

**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, valid out of state educator certificate/licensure, or verification of experience there is a \$35 fee for processing. **Total fee \$60**

**Part 2 – I would like to make the following updates to my certificate: You may select only one option.**

<input type="checkbox"/> Yes	Add Endorsement – Based on State-Designated Test
<input type="checkbox"/> Yes	Add Endorsement – Based on Coursework
<input type="checkbox"/> Yes	Add Endorsement – Based on Test AND Coursework
<input type="checkbox"/> Yes	Add Endorsement – Based on 4000 hours of CTE Experience
<input type="checkbox"/> Yes	Add Endorsement or Preparation – Based on Program Completion
<input type="checkbox"/> Yes	Add Endorsement or Preparation – Based on Out-of-State Reciprocity
<input type="checkbox"/> Yes	Add Endorsement or Preparation – Based on Transcript Analysis
<input type="checkbox"/> Yes	Convert my certificate from a Professional to an Advanced Certificate

**Part 3 – National Board Certification**

Yes	No	
		<b>Do you currently hold a valid National Board Certification as a teacher?</b>
		<b>Do you currently hold a valid NBCC-NCSC as a school counselor?</b>
		<b>Do you currently hold a valid national certification from NASP as a school psychologist?</b>

**Part 4 – Teacher -- Request to add a new preparation, major or endorsement. List only NEW information.**

- 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 5 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 Endorsements**

- Early Childhood Birth - Grade 3

**Elementary Endorsements**

<input type="checkbox"/> Self-Contained K-4 <sup>th</sup> Grade	<input type="checkbox"/> Self-Contained 5 <sup>th</sup> -8 <sup>th</sup> Grade	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> K-4 <sup>th</sup> Grade English Language Arts
<input type="checkbox"/> K-4 <sup>th</sup> Grade Math	<input type="checkbox"/> K-4 <sup>th</sup> Grade Science	<input type="checkbox"/> K-4 <sup>th</sup> Grade Social Science	<input type="checkbox"/> 5 <sup>th</sup> -8 <sup>th</sup> Grade English Language Arts
<input type="checkbox"/> 5 <sup>th</sup> -8 <sup>th</sup> Grade Math	<input type="checkbox"/> 5 <sup>th</sup> -8 <sup>th</sup> Grade Science	<input type="checkbox"/> 5-8 <sup>th</sup> Grade Social Science	<input type="checkbox"/> Middle Level Learner

**Secondary Endorsements**

<input type="checkbox"/> Secondary Intermediate English Language Arts	<input type="checkbox"/> Secondary Advanced Composition/Grammar	<input type="checkbox"/> Secondary Advanced Literature	<input type="checkbox"/> Secondary Speech/Debate
<input type="checkbox"/> Secondary Drama/Theater	<input type="checkbox"/> Secondary Mass Communications	<input type="checkbox"/> Secondary Intermediate Math	<input type="checkbox"/> Secondary Advanced Mathematics
<input type="checkbox"/> Secondary Intermediate Science	<input type="checkbox"/> Secondary Advanced Biology	<input type="checkbox"/> Secondary Chemistry	<input type="checkbox"/> Secondary Physics
<input type="checkbox"/> Secondary Advanced Physical Science	<input type="checkbox"/> Secondary Advanced Earth Science	<input type="checkbox"/> Secondary Intermediate Social Science	<input type="checkbox"/> Secondary Advanced History Endorsement
<input type="checkbox"/> Secondary Advanced Political Science	<input type="checkbox"/> Secondary Advanced Geography	<input type="checkbox"/> Secondary Economics	<input type="checkbox"/> Secondary Sociology
<input type="checkbox"/> Secondary Psychology			

<b>K-12 Endorsements</b>			
<input type="checkbox"/> Elementary Art	<input type="checkbox"/> Secondary Art	<input type="checkbox"/> Elementary Health	<input type="checkbox"/> Secondary Health
<input type="checkbox"/> Elementary Physical	<input type="checkbox"/> Secondary Physical	<input type="checkbox"/> Elementary Music	<input type="checkbox"/> Secondary Music
<input type="checkbox"/> K-12 Vocal Music	<input type="checkbox"/> K-12 Instrumental Music	<input type="checkbox"/> Elementary Reading	<input type="checkbox"/> Secondary Reading
<input type="checkbox"/> Elementary Latin	<input type="checkbox"/> Secondary Latin	<input type="checkbox"/> Elementary French	<input type="checkbox"/> Secondary French
<input type="checkbox"/> Elementary German	<input type="checkbox"/> Secondary German	<input type="checkbox"/> Elementary Spanish	<input type="checkbox"/> Secondary Spanish
<input type="checkbox"/> Elementary Chinese	<input type="checkbox"/> Secondary Chinese	<input type="checkbox"/> Elementary Russian	<input type="checkbox"/> Secondary Russian
<input type="checkbox"/> Elementary Japanese	<input type="checkbox"/> Secondary Japanese	<input type="checkbox"/> Elementary Norwegian	<input type="checkbox"/> Secondary Norwegian
<input type="checkbox"/> Elementary World Languages	<input type="checkbox"/> Secondary World Languages	<input type="checkbox"/> Elementary Computer Science	<input type="checkbox"/> Secondary Computer Science
<input type="checkbox"/> K-12 Classroom Technology	<input type="checkbox"/> K-12 Distance Educator	<input type="checkbox"/> Elementary Gifted Education	<input type="checkbox"/> Secondary Gifted Education
<input type="checkbox"/> Elementary School Library	<input type="checkbox"/> Secondary School Library	<input type="checkbox"/> Elementary Deaf or Hearing Impaired	<input type="checkbox"/> Secondary Deaf or Hearing Impaired
<input type="checkbox"/> Elementary Blind or Visually Impaired	<input type="checkbox"/> Secondary Blind or Visually Impaired	<input type="checkbox"/> Elementary English as a New Language	<input type="checkbox"/> Secondary English as a New Language
<input type="checkbox"/> Elementary South Dakota Indian Studies	<input type="checkbox"/> Secondary South Dakota Indian Studies		
<b>Special Education Endorsements</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, & Corrections Career Cluster
<input type="checkbox"/> Manufacturing Career Cluster	<input type="checkbox"/> Marketing Career Cluster	<input type="checkbox"/> Science, Technology, Engineering, & Math Career Cluster	<input type="checkbox"/> Transportation, Distribution, & 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

## CTE Career Pathways Continued

<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	



**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
- CTE Experience Verification Form \$35

**Part 5 – Administrator -- Request to add a new preparation, major or endorsement. List only NEW information.**

➤ 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**

- |  |   |
|--|---|
| <input type="checkbox"/> School Superintendent | <input type="checkbox"/> 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 6 – Educator Specialist -- Request to add a new preparation, major or endorsement. List only NEW information.**

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

**Education Specialist**

**Preparation/Endorsement**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> School Counselor              | <input type="checkbox"/> Curriculum Director | <input type="checkbox"/> School Psychologist     | <input type="checkbox"/> Special Education Director |
| <input type="checkbox"/> School Psychological Examiner | <input type="checkbox"/> Mentor Teacher      | <input type="checkbox"/> Mentor School Counselor | <input type="checkbox"/> Technology Integrationist  |
| <input type="checkbox"/> 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 7 – Educator Permit -- Request to add a new preparation, major or endorsement. List only NEW information.**


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





Educator Permit			
Endorsement			
<input type="checkbox"/> Drivers Education Instructor	<input type="checkbox"/> CEO Educator Permit	<input type="checkbox"/> Lakota Language and Culture	<input type="checkbox"/> Junior ROTC
<input type="checkbox"/> Athletic Coaching	<input type="checkbox"/> American Sign Language Instructor	<input type="checkbox"/> Braille Education	<input type="checkbox"/> School Business Official
<input type="checkbox"/> Performing Artist			
 <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			
<input type="checkbox"/> CTE Experience Verification Form \$35			

**Part 8 – 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
CTE Experience Verification Form		<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 or 3, 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>Option 3</b>	CTE Verification of Experience \$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.

**Signature of Applicant**

**Date**

**Email:** [certification@state.sd.us](mailto:certification@state.sd.us)

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