

**Date Received by SD DOE:**  
Form AC6(07-2017)

Office of Educator Certification  
PRINT ALL INFORMATION IN BLUE OR BLACK INK!

**District Renewal Recommendation Administration**  
Administration Alternative Certification

**Part 1 – Applicant Information**

<b>Certificate Number</b>		<b>Expiration Date</b>
<b>Last Name</b>	<b>First Name, MI</b>	<b>Maiden/Previous Last Name</b>
<b>Telephone Number</b>	<b>Email Address</b>	

**Part 2 – Public or Department-Accredited school intent to employ through alternative certification.**  
Email completed form to [certification@state.sd.us](mailto:certification@state.sd.us)

<b>Public or Department-Accredited School</b>	<b>School Building Name</b>
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<input type="checkbox"/> <b>Superintendent</b> <ul style="list-style-type: none"> <li>All requirements must be completed within five years with 21 transcribed credits from a regionally-accredited institution of higher education with a grade of C or higher in the following areas.</li> </ul>			
Coursework Strands	Completed	Completion Date	Intended Completion Date
Leadership and district culture			
Organizational management			
Values and ethics of leadership			
Educational policy and law			
Communication			
Community relations			
Curriculum planning and development			
School finance			
Instructional management			
Three-hour approved South Dakota Indian studies course			
Pass the state-designated content test: 6021 School Superintendent			

<input type="checkbox"/> <b>K-12 Principal</b> <ul style="list-style-type: none"> <li>All requirements must be completed within five years with 18 transcribed credits from a regionally-accredited institution of higher education with a grade of C or higher in the following areas.</li> <li>State-designated content test must be completed for the first renewal.</li> </ul>			
Coursework Strands	Completed	Completion Date	Intended Completion Date
Instructional leadership			
Ethical and inclusive leadership			
Cognitive coaching/facilitation skills			
Creating a safe and inclusive school environment			
Process management			
Systems management			
Educational policy and law			
Three-hour approved South Dakota Indian studies course			
Pass the state-designated content test: 6011 School Leaders Licensure Assessment			

**We, the Public or Department-Accredited School, understand that:**

- the certificate must be renewed yearly with our recommendation for renewal;
- the individual must pass the state-designated school superintendent assessment or the school leadership assessment prior to renewal of the certificate;
- the maximum length for alternative certification is five years;
- we must provide information about the South Dakota Code of Professional Ethics for Teachers in chapter 24:08:03, and the South Dakota Code of Professional Ethics for Administrators in chapter 24:11:03;
- we must train the applicant on the administrator and teacher evaluation system; and
- the individual must be working towards the requirements to obtain a professional administrator certificate for superintendent or K-12 principal.

**K-12 Principal must be signed off by superintendent or school board.**

**Superintendent recommendation must be signed by school board.**

<b>Print Name of Authorized Official</b>		<b>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