

Date Received by SD DOE:
Form AC1 (12-2019)

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.

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	School Year Employed
Content Area/Class Assignment(s)	
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 teaching 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 teaching certificate.

Effective July 1, 2019 according to ARSD 24:28:11:07, 24:28:12:07, and 24:28:13:07, a public or Department-accredited school employing an individual with alternative teaching certification must offer a state-approved mentoring program. Select the type of mentor program offered by your district and explain the mentorship and orientation that will be provided for the named individual teaching with alternative certification. <https://doe.sd.gov/mentoring/>

- State Mentor Program
- District/State Mentor Program
- State Approved Local Mentor Program

As of July 1, 2019, 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 state-approved 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 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;
- 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 Code
Signature of Authorized Official			Date

Save the completed form as a PDF and Email to certification@state.sd.us