OF EDUCATION  
Learning. Leadership. Service.

## Initial Educator Application

Step 6 of 11 (45% completed) ^

- ✓ Contact Information
- ✓ Address Information
- ✓ Personal Information
- ✓ Qualification Information
- ✓ State Designated Tests
- Certificate Type & Options
- Conduct Review

\* Indicates required

Certificate Type & Options

Add Remove All

Actions	Certificate Type
No data to display	

\* I've selected all my preparations.



Division of Accreditation and Certification, Office of Educator Certification  
[certification@state.sd.us](mailto:certification@state.sd.us)  
Updated December 2023

2 Click "Add" to make your selections.

## Initial Educator Application

Step 6 of 11 (45% completed) ^

- ✓ Contact Information
- ✓ Address Information
- ✓ Personal Information
- ✓ Qualification Information
- ✓ State Designated Tests
- Certificate Type & Options
- Conduct Review
- Citizenship Oath
- Review

\* Indicates required

Certificate Type & Options

Add

Remove All

Actions

Certificate Type

No data to display

\* I've selected all my preparations.

3 Click "-- None --" to view the options for the certificate types available.

My Draft

### Add Row

Certificate Type  
-- None --

Level  
-- None --

Preparations

Select endorsements in which you have met requirements and would like add

Cancel Add

## 4

Select the certificate type that matches how you plan to be certified. South Dakota offers five certification types.

- **Teacher** eligibility:

- completion of an educator preparation program; or
- completion of an alternative certificate program in another state with 3-years of teaching experience in the past 5 years.

- **Administrator** eligibility:

- completion of an educator preparation program; or
- completion of an alternative certificate program in another state with 3-years administrative experience in the past 5 years.

- **Education Specialist** eligibility:

- completion of a preparation program for curriculum director, school counselor, school psychologist, special education director; or
- completion of SD coursework requirements for school psychological examiner, mentor teacher, mentor school counselor, technology integrationist or technology coordinator.

- **Educator Permit** eligibility:

- completion of eligibility requirements as outlined in ARSD 24:28:09 for language and culture, performing artist, JROTC, expert lecturer, athletic coaching, international exchange, drivers education, American sign language, braille education, school business official, CEO, CTE instructor, library science, student teacher or advanced student teacher.

- **Alternative** eligibility:

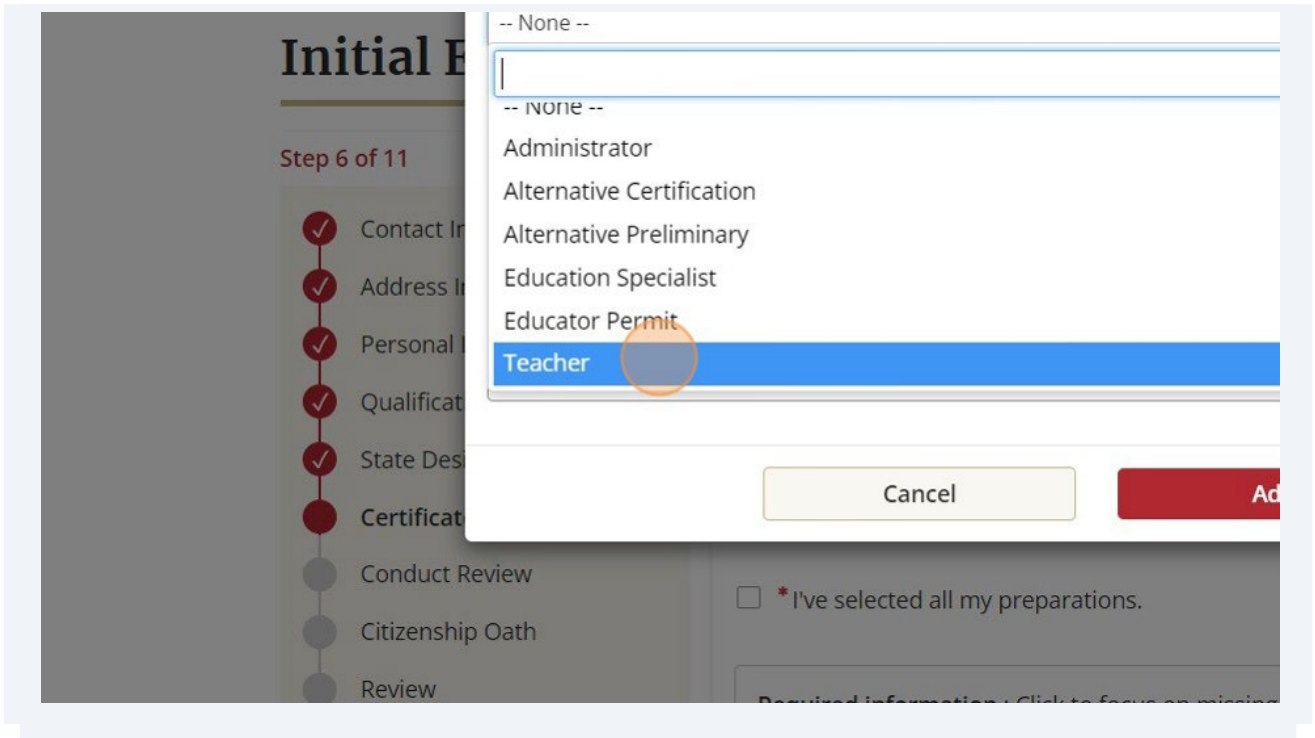
- **Alternative Preliminary:**

- This is STEP 1 in the process for alternative certification and must be issued prior to signing a contract.

- **Alternative Certification:**

- Hold an active Alternative Preliminary Certificate; and
- Have an intent to employ signed by a SD public or department-accredited school to pursue General Education, Teach for America, Career and Technical Education, Special Education or Administrator Alternative Certification as outlined in ARSD 24:28:11 - 24:28:15.

**This document will outline the selections for an individual who has completed an Educator Preparation Program for an Elementary Teacher certificate.**



5 Click "-- None --" to select the level of your certificate.

- **Teacher:** Professional or Advanced

- You should select professional, unless you have 5-years of certified teaching experience and a Masters degree or higher.

- **Administrator:** Professional or Advanced

- You should select professional, unless you an Education Specialist degree or higher.

- **Education specialist:** No Level

- **Educator permit:** No Level

- **Alternative Preliminary:** No Level

- **Alternative Certification:** Not Completed or Completed

- You should select Not Completed, unless you *have completed all* of the coursework and testing requirements.

The screenshot shows a web application interface. In the foreground, a modal window titled "Add Row" is open. It contains the following fields:

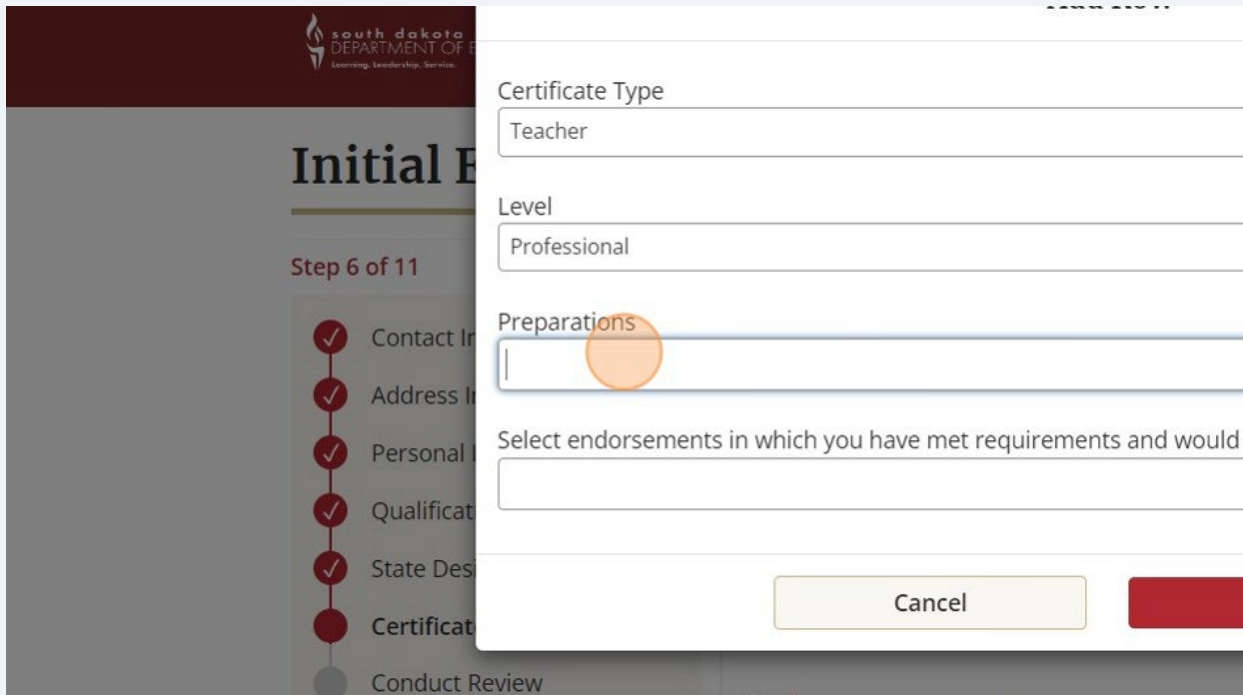
- Certificate Type:** A dropdown menu with "Teacher" selected.
- Level:** A dropdown menu with "-- None --" selected. This field is highlighted with an orange circle.
- Preparations:** A text input field.
- Select endorsements in which you have met requirements and would like to add:** A text input field.

In the background, a progress bar indicates "Step 6 of 11". The steps are:

- Contact Information
- Address Information
- Personal Information
- Qualifications
- State Description

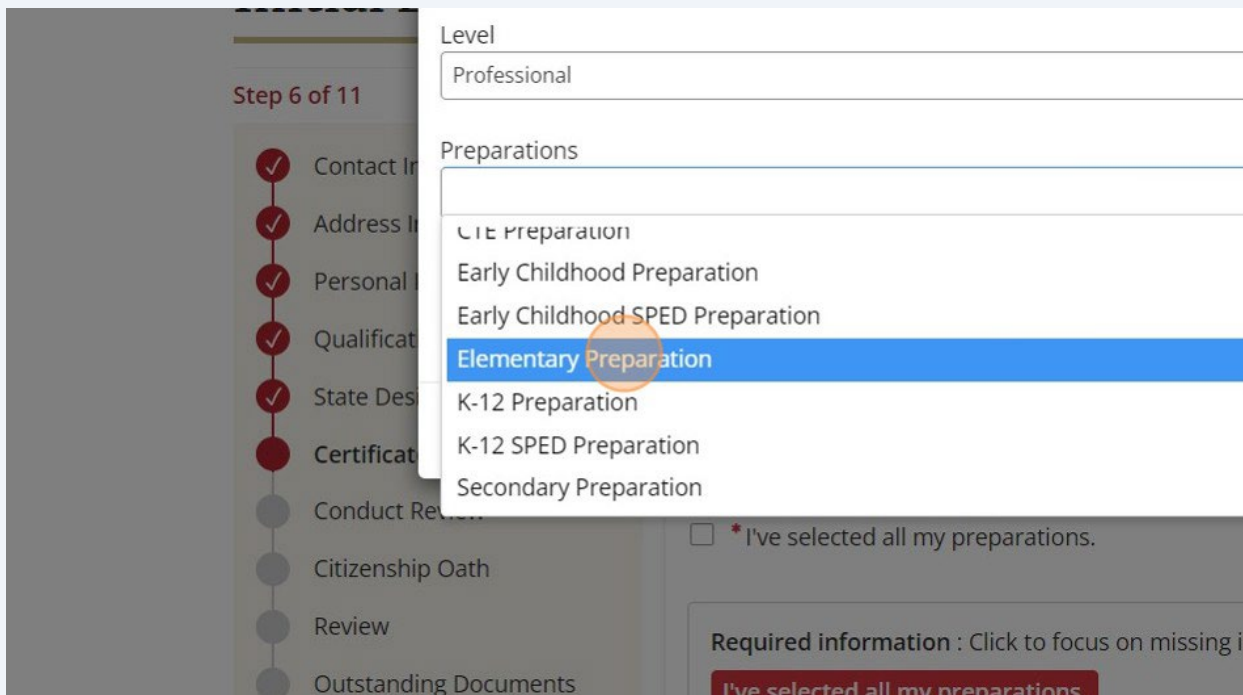
6

Click the "Preparations" field. The preparation will be filtered based on your certificate type that you selected.



7

Click "Elementary Preparation"



8

Click the "Select endorsements in which you have met requirements and would like added to your certificate." field. You can type the endorsement or you can scroll through the list.

**Endorsements MUST be selected by the educator for it to be issued on your certificate.**

Initial E

Step 6 of 11

- ✓ Contact Information
- ✓ Address Information
- ✓ Personal Information
- ✓ Qualifications
- ✓ State Description
- Certificate Information
- Conduct Review
- Citizenship Oath
- Review

Level

Professional

Preparations

✕ Elementary Preparation

Select endorsements in which you have met requirements and would like added to your certificate.

Cancel Add

\* I've selected all my preparations.

Required information : Click to focus on missing information

9

Elementary Teachers completing a K-8 program in South Dakota typically choose TEN endorsements based on the testing completed. To find what your passing test qualifies you for use the State Test search box on the [Endorsement Search on the Educator 411](#).

Click "5th - 8th Grade English Language Arts"

Level  
Professional

Preparations  
x Elementary Preparation

Select endorsements in which you have met requirements and would like to receive

5th - 8th Grade English Language Arts	Elementary - :
5th - 8th Grade Math	Elementary - :
5th - 8th Grade Science	Elementary - :
5th - 8th Grade Social Science	Elementary - :
Early Childhood Birth Through Grade Three	Early Childho
Early Childhood SPED Birth through Grade Three	Special Educa
Elementary Art Education	K-12 Art

Required information : Click to focus on missing information

I've selected all my preparations.



10

After selecting an endorsement you will see the Endorsement Tips will show other endorsements you are eligible for, as an example when selecting "5th - 8th Grade English Language Arts" the Endorsement Tips show other endorsements that typically are selected.

Partial E

5 of 11

Contact In

Address In

Personal I

Qualificat

State Des

Certificat

Conduct F

Citizenshi

Review

Level

Professional

Preparations

Elementary Preparation

Select endorsements in which you have met requirements and would like added to your certificate. ?

5th - 8th Grade English Language Arts

Endorsement Tips

5th - 8th Grade English Language Arts: If you took the Elementary Praxis test you may also be eligible following endorsements:

- Self Contained Fifth - Eighth Grade
- 5th - 8th Grade Math
- 5th - 8th Grade Science
- 5th - 8th Grade Social Science

11

Review the list that has been selected to ensure it is reflecting your request. Only select endorsement you are eligible for, if you are unsure check the [Educator 411](#) prior to making your selection.

**\*\*Do NOT select all 155 endorsements, it will delay the processing of your application.**

The screenshot shows a web application interface for selecting endorsements. At the top, there are dropdown menus for 'Teacher' and 'Level' (set to 'Professional'). Below these is a 'Preparations' section with a checked box for 'Elementary Preparation'. A section titled 'Select endorsements in which you have met requirements and would like added to your certificate.' contains several checkboxes, many of which are checked. A blue highlight is over the 'K - 4th Grade Social Science' checkbox, and an orange circle highlights the 'Elementary - Subject Specific' label. A tooltip is visible over the 'K - 4th Grade Social Science' checkbox, listing related endorsements and eligibility information. The background shows a sidebar with navigation options like 'Contact', 'Address', 'Personal', 'Qualifica', 'State De', 'Certifica', 'Conduct', 'Citizensh', 'Review', 'Outstand', and 'Payment'.

12

After you have confirmed your selection, scroll to the bottom of the page and click "Add" to save your selections.

The screenshot shows a confirmation dialog box with a list of selected endorsements: 'Grade Math', 'Grade Science', 'Grade Social Science', and 'Grade English Language Arts: If you took the Elementary Praxis test you may also be eligible for the following endorsements:'. Below this list are the words 'ained K-4th Grade', 'ained Fifth - Eighth Grade', 'ade English Language Arts', 'ade Math', and 'ade Science'. At the bottom of the dialog are two buttons: 'Cancel' and 'Add'. An orange circle highlights the 'Add' button. The background shows a sidebar with navigation options like 'Contact', 'Address', 'Personal', 'Qualifica', 'State De', 'Certifica', 'Conduct', 'Citizensh', 'Review', 'Outstand', and 'Payment'.

13

If you need to request additional certificate types, click "Add" to make another selection.

**For example:** Drivers Education is issued with an Educator Permit not a Teaching Certificate. You will need to add an new selection including the Certificate Type, Preparation, Level and Endorsement.

## Initial Educator Application

Step 6 of 11 (45% completed) ^

- ✓ Contact Information
- ✓ Address Information
- ✓ Personal Information
- ✓ Qualification Information
- ✓ State Designated Tests
- Certificate Type & Options
- Conduct Review
- Citizenship Oath

\* Indicates required

Certificate Type & Options



Remove All

Actions

Certificate Type



Teacher

\* I've selected all my preparations.

Qualifications

14

To review your selections, click on the pencil icon. To delete a row, click on the "x" to delete.

on  
ions  
:s

Certificate Type & Options

Add Remove All

Actions	Certificate Type	Level
	Teacher	professional
	Educator Permit	

\*I've selected all my preparations.

Qualifications

Requirement	Qualification Type	Description

15

If you have made all of your selections, click the check box "I've selected all my preparations."

- Personal Information
- Qualification Information
- State Designated Tests
- Certificate Type & Options
- Conduct Review
- Citizenship Oath
- Review
- Outstanding Documents
- Payment Transaction

Add Remove All

Actions	Certificate Type
	Teacher
	Educator Permit

\*I've selected all my preparations.

Qualifications

Requirement	Qualification Type	Description
5th - 8th Grade English Language Arts	Optional	5002 Elementary Middle School English Language Arts: Content Know

16

Then scroll to the bottom of the page and click "Next" to continue with the application.

