

*Date Received by SD DOE:*  
Form AC2 (07-2017)

Office of Educator Certification

**Alternative Certification District Renewal Recommendation**

PRINT ALL INFORMATION IN BLUE OR BLACK INK!

General Education, CTE and TFA Alternative Certification

**Part 1 – Applicant Information to be completed by the employing school district.**

Certificate Number		Expiration Date
Last Name	First Name, MI	Maiden/Previous Last Name

**Part 2 – School district sign off to recommend renewal of alternative certification for one year.**  
Email completed form to [certification@state.sd.us](mailto:certification@state.sd.us)

School District Name	School Building Name
Grade Level	Content Area

Class Assignment(s)

What mentorship was provided throughout the last year?

What orientation was provided throughout the last year?

Explain the mentorship and orientation that will be provided during the next school year?

Did the applicant adhere to the South Dakota Code of Professional Ethics for Teachers in chapter 24:08:03?  
 Yes  No

Did the applicant meet the expectations of the district to continue employment at the school district?  
 Yes  No

<b>What coursework and state-designated test has been completed to meet the requirements for alternative certification?</b>
<b>What remaining coursework and state-designated test requirements will be completed in during the next school year?</b>
<b>Was the applicant trained on the school teacher evaluation system? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain how this will be met.</b>

As of July 1, 2019, according to ARSD 24:28:11:08, 24:28:12:08, and 24:28:13:08, a public or Department-accredited school employing an individual with an alternative teaching certificate applicant shall:

- (1) Verify the applicant has a valid alternative preliminary certificate;
- (2) Document that the school attempted but was unable to hire a teacher with a professional or advanced teaching certificate prior to hiring an applicant with an alternative certificate;
- (3) Offer a state-approved mentoring program;
- (4) Provide the applicant with information about the South Dakota Code of Professional Ethics for Teachers in chapter 24:08:03;
- (5) Train the applicant on the school teacher evaluation system; and
- (6) Recommend the applicant for renewal based on documented performance and progress.

**We, the Public or Department-Accredited School, are recommending renewal of alternative certification for the above individual and understand that the:**

- certificate must be renewed yearly with our recommendation for renewal;
- maximum length for alternative certification is three years;
- individual must adhere to the South Dakota Code of Professional Ethics for Teachers in chapter 25:08:03;
- individual may not teach grades or content beyond the endorsements listed on the certificate; and
- individual must be working towards the requirements to obtain a professional teaching certificate.

<b>Print Name of Authorized Official</b>	<b>Print Title of Authorized Official</b>		
<b>Email Address</b>	<b>Telephone (including area code)</b>		
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Signature of Authorized Official</b>			<b>Date</b>

**Email:** [certification@state.sd.us](mailto:certification@state.sd.us)

**Mailing Address:** Department of Education, Certification Office, 800 Governors Drive, Pierre, SD 57501