

Office of Educator Certification
Type all information or use blue or black ink.

Alternative Certification Annual Progress Report
Administration Alternative Certification

Part 1 – Applicant Information			
South Dakota Educator Certificate Number:			Expiration Date:
Last Name:	First Name:		Maiden/Previous Last Name:
Telephone Number (including Area Code):		Email Address:	

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:	
<input type="checkbox"/> Superintendent <ul style="list-style-type: none"> All requirements must be completed within five years with 21 transcribed credits from a regionally-accredited institution of higher education with a grade of C or higher in the following areas. 			
Coursework Strands	Course Number & Name	Completion Date	Intended Completion Date
Leadership and district culture			
Organizational management			
Values and ethics of leadership			
Educational policy and law			
Communication			
Community relations			
Curriculum planning and development			
School finance			
Instructional management			
Three-hour approved South Dakota Indian studies course			
Pass the state-designated content test: 6991 School Superintendent Assessment:			

<input type="checkbox"/> K-12 Principal <ul style="list-style-type: none"> All requirements must be completed within five years with 18 transcribed credits from a regionally-accredited institution of higher education with a grade of C or higher in the following areas. 			
Coursework Strands	Course Number & Name	Completion Date	Intended Completion Date
Instructional leadership			
Ethical and inclusive leadership			
Cognitive coaching/facilitation skills			
Creating a safe and inclusive school environment			
Process management			
Systems management			
Educational policy and law			
Three-hour approved South Dakota Indian studies course			
Pass the state-designated content test: 6990 School Leaders Licensure Assessment:			

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 the 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.***

**K-12 Principal recommendation must be signed off by superintendent or school board.
 Superintendent recommendation must be signed by school board.**

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