

Date Received by SD DOE:
Form AC4 (12-2018)

Office of Educator Certification Alternative Certification District Renewal Recommendation
Type all information or use blue or black ink. Special Education Alternative Certification

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

South Dakota Teaching Certificate Number		Expiration Date
Last Name	Last 4 digits of the SSN	
First Name	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

Public or Department-Accredited School	School Building Name
Grade Level	Content Area

Class Assignment(s)

What mentorship was provided by an individual with special education experience throughout the last year?

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

Requirements for completion:	Completed	Date of Completion	Intended Completion Date
Six-credit, year-long special education practicum	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Special education law	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Special education-related course	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Pass the state-designated pedagogy test	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Pass the state-designated content test	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Did the applicant meet the expectations of the district to continue employment at the school district as a special education teacher? Yes No

As of July 1, 2017, according to ARSD 24:28:14:08, a public or Department-accredited school employing an individual with a special education alternative teaching certificate shall:

1. Verify the applicant has three years of teaching experience in the past five years;
2. Verify the applicant has a valid professional or advanced teaching certificate;
3. Provide mentorship by an individual with special education experience;
4. Recommend the applicant for the special education alternative certificate endorsement;
5. Document that the school attempted but was unable to hire a professional or advanced teaching certificate holder qualified to teach special education prior to hiring an applicant for the special education alternative certificate; and
6. Recommend the special education alternative certificate 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:

- certification must be renewed yearly with our recommendation for renewal;
- maximum length for alternative certification is three years; and
- individual must be working towards the requirements to obtain an early childhood special education endorsement or K-12 special education endorsement.

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

Save the completed form as a PDF and Email to certification@state.sd.us