

SD EDUCATOR CERTIFICATION FLEXIBILITY OPTIONS

This document contains the allowable options within the South Dakota educator certification rules, [ARSD 24:28](#), that were specifically created for districts who are struggling to find certified educators.

- The SD state accreditation system requires that all accredited or approved non-public schools comply with state law, administrative rule, and Department of Education policy.
 - [ARSD §§ 24:43:02:02](#) and [24:43:04:02](#).
- Only SD certified educators can be placed on a Plan of Intent (POI) for two years in the personnel record form (PRF) to gain the proper endorsement to cover the assignments they are teaching, during this time they are considered Certified Non-Authorized.
 - Certified Non-Authorized is an indication that the educator is not holding the proper endorsement for the assignment they are teaching.
 - Use the “Endorsement Search” on the [Educator 411](#) to find out the requirements for adding an endorsement based on the educator’s preparation.
 - System Guides: <https://doe.sd.gov/certification/guides.aspx>
- Non-certified educators cannot be placed on a Plan of Intent (POI).
 - They will be on a Corrective Action Plan (CAP) to gain certification.
 - They cannot be paid a certified wage, and the district must continue to advertise the position. Review guidance in this document about long-term substitutes.

SDCL 13-42-1.2. Certificate required for teachers, administrators, and other educational professionals in schools. No person may draw wages as a teacher, administrator, or other educational professional in any public school or other accredited school who does not have a valid certificate.

SDCL 13-43-5. Certificate required before contract signed--Exception when academic training being completed. A teacher may sign a contract only upon exhibition of a valid certificate to teach the courses and grades in the school contemplated under the contract and to qualify the school for accreditation. A person is eligible to sign a contract if the person is completing academic training which would qualify the person for issuance or renewal of a teaching certificate. However, if a certificate is not issued prior to the time for performance of the contract, the contract is thereafter void. Prior to making payment under the contract, the validity of the certificate shall be verified through the Department of Education's public online certification database.

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How to fill a teaching position with an educator permit?

EDUCATOR PERMITS ARSD 24:28:09	DESCRIPTION – For more information visit https://doe.sd.gov/certification/EdPermits.aspx
Advanced Student Teacher More information	<ul style="list-style-type: none"> • Allows a student teacher holding this permit to receive monetary compensation from a school partner. • Is issued to an individual who does not require direct supervision by an assigned cooperating teacher. • Allows a student teacher holding this permit to be hired as a teacher of record during the student teaching experience, the successful completion of which must satisfy the associated criteria for the student teaching experience.
Career and Technical Education (CTE) Instructor More information	<ul style="list-style-type: none"> • Allows individuals without a teaching degree to teach a limited to only CTE pathways, and individuals may not add other endorsements except those specifically available through that route. <p>Comparison of CTE Alternative Certification and CTE Instructor Permit.</p> <ul style="list-style-type: none"> • Upon completion of requirements, applicants cannot add any endorsements other than the ones available through this permit. <p><i>**Applicants wanting to receive a full teaching certificate and teach in the area of CTE are encouraged to pursue CTE Alternative Certification.**</i></p>
Expert Lecturer More information	<ul style="list-style-type: none"> • Allows applicants with distinctive qualifications and experiences to teach a specific course which adds unique learning opportunities for students. • Not intended to fill a vacant position, but to offer enhanced learning opportunities for students. Such as filling an AP course that is offered one time a day.
Performing Artist More information	<ul style="list-style-type: none"> • Designed to allow districts flexibility in the areas of art, dance, drama, and music when district is unable to hire a certified teacher. • Intended for, but not limited to, rural districts.
Native American Language and Culture More information	<ul style="list-style-type: none"> • Allows individuals without a teaching degree to teach the Lakota language and culture. • Applicants must demonstrate knowledge of the language and culture.
Eminent Scholar Language and Culture More information	<ul style="list-style-type: none"> • Allows individuals without a teaching degree to teach the Lakota language and culture. • Applicants must demonstrate knowledge of the language and culture and meet requirements for the Eminent Scholar Program.
American Sign Language Instructor More information	<ul style="list-style-type: none"> • Allows applicants without a teaching degree to serve as instructor of American sign language.
Braille Education Instructor More information	<ul style="list-style-type: none"> • Allows applicants without a teaching degree to serve as instructors for blind or visually-impaired students.
Library Science More information	<ul style="list-style-type: none"> • Allows applicants without a teaching degree, with a master's in library science to serve as school librarian.
Junior ROTC More information	<ul style="list-style-type: none"> • Allows applicants without a teaching degree to serve as instructors for ROTC assignments.

What are the alternative certification options for teachers?

ROUTES	DESCRIPTION
General Education Applicants must hold a bachelors degree or higher.	Leads to a secondary or K-12 preparation, in South Dakota. <ul style="list-style-type: none"> General education content areas such as math, science, social science, English, PE, art, music, etc An applicant may not teach early childhood education, elementary self-contained or subject-specific grades K through four, early childhood special education, or special education. ARSD 24:28:11 General education alternative certification.
Career and Technical Education (CTE)	Leads to a Career and Technical Education (CTE) preparation, in South Dakota. <ul style="list-style-type: none"> CTE Content areas such as Agriculture, Food & Natural Resources, Construction, Family and Consumer Sciences, etc Individuals going through this pathway may also add endorsements outside of CTE where requirements are met. ARSD 24:28:12 Career and technical education alternative certification. <ul style="list-style-type: none"> Individuals who want to teach CTE but not complete the additional coursework requirements may prefer to apply for a CTE Instructor Permit. Comparison of CTE Alternative Certification and CTE Instructor Permit. CTE Teacher Certification
Teach for America (TFA) Applicants must hold a bachelors degree or higher.	Leads to elementary teacher, secondary teacher, or K-12 teacher preparation, in South Dakota. <ul style="list-style-type: none"> Not intended for individuals who want to teach Early Childhood, Early Childhood Special Education or K-12 Special Education. Applicants must hold a bachelors degree or higher; additional requirements are available on the TFA website to become a participant. ARSD 24:28:13 Teach for America alternative certification.
Special Education Alternative Certification Applicants must currently hold a valid SD teaching certificate and have 3 or more years of teaching experience within the past 5 years.	Leads to early childhood special education or K-12 special education endorsement, in South Dakota. <ul style="list-style-type: none"> This is considered the fast-track route to the SPED Endorsement, until completed the endorsement will have an expiration date. ARSD 24:28:14 Special education alternative certification. <p>TASKS YOU CAN DO:</p> <ul style="list-style-type: none"> Works with student(s) on IEP – under the supervision of the special education mentor teacher or certified special education staff Awards grade to student on IEP – but needs to be certified in the content instructing. Evaluates students to determine eligibility – if meets the qualifications for the evaluation instrument <p>TASKS YOU CANNOT DO:</p> <ul style="list-style-type: none"> Writes student IEP – can help draft but the special education mentor teacher or certified special education staff that will sign the IEP must complete the final IEP Signs off on student IEP – must be the special education mentor teacher or other certified special education staff Issues progress report – may collect data but the special education mentor teacher or other certified special education staff that signed the IEP must report progress

What is the process for alternative teacher certification?

Steps	Application	Additional Action
1	<p>1) The Educators needs to create a mySD.gov account and complete the Educator Profile: https://www.sd.gov/educator</p> <p>2) Once they create a profile, then they will complete the Initial Educator application.</p> <p>a. In the section of the application “Certificate Type & Options” you will select Alternative Preliminary for the type and preparation.</p>	<p>The Alternative Preliminary certificate should be issued prior to signing a contract with SD School.</p> <p>*Alternative Preliminary does not allow payment of a contract.</p>
2	<p>Following an offer of employment by a SD school district or department-accredited school, the educator must return to the Educator Portal and complete appropriate Alternative Certification route application:</p> <ul style="list-style-type: none"> • GE and TFA Alternative Certification Route Application • CTE Alternative Certification Route Application 	<p>Once issued, this certificate must be presented to the district to receive a certified wage.</p> <p>The district will need to provide the Intent to Employ form.</p>
3	<p><u>Each year</u> the educator must complete Alternative Certification Renewal Application.</p> <p><u>Each year</u> the district must confirm and complete:</p> <ul style="list-style-type: none"> • “Alternative Certification Annual Progress Report” form on years they are renewing. • “Recommendation to Transition to Professional” when <u>all</u> requirements have been completed. 	<p>All requirements must be completed to transition to a professional five-year teaching certificate.</p> <p>During this time <u>the district</u> must work with the educator to ensure that all requirements are being completed.</p> <p>Certification Forms: https://doe.sd.gov/certification/forms.aspx</p>

What is the correct way to use a Long-Term Substitute?

ARSD 24:28:01:01 "Long-term substitute," an individual acting as a teacher of record for:	
VACANT TEACHING POSITION	(a) No more than forty-five cumulative school days in a vacant teaching position while a school district pursues a contract for a teacher; or
TEMPORARY LEAVE OF ABSENCE	(b) More than forty-five cumulative school days when a teacher is on a temporary leave of absence, if: the teacher's leave of absence is granted pursuant to the Family and Medical Leave Act of 1993, 29 U.S.C. § 2601, et seq. as amended to March 18, 2020, by the school; or the individual has a valid or inactive teaching certificate.

My applicant is certified in another U.S. State or territory or is a international educator; can I hire them?

RECIPROCITY – ARSD 24:28:16			
ARSD 24:28:16:01 Reciprocity based on the completion of a university educator preparation program.			
<ul style="list-style-type: none"> • bachelor's degree or higher; • included student teaching; • fully certified; and • verification from the licensing state that there are no prior or pending disciplinary actions. 	Valid Certificate	Can apply for endorsements based on crosswalk of endorsements on certificate to South Dakota endorsements. Not required to pass South Dakota state-designated tests.	Can apply for a 1-year provisional certificate to complete SD Indian Studies.
	Invalid Certificate	Must meet South Dakota requirements to add endorsements.	Provisional certification can be renewed one time for an additional year to complete the course.
ARSD 24:28:16:02 Reciprocity based on the completion of another U.S. state or territory alternative certification route.			
<ul style="list-style-type: none"> • bachelor's degree or higher; • eligible for reciprocity if applicant has 3 years of experience in the past 5 years; • fully certified; and • verification from the licensing state that there are no prior or pending disciplinary actions. 	Valid Certificate	Can apply for endorsements based on crosswalk of endorsements on certificate to South Dakota endorsements. Not required to pass South Dakota state-designated tests.	Eligible for reciprocity if applicant has 3 years of experience in the past 5 years.
	Invalid Certificate	Must meet South Dakota requirements to add endorsements.	Can apply for a 1-year provisional certificate to complete SD Indian Studies.
ARSD 24:28:16:02.01 Reciprocity for international educators.			
<p>(1) Holds the U.S. equivalent of a bachelor's degree or higher, as shown by a course-by-course credential report of university-level credit completed by an agency approved by the Association of International Credential Evaluators or the National Association of Credential Evaluation Services that states the course title, grade, and number of semester credit hours earned for each course and the U.S. equivalency of the degree earned;</p> <p>(2) Provides documentation showing completion of a program equivalent to a department-approved educator preparation program; and</p> <p>(3) Submits:</p> <p>(a) Documentation showing that the applicant holds a foreign educator credential in a teaching field comparable to a field recognized in South Dakota; or</p> <p>(b) Documentation, completed by the superintendent, principal, agency director, or designated personnel officer of the foreign school where the applicant is currently or was previously employed, showing that the applicant has at least three years of experience in the applicant's certification area within the previous five calendar years.</p>			<p>Can apply for a 1-year provisional certificate to complete SD Indian Studies.</p> <p>Provisional certification can be renewed one time for an additional year to complete the course.</p> <p>**TIP: Review the U.S. Equivalent Degree on the FCE versus the applicant submitted resume.</p>

How to fill an administrator position with an educator permit?

EDUCATOR PERMITS	DESCRIPTION
CEO Educator	<ul style="list-style-type: none"> Allows someone without an administrator degree to serve in the leadership role of a district or school in the absence of a certified school superintendent or K-12 principal. More information Holders of a CEO permit may not complete teacher evaluations or be designated as a superintendent, assistant superintendent, principal, or assistant principal.

How to fill an administrator position with Alternative Certification?

ALTERNATIVE CERTIFICATION	DESCRIPTION
Superintendent Alternative Certification	<p>Leads to a Superintendent endorsement, in South Dakota.</p> <ul style="list-style-type: none"> This is considered the fast-track route to the Superintendent Endorsement, until completed the endorsement will have an expiration date. <p>Individuals going through this pathway must have a master's degree or higher and 3 or more years of experience in a management role. More information</p> <p>ARSD 24:28:15 Administrator alternative certification.</p>
K-12 Principal Alternative Certification	<p>Leads to a K-12 Principal endorsement, in South Dakota.</p> <ul style="list-style-type: none"> This is considered the fast-track route to the K-12 Principal Endorsement, until completed the endorsement will have an expiration date. <p>Individuals going through this pathway must have completed a teacher education program or alternative certification program and have 3 or more years of teaching experience. More information</p> <p>ARSD 24:28:15 Administrator alternative certification.</p>

How to fill a school counseling position?

EDUCATION SPECIALIST	DESCRIPTION
School Counselor	<p>An applicant may be eligible to be a school counselor based on completion of a School Counselor Preparation Program or through a master's degree or higher in Counseling and 1 year of supervision by a mentor school counselor. More information</p>
Mentor School Counselor	<p>Endorsement required for mentoring an individual with a master's degree or higher in counseling attempting to obtain a school counselor certification. This individual must have 3 or more years of experience of school counseling prior to requesting the endorsement to be a mentor school counselor.</p> <p>**DOE does <u>not</u> have a list of mentors.</p>

I have an applicant with a certificate that is currently invalid, interim, or inactive; can I hire them?

RENEWAL OF INVALID, INTERIM, AND INACTIVE CERTIFICATES	
Temporary Certificate can be issued to an invalid certificate holder.	<p>The educator with an invalid certificate who applies for renewal may receive a one-year temporary certificate to complete the renewal requirements of the certificate type.</p> <ul style="list-style-type: none"> • A temporary certificate may not be renewed. <ul style="list-style-type: none"> ○ Educators will need to meet the regular renewal requirements for the issuance of certification beyond a temporary. • All general requirements must be met before a temporary certificate can be issued. Most common is the completion of an approved South Dakota Indian Studies course. • Invalid educator certificate fee is \$100 in addition to the renewal fee of the certificate type.
Interim Certificate	<p>Duration of interim certificate. An educator with an inactive certificate who applies for valid status may receive a one-year interim certificate to complete the renewal requirements of the certificate type. An interim certificate may not be renewed.</p>
Inactive Certificate	<p>Inactive certificate means a certificate issued to a certificate holder with a valid certificate, who is not acting as an educator and requests the certificate become inactive for a period of five years.</p> <p>Renewal requirements for an inactive certificate:</p> <ol style="list-style-type: none"> 1. Meet the requirements for the Interim Certificate; or 2. Meet the renewal requirements for the applicable certificate; or 3. Apply to renew the inactive certificate.