

# EDUCATOR CERTIFICATION RENEWAL REQUIREMENTS

<b>Renewal Cycle</b>	<ul style="list-style-type: none"><li>• The certificate is valid from the date of issuance until June 30 of the year of expiration.</li><li>• A valid certificate may be renewed from January 1 to June 30 of the year of expiration.</li><li>• The certificate is invalid if renewal requirements are not completed by October 1 of the year of expiration.</li></ul>
<b>Types of Renewal Credits</b>	<ul style="list-style-type: none"><li>• <b>Transcribed Credits</b><ul style="list-style-type: none"><li>○ Transcribed credit is defined as graduate or undergraduate credit issued by a regionally accredited institution of higher education and documented on an official transcript.</li><li>○ Shall be verified on official transcripts and issued by the registrar or other appropriate official of the institution.</li><li>○ Must include descriptive course titles, course numbers, credits, and grades for each course listed.</li><li>○ Shall be education-related and reflect a grade of C or higher or a pass on a pass/fail scale.</li></ul></li><li>• <b>Continuing Education Contact Hours</b><ul style="list-style-type: none"><li>○ Shall be education-related.</li><li>○ Providers for continuing education training and in-service may include school districts, educational service agencies, education-related organizations, or health care providers.</li><li>○ Continuing Education contact hour is one clock hour.</li><li>○ One credit is the equivalent of 15 continuing education contact hours. Meals and breaks may not be counted towards the calculation so contact hours.</li><li>○ Continuing education contact hours shall be verified with documentation that includes the following:<ul style="list-style-type: none"><li>• Course title;</li><li>• Name of agency or individual awarding the contact hours;</li><li>• Name of person receiving the contact hours;</li><li>• Number of contact hours;</li><li>• Date of training; and</li><li>• Location of training.</li></ul></li><li>○ A sample Continuing Education Certificate can be downloaded from the <a href="#">South Dakota Educator Certification website</a>.</li></ul></li></ul>

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<p><b><i>Types of Renewal Credit Continued</i></b></p>	<ul style="list-style-type: none"> <li>• <b>Specialized Learning Experience</b> <ul style="list-style-type: none"> <li>○ Specialized learning experience is education-related learning experience that incorporates the applicant’s occupational field and teaching area and is not obtained through academic coursework or continuing education.</li> <li>○ May occur within the public or private sector.</li> <li>○ Shall include experience incorporating the applicant’s occupational field.</li> <li>○ May include instruction provided by the applicant to teacher candidates at an accredited institution of higher education as part of an approved teacher preparation program.</li> <li>○ Does not include other forms of instruction provided by the applicant.</li> <li>○ Examples of specialized learning experiences that <u>do not meet</u> the requirements:           <ul style="list-style-type: none"> <li>• Training provided by the applicant; or</li> <li>• Articles or books written by the applicant.</li> </ul> </li> <li>○ Examples of specialized learning experiences that <u>meet</u> the requirements:           <ul style="list-style-type: none"> <li>• Traveling to another country or state as part of a formal program to learn about their education system;</li> <li>• Legislative experience focusing on education-related issues; or</li> <li>• Intern or employee of Department of Education.</li> </ul> </li> <li>○ Shall be documented on the specialized learning experience verification form and shall demonstrate the experience is education-related and is a learning opportunity for the applicant.</li> </ul> </li> </ul>
<p><b><i>Single Consideration of Credits</i></b></p>	<ul style="list-style-type: none"> <li>• An applicant for a renewed certificate who took multiple courses with identical content during a renewal period may count the courses as a single course for the purpose of meeting credit requirements for renewal.</li> </ul>
<p><b><i>Renewing an Expired Educator Certificate</i></b></p>	<ul style="list-style-type: none"> <li>• <b>Renewal Requirements for an Expired Educator Certificate</b> <ul style="list-style-type: none"> <li>○ The expired certificate is renewed if all requirements are met and the renewal certificate fee is paid before October 1 of the year of expiration.</li> </ul> </li> </ul>

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<p><b><i>Renewing an Invalid Educator Certificate</i></b></p>	<ul style="list-style-type: none"> <li>• <b>Renewal Requirements for an Invalid Educator Certificate</b> <ul style="list-style-type: none"> <li>○ If a certificate holder has not completed all requirements for renewal and paid the renewal fee by October 1 of the year of expiration the certificate is Invalid and the requirements to renew the certificate increase.</li> </ul> </li> <li>• <b>Temporary Certificate</b> <ul style="list-style-type: none"> <li>○ An educator with an invalid certificate may receive a one-year temporary certificate to complete the renewal requirements of the certificate type. This certificate may not be renewed.</li> </ul> </li> </ul>
<p><b><i>Certificate Extension for Active Military Duty</i></b></p>	<ul style="list-style-type: none"> <li>• A certified educator called to active military duty while the certificate is valid may have the certificate re-issued with extended dates with no additional fees.</li> <li>• A copy of military orders verifying the start and end dates of the active duty period is required to obtain the extension.</li> </ul>
<p><b><i>Hardship Modification</i></b></p>	<p>For good cause, the expiration date of the certificate may be extended, without penalty, for a period of one year. The applicant must provide satisfactory evidence the educator made a good faith effort to meet the renewal requirements. Examples of good cause include the following:</p> <ul style="list-style-type: none"> <li>○ Serious illness;</li> <li>○ Loss of income; or</li> <li>○ Death or serious illness of a family member.</li> </ul>
<p><b><i>Renewal Requirements for Applicants with an Advanced Degree</i></b></p>	<ul style="list-style-type: none"> <li>• An applicant for a renewed certificate with a master's degree or higher shall verify completion of six education-related transcribed credits, specialized learning experience hours, or continuing education contact hours.</li> </ul>
<p><b><i>Provisional Certificate</i></b></p>	<p>An applicant who meets all requirements for reciprocity but has not passed the South Dakota Indian Studies course may receive a Provisional Certificate which expires on the following June 30.</p> <p>The Provisional Certificate may be renewed once, for one additional year.</p>