

**Office of Educator Certification**

**Alternative Certification District Intent to Employ**

Type All Information or use blue or black ink.

Administration Alternative Certification

<b>Part 1 – Applicant Information to be completed by the employing school district.</b>	
South Dakota Educator or Preliminary Certificate Number:	Expiration Date:
Last Name:	Last 4 digits of the SSN:
First Name:	Maiden/Previous Last Name:
<b>Part 2 – Public or Department-Accredited school intent to employ through alternative certification.</b> Email completed form to <a href="mailto:certification@state.sd.us">certification@state.sd.us</a>	
Public or Department-Accredited School:	
School Building Name:	Starting Date for Admin Position (MM/DD/YYYY):
<input type="checkbox"/> <b>Superintendent:</b> <ol style="list-style-type: none"> <li>1. Does the applicant have a master’s degree or higher from a regionally-accredited institution of higher education? <input type="checkbox"/> No <input type="checkbox"/> Yes</li> <li>2. Does the applicant have three or more years of experience in a management role in a business, public school, or Department-accredited school or be employed as a teacher with a leadership role in a public or Department-accredited school? <input type="checkbox"/> No <input type="checkbox"/> Yes -- If yes, list experience and years (Business experience outside of a School District must be verified on EPV5 form)</li> </ol>	
<input type="checkbox"/> <b>K-12 Principal:</b> <ol style="list-style-type: none"> <li>1. Has the applicant completed a state-approved teacher education program or alternative certification program? <input type="checkbox"/> No <input type="checkbox"/> Yes</li> <li>2. Does the applicant have three or more years of teaching experience? <input type="checkbox"/> No <input type="checkbox"/> Yes -- If yes, list years</li> </ol>	
Was the above position advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where, and how many applicants?
Did any of the applicants hold a South Dakota professional or advanced administrator certificate prior to hiring an applicant for the administrator alternative certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, state the reason for not hiring.	

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

According to ARSD 24:28:15:11, a public or Department-accredited school employing an individual with an administrator alternative certification must assign a mentor with experience as a school administrator to support the individual.

**Explain the mentorship that will be provided.**

According to ARSD 24:28:15:11 A public or Department-accredited school employing an individual with an administrator alternative certificate shall:

- (1) Verify the applicant has a valid alternative preliminary certificate;
- (2) Document that the school attempted but was unable to hire a certified administrator prior to hiring an administrator with an alternative certificate;
- (3) Assign a mentor with experience as a school administrator to support the applicant;
- (4) Provide the applicant with information about the South Dakota Code of Professional Ethics for Teachers in chapter 24:08:03, and the South Dakota Code of Professional Ethics for Administrators in chapter 24:11:03;
- (5) Train the applicant on the administrator and teacher evaluation system; and
- (6) Recommend the administrator alternative certificate applicant for renewal based on documented performance and progress.

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

- the certificate must be renewed yearly with our recommendation for renewal;
- the individual must pass the state-designated school superintendent assessment or the school leadership assessment prior to completion of program;
- the maximum length for alternative certification is five years;
- we must provide information about the South Dakota Code of Professional Ethics for Teachers in chapter 24:08:03, and the South Dakota Code of Professional Ethics for Administrators in chapter 24:11:03;
- we must train the applicant on the administrator and teacher evaluation system; and
- the individual must be working towards the requirements to obtain a professional administrator certificate for superintendent or K-12 principal and may **not complete** both a superintendent and principal **alternative certification at the same time.**

<b>Print Name of Authorized Official:</b>		<b>Print Title of Authorized Official:</b>	
<b>Email Address:</b>		<b>Telephone (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>