

**Office of Educator Certification**

**PRINT ALL INFORMATION IN BLUE OR BLACK INK!**

**Request to Convert to an Advanced Certificate**

**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 four 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.
- To convert your current certificate to an advanced certificate you must submit the \$25 fee for processing. **Total fee \$50**


**Part 2 – Teacher or Administrator -- Request to convert to advanced.**

**Certificate Type - Teacher**

Advanced - I have five or more years of teaching experience **and** have received an advanced degree or National Board for Professional Teaching Standards Certification.

**Administrator – Certificate Type**

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

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

- Official university transcript
- Verification of teaching experience
- National Board for Professional Teaching Standards Certificate

**Part 3 – 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.**

<p><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.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>If yes, explain briefly by listing the offense and the date/year it occurred; please attach additional numbered sheets if needed. Provide all court documents.</p>		
<p><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.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>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.</p>		
<p><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></p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>If yes, explain briefly, attach additional numbered sheets. Provide all court documents.</p>		

<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 4 – 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
Verification of teaching experience		<input type="checkbox"/> No	<input type="checkbox"/> Yes
National Board for Professional Teaching Standards Certificate		<input type="checkbox"/> No	<input type="checkbox"/> Yes

**Part 5 – Fee -- Paper applications require an additional \$25 fee.**



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

<b>Conversion Fee</b>	Convert to an Advanced Certificate \$25	
<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 6 – 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