

**Office of Educator Certification**

**Alternative Certification Annual Progress Report**

Type all information or use blue or black ink.

General Education, CTE, and TFA Alternative Certification

| Part 1 – Applicant Information to be completed by the employing school district. |                            |
|--|----------------------------|
| Last 4 digits of SSN:  | Last Name:                 |
| First Name:  | Maiden/Previous Last Name: |

**Part 2 – Public or Department-Accredited school documentation of performance and progress - Email completed form to [certification@state.sd.us](mailto:certification@state.sd.us)**

**The following information must be completed regardless of the individual’s employment status.**

|   |                       |
|---|-----------------------|
| Public or Department-Accredited School: | School Building Name: |
| Grade Level:                            | Content Area:         |

[Teaching Assignment Numbers as listed in the PRF:](#)

**Mentoring:**

- Select the type of mentor program offered by your district for alternative certification. <https://doe.sd.gov/mentoring/>
  - Statewide Mentoring Program
  - District-Run Mentoring Program
  - Local Mentor Program - Attach your Local Mentor Program documentation.
- Will this same mentoring program be used in the next school year?
  - Yes
  - No – Explain

**South Dakota Code of Professional Ethics for Teachers:**

- Did the applicant adhere to the South Dakota Code of Professional Ethics for Teachers in chapter 24:08:03?
  - Yes
  - No – Explain

**School Teacher Evaluation System:**

- Was the applicant trained on the school teacher evaluation system?
  - Yes – briefly summarize the evaluation of the applicant for the previous school year.
  - No – Explain

**Performance and Progress Report:** Complete the following to identify what requirements have been completed. All requirements must be completed within the three years allowed (see the email accompanying the last issued certificate).

| General Education or Teach for America (TFA) |                            | Career and Technical Education (CTE) |                            |
|--|----------------------------|--------------------------------------|----------------------------|
| Requirement                                  | Date completed or expected | Requirement                          | Date completed or expected |
| Classroom Management                         |                            | CTE Methods                          |                            |
| Teaching Methods                             |                            | Transcribed Mentorship               |                            |
| Student Assessment                           |                            | Adolescent Psychology                |                            |
| Differentiated Instruction                   |                            | SD Indian Studies                    |                            |
| Adolescent Psychology                        |                            | Pedagogy Test                        |                            |
| SD Indian Studies                            |                            |                                      |                            |
| Pedagogy Test                                |                            |                                      |                            |

**If not already met, when will the endorsement requirements be completed for the assignments currently being taught:**

**Renewal Recommendation:**

**1. Did the applicant meet the expectations of the district to continue employment at the school district?**

- Yes
- No – Explain

**2. Will the named individual be employed by your district for the upcoming school year?**

- Yes
- No – Explain

Effective December 1, 2020, per 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, TFA, or CTE alternative certificate applicant for renewal based on documented performance and progress.

**We, the Public or Department-Accredited School, are verifying that the above information is accurate.**

|   |  |  |                  |
|---|--|--|------------------|
| <b>Print Name of Authorized Official:</b> |  | <b>Print Title of Authorized Official:</b>     |                  |
| <b>Email Address:</b>                     |  | <b>Telephone Number (including area code):</b> |                  |
| <b>Address:</b>                           |  |  |                  |
| <b>City:</b>                              |  | <b>State:</b>                                  | <b>Zip Code:</b> |
| <b>Signature of Authorized Official:</b>  |  |  | <b>Date:</b>     |