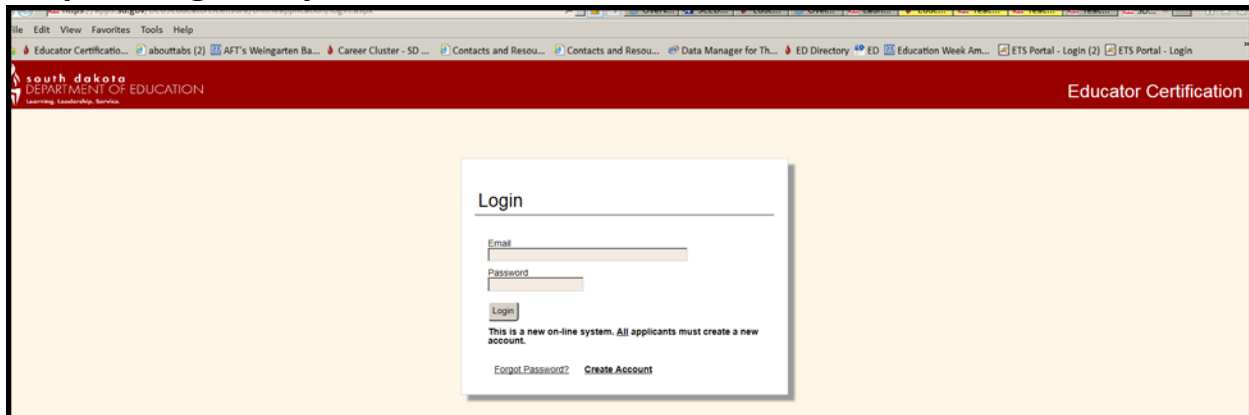


APPLICATIONS

The online application system will determine the types of applications you see based on whether you have a certificate or are applying for a new certificate.

Step 1: Click on the Online Application System at <https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Register.aspx>.

Step 2: Login to your account:

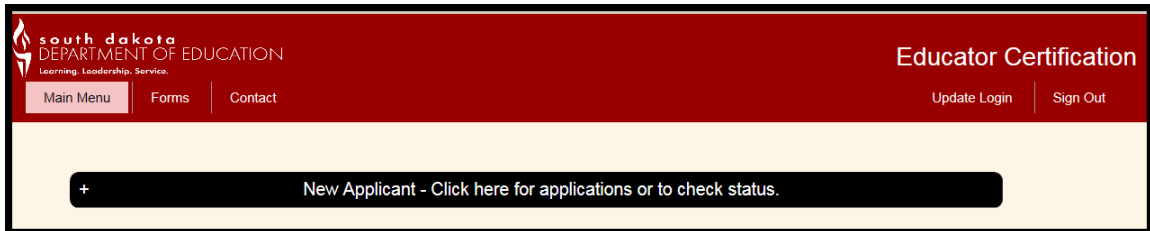


The screenshot shows a web browser window displaying the login page for the South Dakota Department of Education's Educator Certification system. The page has a red header with the department's logo and name on the left, and "Educator Certification" on the right. The main content area is light yellow and contains a white login box. The box is titled "Login" and has two input fields: "Email" and "Password". Below the fields is a "Login" button. A message below the button states: "This is a new on-line system. All applicants must create a new account." At the bottom of the box are two links: "Forgot Password?" and "Create Account".

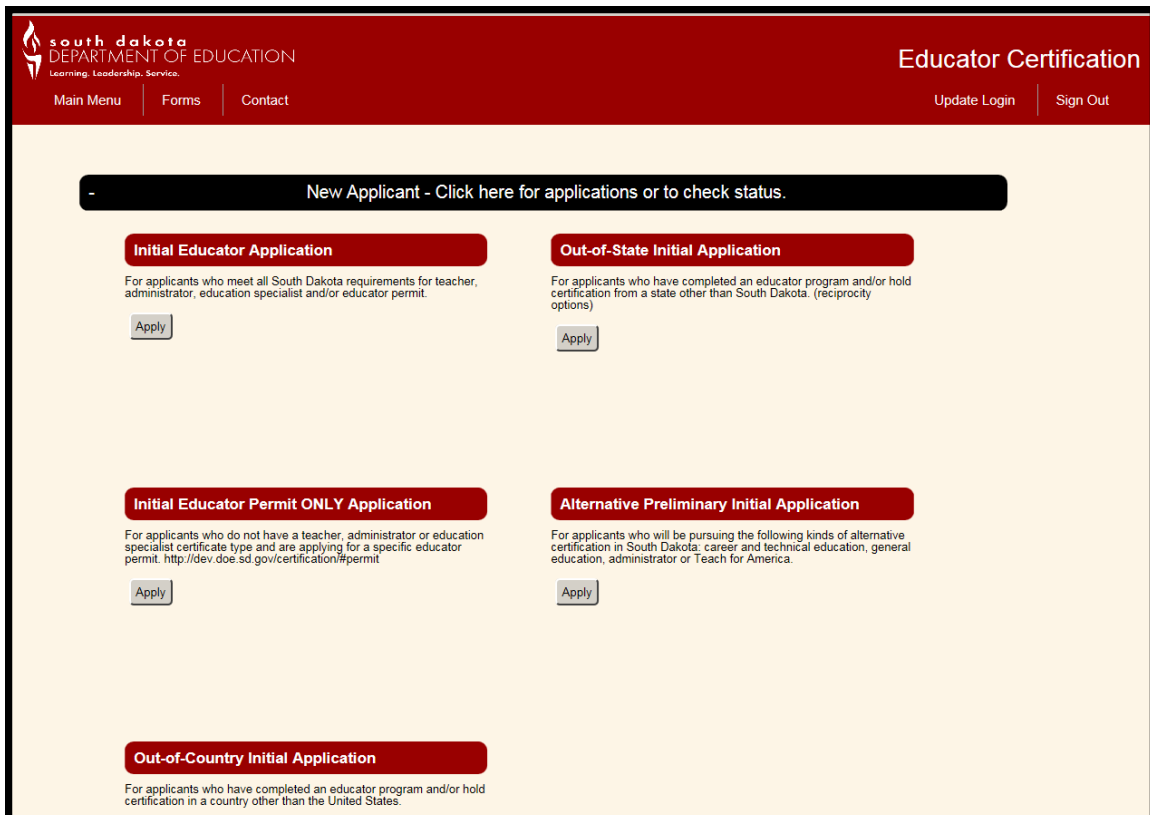
TIP: This is a new online application system. If you have not created an account after July 1, 2017 you will need to create a new account.

Step 3: Select the Appropriate Application

- Individuals who have not previously completed an application will be directed to the New Applicant Screen.

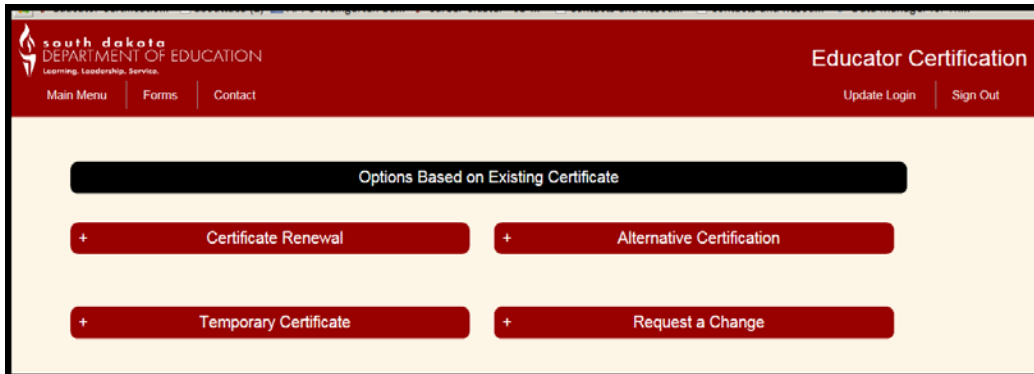


- Click the black bar and a list of all new applications will be displayed

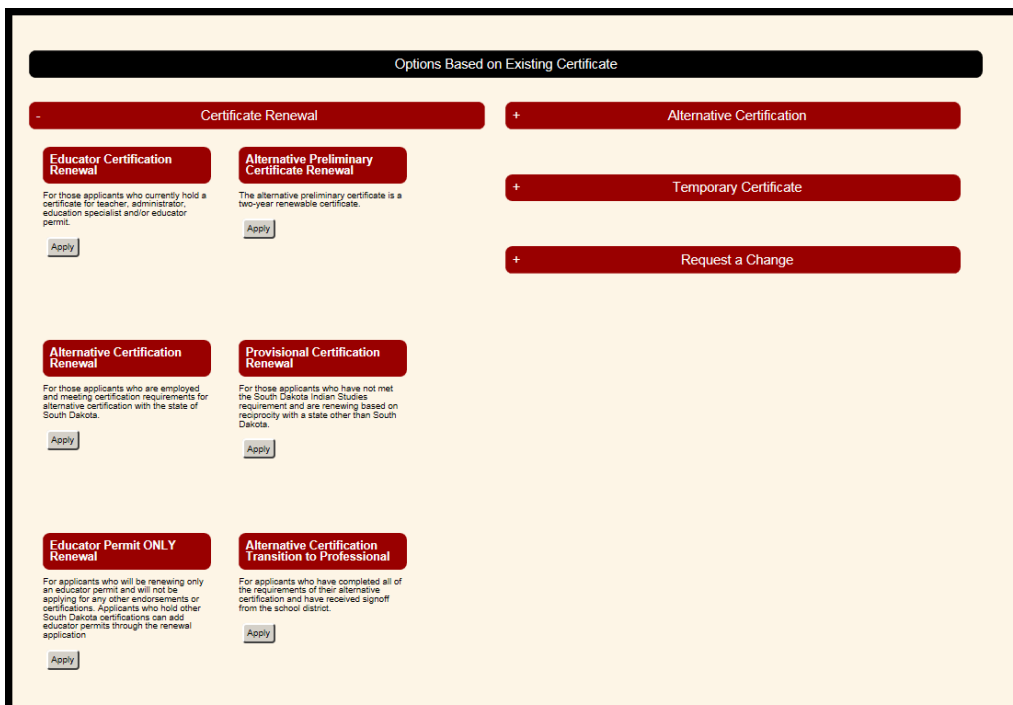


- Click the Apply button by the appropriate application.

- Individuals who have an existing certificate will be directed to the screen called Options Based on Existing Certificate.



- Select the appropriate option
- Each option has a list of additional choices
- Certificate Renewal Option
 - Educator Certification Renewal
 - Alternative Preliminary Certificate Renewal
 - Alternative Certification Renewal
 - Provisional Certification Renewal
 - Educator Permit ONLY Renewal
 - Alternative Certification Transition to Professional



- **Alternative Certification Option (use for adding an initial alternative certification)**
 - General Education Alternative Certification
 - Teach for America (TFA) Alternative Certification
 - Career and Technical Education (CTE) Alternative Certification
 - Special Education Alternative Certification
 - Administrative Alternative Certification

NOTE: The Alternative Certification is not considered an initial certificate because an applicant must have an Alternative Preliminary Certificate prior to applying for Alternative Certification.

Options Based on Existing Certificate

<div style="background-color: #c00000; color: white; padding: 5px; font-weight: bold; margin-bottom: 10px;">+ Certificate Renewal</div>	<div style="background-color: #c00000; color: white; padding: 5px; font-weight: bold; margin-bottom: 10px;">- Alternative Certification</div>
	<div style="background-color: #c00000; color: white; padding: 5px; font-weight: bold; margin-bottom: 5px;">General Education Alternative Certification</div> <p style="font-size: 8px; margin: 0;">For applicants with an active alternative preliminary certificate who have accepted a general education position with a public or Department-accredited school in South Dakota.</p> <div style="background-color: #ccc; padding: 2px; font-size: 8px; margin: 5px auto;">Apply</div>
	<div style="background-color: #c00000; color: white; padding: 5px; font-weight: bold; margin-bottom: 5px;">Teach for America (TFA) Alternative Certification</div> <p style="font-size: 8px; margin: 0;">For applicants with an active alternative preliminary certificate who meet the requirements of the TFA national teacher corps and have accepted a position with a public or Department-accredited school in South Dakota.</p> <div style="background-color: #ccc; padding: 2px; font-size: 8px; margin: 5px auto;">Apply</div>
	<div style="background-color: #c00000; color: white; padding: 5px; font-weight: bold; margin-bottom: 5px;">Career and Technical Education (CTE) Alternative Certification</div> <p style="font-size: 8px; margin: 0;">For applicants with an active alternative preliminary certificate who have accepted a CTE position with a public or Department-accredited school in South Dakota.</p> <div style="background-color: #ccc; padding: 2px; font-size: 8px; margin: 5px auto;">Apply</div>
	<div style="background-color: #c00000; color: white; padding: 5px; font-weight: bold; margin-bottom: 5px;">Special Education Alternative Certification</div> <p style="font-size: 8px; margin: 0;">For applicants who have a valid professional or advanced teaching certificate and have accepted a position as a special education teacher in a public or Department-accredited school in South Dakota.</p> <div style="background-color: #ccc; padding: 2px; font-size: 8px; margin: 5px auto;">Apply</div>
	<div style="background-color: #c00000; color: white; padding: 5px; font-weight: bold; margin-bottom: 5px;">Administrator Alternative Certification</div> <p style="font-size: 8px; margin: 0;">For applicants who have an active alternative preliminary certificate and have accepted a position as a principal or superintendent in a public or Department-accredited school in South Dakota.</p> <div style="background-color: #ccc; padding: 2px; font-size: 8px; margin: 5px auto;">Apply</div>

- **Temporary Certificate**
 - Temporary Certificate

Options Based on Existing Certificate

- + Certificate Renewal
- + Alternative Certification
- Temporary Certificate
- + Request a Change

Temporary Certificate

A one-year temporary certificate is available to applicants who have allowed their certificate to become invalid. This certificate cannot be renewed.

Apply

- **Request a Change**
 - Request a change based on existing certificate
 - Duplicate Request or Profile Change

Options Based on Existing Certificate

- + Certificate Renewal
- + Alternative Certification
- + Temporary Certificate
- Request a Change

Request a change based on existing certificate

Make changes including conversion from professional to advanced or add an endorsement(s). Endorsements may be added with state designated-test, transcript analysis and reciprocity with valid out-of-state certificate. This will not extend the expiration date of your certificate.

Apply

Duplicate Request or Profile Change

Request a duplicate copy or update your last name, address and email. This will not extend the expiration date of your certificate.

Apply