

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	



- Paper applications require an **additional \$25 fee**.
- This application can be completed online at 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.

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

Add Preparation/Endorsement

<input type="checkbox"/> Yes	Based on Out-of-State Reciprocity	\$35
<input type="checkbox"/> Yes	Based on Program Completion	\$35
<input type="checkbox"/> Yes	Based on Transcript Analysis	\$50
<input type="checkbox"/> Yes	Based on Coursework	\$50
<input type="checkbox"/> Yes	Based on State-Designated Test (Praxis, NOCTI, etc)	\$35
<input type="checkbox"/> Yes	Based on State-Designated Test AND Coursework	\$50
<input type="checkbox"/> Yes	Based on Experience (CTE, School Business Official, CEO, Language and Culture Proficiency)	\$35
<input type="checkbox"/> Yes	Based on CTE Project Lead the Way Certificate	\$35
<input type="checkbox"/> Yes	Based on Licensure, Certification or Registration in a CTE area	\$35

Convert Certificate from a Professional to an Advanced Certificate

<input type="checkbox"/> Yes	Advanced Teacher - Five or more years of teaching experience and - Received an advanced degree or - National Board for Professional Teaching Standards Certification	\$25
<input type="checkbox"/> Yes	Advanced Administrator - Education Specialist degree or higher in an education related program	\$25

Part 3 – Teacher -- Request to add a new preparation, major or endorsement. Check 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 th Grade	<input type="checkbox"/> Self-Contained 5 th -8 th Grade	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> K-4 th Grade English Language Arts
<input type="checkbox"/> K-4 th Grade Math	<input type="checkbox"/> K-4 th Grade Science	<input type="checkbox"/> K-4 th Grade Social Science	<input type="checkbox"/> 5 th -8 th Grade English Language Arts
<input type="checkbox"/> 5 th -8 th Grade Math	<input type="checkbox"/> 5 th -8 th Grade Science	<input type="checkbox"/> 5-8 th 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			

K-12 Endorsements			
<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		
Special Education Endorsements			
<input type="checkbox"/> Early Childhood SPED Birth-3 rd Grade	<input type="checkbox"/> K-12 SPED	<input type="checkbox"/> K-12 Adapted Physical Education	
CTE Career Clusters			
<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

CTE Career Pathways			
<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	

Part 4 – 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

School Superintendent K-12 Principal

Part 5 – 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
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<input type="checkbox"/> School Psychological Examiner	<input type="checkbox"/> Mentor Teacher	<input type="checkbox"/> Mentor School Counselor	<input type="checkbox"/> Technology Integrationist
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<input type="checkbox"/> Technology Coordinator

Part 6 – 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
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<input type="checkbox"/> Athletic Coaching	<input type="checkbox"/> American Sign Language Instructor	<input type="checkbox"/> Braille Education	<input type="checkbox"/> School Business Official
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<input type="checkbox"/> Performing Artist
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Part 7 – Documentation for Request – Submit documents as a PDF to certification@state.sd.us.

- Forms are available at <http://doe.sd.gov/certification/#forms>.
- Official transcripts must be mailed directory or sent electronically by the university.
 - South Dakota Department of Education
 - 800 Governors Drive
 - Pierre, SD 57501

Request Type	Documentation Required	Included
Out-of-State Reciprocity	<ul style="list-style-type: none"> • Educator Certificate • Out-of-State Educator Certification Verification (OSF2) • Educator Experience Verification (OSF4) <i>Required by applicants who completed alternative certification or requesting an advanced level.</i> 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes
Program Completion	<ul style="list-style-type: none"> • University Sign-Off • <u>Official</u> University Transcript identifying degree awarded • School Psychologist National Certification (NASP) 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes
Transcript Analysis	<ul style="list-style-type: none"> • <u>Official</u> University Transcript 	<input type="checkbox"/> Yes
Coursework	<ul style="list-style-type: none"> • <u>Official</u> University Transcript 	<input type="checkbox"/> Yes
State-Designated Test	<ul style="list-style-type: none"> • Test Scores 	<input type="checkbox"/> Yes
Test AND Coursework	<ul style="list-style-type: none"> • Official University Transcript • Test Scores 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes
Experience	<ul style="list-style-type: none"> • Required forms are available at http://doe.sd.gov/certification/#forms. 	<input type="checkbox"/> Yes
CTE Project Lead the Way Certificate	<ul style="list-style-type: none"> • Project Lead the Way Certificate 	<input type="checkbox"/> Yes
Licensure, Certification or Registration in a CTE area	<ul style="list-style-type: none"> • Copy of Certificate, License, or Registration 	<input type="checkbox"/> Yes

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



Application fee for requesting a change to the preparation, major or endorsement of an existing certificate.

- If you are making changes with both, option 1 and option 2 or 3, only include the fee for option 1.
- If you are converting your certificate from a Professional to Advanced Level in addition to Option 1, 2, or 3, do not include the \$25 fee for option 4.

Option 1	Transcript Analysis or Coursework \$50	
Option 2	State-Designated Test, Reciprocity, Program Completion, or Experience \$35	
Option 3	Licensure, Certification or Registration in CTE Area including Project Lead the Way \$35	
Option 4	Convert Certificate from a Professional to an Advanced Level \$25	
Required Fee	Paper Application \$25	\$25
Total Fee included with application		

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

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

- ⚠ 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.
- ⚠ Only official transcripts will be accepted. To submit transcripts:
 - Mail **official/original paper transcripts** (transcripts may be removed from the sealed envelope)
 - The **University** may submit electronic transcripts directly to DOE