

Office of Educator Certification

Type all information or use blue or black ink.

Alternative Certification District Intent to Employ

General Education, CTE, and TFA Alternative Certification

Part 1 – Applicant Information to be completed by the employing school district.

South Dakota Alternative Preliminary Certificate Number:		Expiration Date:
Last 4 digits of the SSN:	Last Name:	
First Name:	Maiden/Previous Last Name:	

Part 2 – Public or Department-Accredited school intent to employ through alternative certification.
Email completed form to certification@state.sd.us

Public or Department-Accredited School:	School Building Name:
Grade Level:	Starting Date as Teacher of Record (MM/DD/YYYY):

Teaching assignment numbers as listed in PRF:

Was the above position advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where, and how many applicants?
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Did any of the applicants hold a South Dakota professional or advanced teaching certificate? Yes No

If yes, state the reason for not hiring.

Part 3 – Employer requirements for employing an individual with an alternative teaching certificate.

Effective December 1, 2020 according to ARSD 24:28:11:08, 24:28:12:08, and 24:28:13:08, a school district or department-accredited school employing an individual with an alternative teaching certification must offer a mentoring program.

Select the type of mentor program offered by your district for the named individual teaching through alternative certification. CTE Alternative Certification must participate in State Mentor Program and have experience documented on an official transcript from a regionally accredited college or university. <https://doe.sd.gov/mentoring/>

- State Mentor Program
- State Approved Local Mentor Program
- Local Mentor Program

Effective December 1, 2020, according to ARSD 24:28:11:08, 24:28:12:08, and 24:28:13:08, a public or Department-accredited school employing an individual with an alternative teaching certificate applicant shall:

- (1) Verify the applicant has a valid alternative preliminary certificate;
- (2) Document that the school attempted but was unable to hire a teacher with a professional or advanced teaching certificate prior to hiring an applicant with an alternative certificate;
- (3) Offer a mentoring program;
- (4) Provide the applicant with information about the South Dakota Code of Professional Ethics for Teachers in chapter 24:08:03;
- (5) Train the applicant on the school teacher evaluation system; and
- (6) Recommend the general education alternative certificate applicant for renewal based on documented performance and progress.

We, the Public or Department-Accredited School, understand that the:

- maximum length for alternative certification is three years;
- individual must adhere to the South Dakota Code of Professional Ethics for Teachers in chapter 25:08:03;
- individual may not teach grades or content beyond the endorsements listed on the certificate; and
- individual must be working towards the requirements to obtain a professional teaching certificate.

Print Name of Authorized Official:		Title of Authorized Official:	
Email Address:		Telephone (including area code):	
Address:			
City:		State:	Zip:
Signature of Authorized Official:			Date: