

**Office of Educator Certification**

**Request to add Preparations, Majors or Endorsement**

PRINT ALL INFORMATION IN BLUE OR BLACK INK!

**Part 1 – Applicant Information**

Last 4 digits of SSN		-	
Last Name		First Name, MI	
Maiden/Previous Last Name(s)			
Telephone Number		Email Address	
Street Address			
City		State	Zip



- Paper applications require an **additional \$25 fee**.
- This application can be completed online at [doe.sd.gov](http://doe.sd.gov) with no additional cost.
- **All seven pages** of this application must be completed.
- This application is intended to make changes prior to your scheduled renewal. Changes can also be made during your scheduled renewal time without an additional fee.
- Specific requirements for endorsements and preparations are available on SD Teacher 411 Educator Lookup.
- If your change requires the submission of an official university transcript, there is a \$50 fee for the transcript analysis and processing. **Total fee \$75**
- If your change requires the submission of a state designated test score or valid out of state educator certificate/licensure, there is a \$35 fee for processing. **Total fee \$60**

**Part 2 – Teacher -- Request to add a new preparation, major or endorsement.**

- This section is only for applicants who are making changes to their teaching certificate.
- If you are not making changes to your teaching certificate skip to page 4 for Administrator, Education Specialist or Educator Permits.

**Certificate Type - Teacher**

- Professional - I am new to the profession or I have not met the requirements of the advanced teaching certificate.
- Advanced - I have five or more years of teaching experience **and** have received an advanced degree or National Board for Professional Teaching Standards Certification.

**Certificate Options - Preparation**

- |  |   |                                    |                              |
|--|---|------------------------------------|------------------------------|
| <input type="checkbox"/> Early Childhood | <input type="checkbox"/> Elementary           | <input type="checkbox"/> Secondary | <input type="checkbox"/> CTE |
| <input type="checkbox"/> K-12            | <input type="checkbox"/> Early Childhood SPED | <input type="checkbox"/> K-12 SPED |                              |

**Endorsements – Requirements to add endorsements can be found on the Teacher 411.**

**Early Childhood**

Early Childhood Birth - Grade 3

**Elementary**

Self-Contained K-4<sup>th</sup> Grade

Self-Contained 5<sup>th</sup>-8<sup>th</sup> Grade

Kindergarten

K-4<sup>th</sup> Grade English Language Arts

K-4<sup>th</sup> Grade Math

K-4<sup>th</sup> Grade Science

K-4<sup>th</sup> Grade Social Science

5<sup>th</sup>-8<sup>th</sup> Grade English Language Arts

5<sup>th</sup>-8<sup>th</sup> Grade Math

5<sup>th</sup>-8<sup>th</sup> Grade Science

5-8<sup>th</sup> Grade Social Science

Middle Level Learner

**Secondary**

Secondary Intermediate English Language Arts

Secondary Advanced Composition/Grammar

Secondary Advanced Literature

Secondary Speech/Debate

Secondary Drama/Theater

Secondary Mass Communications

Secondary Intermediate Math

Secondary Advanced Mathematics

Secondary Intermediate Science

Secondary Advanced Biology

Secondary Chemistry

Secondary Physics

Secondary Advanced Physical Science

Secondary Advanced Earth Science

Secondary Intermediate Social Science

Secondary Advanced History Endorsement

Secondary Advanced Political Science

Secondary Advanced Geography

Secondary Economics

Secondary Sociology

Secondary Psychology

**K-12**

Elementary Art Education

Secondary Art Education

Elementary Health Education

Secondary Health Education

Elementary Physical Education

Secondary Physical Education

Elementary Music

Secondary Music

K-12 Vocal Music

K-12 Instrumental Music

Elementary Reading

Secondary Reading

Elementary Latin

Secondary Latin

Elementary French

Secondary French

Elementary German

Secondary German

Elementary Spanish

Secondary Spanish

Elementary Chinese

Secondary Chinese

Elementary Russian

Secondary Russian

Elementary Japanese

Secondary Japanese

Elementary Norwegian

Secondary Norwegian

Elementary World Languages

Secondary World Languages

Elementary Computer Science

Secondary Computer Science

K-12 Classroom Technology

K-12 Distance Educator

Elementary Gifted Education

Secondary Gifted Education

Elementary School Library

Secondary School Library

Elementary Deaf or Hearing Impaired

Secondary Deaf or Hearing Impaired

Elementary Blind or Visually Impaired

Secondary Blind or Visually Impaired

Elementary English as a New Language

Secondary English as a New Language

Elementary South Dakota Indian Studies

Secondary South Dakota Indian Studies

<b>K-12 Special Education</b>			
<input type="checkbox"/> Early Childhood SPED Birth-3 <sup>rd</sup> Grade	<input type="checkbox"/> K-12 SPED	<input type="checkbox"/> K-12 Adapted Physical Education	
<b>CTE Career Clusters</b>			
<input type="checkbox"/> Arts, Audio-Video, and Communication Career Cluster	<input type="checkbox"/> Agriculture, Food, and Natural Resources Career Cluster	<input type="checkbox"/> Architecture and Construction Career Cluster	<input type="checkbox"/> Business Management and Administration Career Cluster
<input type="checkbox"/> Education and Training Career Cluster	<input type="checkbox"/> Family and Consumer Science Career Cluster	<input type="checkbox"/> Finance Career Cluster	<input type="checkbox"/> Health Science Career Cluster
<input type="checkbox"/> Hospitality and Tourism Career Cluster	<input type="checkbox"/> Human Services Career Cluster	<input type="checkbox"/> Information Technology Career Cluster	<input type="checkbox"/> Law and Public Safety, Security, and Corrections Career Cluster
<input type="checkbox"/> Manufacturing Career Cluster	<input type="checkbox"/> Marketing Career Cluster	<input type="checkbox"/> Science, Technology, Engineering, and Mathematics Career Cluster	<input type="checkbox"/> Transportation, Distribution, and Logistics Career Cluster
<b>CTE Career Pathways</b>			
<input type="checkbox"/> Accounting Career Pathway	<input type="checkbox"/> Agribusiness Career Pathway	<input type="checkbox"/> Animal Systems Career Pathway	<input type="checkbox"/> Audio Video Technology and Film Career Pathway
<input type="checkbox"/> Auto Body Technology Career Pathway	<input type="checkbox"/> Automotive Technology Career Pathway	<input type="checkbox"/> Aviation Career Pathway	<input type="checkbox"/> Banking Services and Business Finance Career Pathway
<input type="checkbox"/> Construction Career Pathway	<input type="checkbox"/> Consumer Services Career Pathway	<input type="checkbox"/> Counseling, Mental Health, and Community Services Career Pathway	<input type="checkbox"/> Curriculum For Agriculture Science Education Career Pathway
<input type="checkbox"/> Design and Pre-Construction Career Pathway	<input type="checkbox"/> Diagnostic Services Career Pathway	<input type="checkbox"/> Early Childhood Development Career Pathway	<input type="checkbox"/> Energy Career Pathway
<input type="checkbox"/> Engineering and Robotics Career Pathway	<input type="checkbox"/> Food Products and Processing Career Pathway	<input type="checkbox"/> Insurance, Securities, and Investments Career Pathway	<input type="checkbox"/> Journalism and Broadcasting Career Pathway
<input type="checkbox"/> Natural Resources and Environmental Services Career Pathway	<input type="checkbox"/> Networking Systems and Information Support Career Pathway	<input type="checkbox"/> Plant Systems Career Pathway	<input type="checkbox"/> Project Lead The Way Biomedical Science Career Pathway
<input type="checkbox"/> Project Lead The Way Computer Science Career Pathway	<input type="checkbox"/> Project Lead The Way Engineering Career Pathway	<input type="checkbox"/> Power Structural and Technical Systems Career Pathway	<input type="checkbox"/> Programming and Software Development Career Pathway
<input type="checkbox"/> Restaurant and Food Service Management Career Pathway	<input type="checkbox"/> Sales, Merchandising, and Marketing Research Support Career Pathway	<input type="checkbox"/> Therapeutic and Support Services Career Pathway	<input type="checkbox"/> Travel and Tourism Career Pathway
<input type="checkbox"/> Visual Arts Career Pathway	<input type="checkbox"/> Web and Digital Communications Career Pathway	<input type="checkbox"/> Welding and Precision Machining Career Pathway	
 <b>Requested endorsement(s) may be added with the following documentation submitted to the SD DOE:</b>			
<input type="checkbox"/> Official university transcript, requiring transcript analysis \$50			
<input type="checkbox"/> State designated test scores or valid out of state educator certificate/licensure \$35			

**Part 3 – Administrator -- Request to add a new preparation, major or endorsement.**

➤ This section is only for applicants who are making changes to their administrator certificate.


**Administrator – Certificate Type**

Professional - I am new to the profession or I have not met the requirements of the advanced administrator certificate.

Advanced - I have an education specialist degree or higher in an education related program.

**Preparation/Endorsement**

School Superintendent       K-12 Principal

 **Requested endorsement(s) may be added with the following documentation submitted to the SD DOE:**

Official university transcript, requiring transcript analysis \$50

State designated test scores or valid out of state educator certificate/licensure \$35

**Part 4 – Educator Specialist -- Request to add a new preparation, major or endorsement.**

➤ This section is only for applicants who are making changes to their educator specialist certificate.

**Education Specialist**

**Preparation/Endorsement**

School Counselor       Curriculum Director       School Psychologist       Special Education Director

School Psychological Examiner       Mentor Teacher       Mentor School Counselor       Technology Integrationist

Technology Coordinator

 **Requested endorsement(s) may be added with the following documentation submitted to the SD DOE:**

Official university transcript, requiring transcript analysis \$50

State designated test scores or valid out of state educator certificate/licensure \$35

**Part 5 – Educator Permit -- Request to add a new preparation, major or endorsement.**

➤ This section is only for applicants who are making changes to their educator permit certificate.

**Educator Permit**

**Endorsement**

Drivers Education Instructor       CEO Educator Permit       Lakota Language and Culture       Junior ROTC

Athletic Coaching       American Sign Language Instructor       Braille Education       School Business Official

Performing Artist

 **Requested endorsement(s) may be added with the following documentation submitted to the SD DOE:**

Official university transcript, requiring transcript analysis \$50

State designated test scores or valid out of state educator certificate/licensure \$35

**Part 6 – APPLICANT CONDUCT REVIEW STATEMENT - SDCL 13-42-9, 13-42-10, 25-7A-56**

Failure to answer any questions in a truthful and complete manner or failure to provide truthful information or documentation requested could lead to denial of a South Dakota Educator Certificate or lead to disciplinary action being taken against the certificate.

Respond to EVERY item. If you do not follow the instructions or the required documents are not sent to the Department of Education, your application may be significantly delayed.

Certified court documents must be mailed in to the SD Department of Education for “yes” answers.

**GENERAL INFORMATION AND INSTRUCTIONS**

**Applicants must respond to all questions before an application for certification can be processed.**

<b>1. Since your last certification was issued, have you been arrested or charged with any criminal offense?</b> The term <b>criminal offense</b> includes misdemeanor and felony offenses. It does not include petty offenses such as minor traffic offenses including but not limited to: speeding tickets, stop sign violations, or careless driving offenses. If you are not sure whether the crime would be a minor offense, include the offense. All Class I misdemeanor offenses and Class II non-traffic misdemeanor offenses must be disclosed.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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If yes, explain briefly by listing the offense and the date/year it occurred; attach additional numbered sheets if needed. Provide all court documents.

<b>2. Since your last certification was issued, have you been convicted or pleaded guilty to any criminal offense?</b> The term <b>conviction</b> includes a finding of guilt by a judge or jury, or admission of guilt or plea of guilty, or a plea without an admission of guilt. You must include those crimes where the sentence was stayed, suspended, executed or you received a suspended imposition of sentence.  All persons hired by a school district (either directly or by contract/agreement) shall submit to a criminal background check investigation by means of fingerprint checks by the Division of Criminal Investigation and Federal Bureau of Investigation. SDCL 13-10-12. Criminal convictions may be considered in hiring decisions. SDCL 13-10-13 Suspension or resignation of Employee for criminal conviction shall be reported to the Department of Education. SDCL 13-10-15.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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If yes, explain briefly and provide court documents indicating the crime for which you were convicted, the dates of your conviction or plea of guilty, the dates you were sentenced, and the sentence imposed. If you have been discharged from probation, include information regarding your discharge from probation. If you are currently on probation, provide the name and telephone number of your probation officer.

<b>3. Has it ever been determined by a judge or jury in South Dakota or elsewhere that a child or minor adult was abused or neglected through your actions or omission?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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If yes, explain briefly, attach additional numbered sheets. Provide all court documents.





<b>4. Have you ever been in arrears or failed to pay child support in this state or elsewhere?</b> Certificates will not be issued to anyone in child support arrears according to SDCL 25-7A-56.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, explain briefly, attach additional numbered sheets. Provide all court documents.		
<b>5. Have you ever had any credential, certificate or license authorizing school teaching or educational service suspended, revoked, voided, denied, cancelled, rescinded, or rejected for cause and/or otherwise taken away in South Dakota or in any other state, commonwealth, territory, or possession of the United States of America or elsewhere?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, provide documents explaining the action, location(s), date(s) and agency involved.		
<b>6. Is there any type of adverse action pending against any credential, license, or certificate that you now hold or have ever held that authorizes school teaching or educational service?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, provide material explaining the action, location(s), date(s) and agency involved.		
<b>7. Have you ever left employment, been discharged, terminated, or resigned to avoid dismissal or disciplinary action?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, explain briefly.		
<b>8. Have you ever held a license, certificate or credential, other than as a teacher or administrator, which has been revoked, cancelled, rescinded, suspended or taken away in South Dakota or elsewhere? (i.e. certified public accountant, insurance agent, real estate broker)</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If YES, state the license, certificate, or credential held and present the status of each.		
<b>9. Is there any information not disclosed by your answers concerning your background, history, experience, education, or activities which may have some bearing on your character, moral fitness, or eligibility to teach or hold an administrative position in South Dakota and which should be placed at the disposal or brought to the attention of the South Dakota Department of Education?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If YES, state the facts fully, but concisely.		
<p>The Secretary of the Department of Education may deny, revoke or suspend a certificate for any cause which would have prevented its issue, plain violation of contract, gross immorality, incompetency, violation of the Code of Ethics effective, flagrant neglect of duty or conviction of a crime involving moral turpitude. SDCL 13-42-7, 13-42-9 and 13-42-10. The Secretary may suspend any certificate for a period not to exceed one year for breaking or jumping a contract, if such suspension is requested by the school board. However, the secretary may not suspend a certificate for breaking or jumping a contract if the school board collected liquidated damages pursuant to the terms of the contract. SDCL 13-42-9.</p>		

## Part 7 – Documentation for Request – Submit documents to SD DOE

Documentation for request:	Description of documentation:	Included	
Official university transcript		<input type="checkbox"/> No	<input type="checkbox"/> Yes
State designated test scores		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Out of state educator certificate/licensure		<input type="checkbox"/> No	<input type="checkbox"/> Yes

## Part 8 – Fee -- Paper applications require an additional \$25 fee.

 <b>Application fee for requesting a change to the preparation, major or endorsement of an existing certificate.</b> If you are making changes with both, option 1 and option 2, only include the fee for option 1.			
<b>Option 1</b>	Official university transcript, requiring transcript analysis \$50		
<b>Option 2</b>	State designated test scores or valid out of state educator certificate/licensure \$35		
<b>Required Fee</b>	<b>Paper Application \$25</b>		<b>\$25</b>
<b>Total Fee included with application</b>			

-  **All paper application require a \$25 processing fee, according to ARSD 24:28:05:02.**
-  **All fees are NON-REFUNDABLE, according to ARSD 24:28:05:01.**
-  **Money orders or personal checks are accepted.**
-  **DO NOT SEND CASH.**

## Part 9 – Authorization and Signature

I hereby authorize the Department of Education to review and inspect any and all records maintained by the State of South Dakota, Tribal entities and/or the Federal Government for the purpose of verifying the answers submitted above.

I further agree to provide any additional documentation or records requested by the South Dakota Department of Education that pertains to information submitted as a part of this application.

I declare and affirm under penalties of perjury pursuant to SDCL 22-29-9.1 that this application has been examined by me, and to the best of my knowledge and belief, is in all things true, accurate, complete and correct. I understand that any intentional falsification, misrepresentation or omission of facts or falsification of statements on accompanying documents may result in criminal charges and/or the denial of certification, and could affect the status of my teaching or school administrative certificate.

<b>Signature of Applicant</b>	<b>Date</b>
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**Email:** [certification@state.sd.us](mailto:certification@state.sd.us)

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