Administrator Alternative Certification
Application tips based on ARSD 24:28:15

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This document provides guidance and tips related to Administrator Alternative Certification for obtaining the School Superintendent or K-12 Principal Endorsement.

Reminder: The traditional route for certification to obtain an administrative endorsement is by completing the requirements through an Approved Educator Preparation Provider as outlined in ARSD 24:53.

Administrative Rules South Dakota (ARSD) **Chapter 24:28:15** Administrator Alternative Certification	24:28:15:01 Administrator alternative certification. 24:28:15:02 General requirements. 24:28:15:03 Application process for administrator alternative certification. 24:28:15:04 Scope of certificate. 24:28:15:05 Duration. 24:28:15:06 Maximum length of the administrator alternative certificate. 24:28:15:07 Eligibility requirements for superintendent administrator alternative certification. 24:28:15:08 Eligibility requirements for principal administrator alternative certification. 24:28:15:09 Requirements to obtain a professional administrator certificate with a superintendent endorsement. 24:28:15:10 Requirements to obtain a professional administrator certificate with a principal endorsement. 24:28:15:11 Employer requirements.
Description **ARSD 24:28:15:01**	An applicant for an administrator alternative certification may perform administrative duties at a public or department-accredited school or district while pursuing alternative certification as a superintendent or principal but may not complete both a superintendent and principal alternative certification at the same time.
	Superintendent - Leads to a School Superintendent endorsement. **K-12 Principal -** Leads to a K-12 Principal endorsement.
Fees **ARSD 24:28:05**	• Fee Assessed - Alternative certification certificate. • The fee must be paid to activate the application for review. • All certification fees are non-refundable.
Eligibility Requirements **ARSD 24:28:15:02**	To obtain an administrator alternative certification, the applicant must: 1) Have a valid teacher or alternative preliminary certificate according to chapter 24:28:10; 2) Have a qualifying offer of employment from a school district or department-accredited school pursuant to § 24:28:15:11; and 3) Submit a professional development plan identifying how the requirements of § 24:28:15:09 or 24:28:15:10 will be met.

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Eligibility Requirements continued **Superintendent** **ARSD 24:28:15:07** **Principal** **ARSD 24:28:15:08**	**Superintendent -** The applicant for a superintendent alternative certification shall: 1) Have a master's degree or higher from a regionally-accredited institution of higher education; and 2) 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.	**Principal -** The applicant for a principal alternative certification shall: 1) Complete an approved program or alternative certification program; and 2) Have three or more years of teaching experience. "Approved program," an approved educator preparation program pursuant to article 24:53 or an educator preparation program of another state, which meets the preparation standards of article 24:53;

Duration and Expiration of Endorsement
ARSD 24:28:15:05
 	
Maximum length of the administrator alternative certificate.
ARSD 24:28:15:06
	When issued, the endorsement will have a yearly expiration date of June 30.
	• On July 1 of the year of expiration, the endorsement will be automatically removed unless renewal requirements have been met, and a new certificate has been issued.
	   o The designation of "Not Completed" will show until all requirements are fulfilled and confirmed by SD DOE.
	   o Expiration date will be removed from the endorsement when all requirements have been confirmed.
	• It is the educator's responsibility to submit the yearly renewal requirements using Alternative Certification Renewal application.
	Reminder: The overall Educator Certificate will continue to have the same expiration date.	

Employer Requirements **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 educator or 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.	

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Alternative Certification Forms > Administrator Alternative Certification **SD DOE Certification Forms** **Coursework restriction** **ARSD 24:28:18:05** **Maximum length of the administrator alternative certificate.** **ARSD 24:28:15:06**	**Forms to be completed by the employing school district or department-accredited school:**
	
	 • **Form AC5** District Intent to Employ (Year 1)
	   o Complete this form when the contract is offered.
	 • **Form AC6** Alternative Certification Annual Progress Report (Years 2-5)
	   o Complete this form on a yearly basis when contract is renewed.
	 • **Form AC8** Recommendation to Transition to Professional (End of year 5 or when all requirements are completed, if earlier)
	   o Complete this form once all requirements have been verified as completed.
	   o This is a confirmation signoff from the applicant's employing public or department-accredited school to confirm the alternative route as complete.
		Forms to be completed by the applicant:
		
		 • **Form AC7** Administrator Professional Development Plan
		   o Submission of a professional development plan identifying how alternative certification requirements will be met.
		   o If your plan changes due to course availability, please make adjustments to AC7 and submit.
		   o This plan helps identify how you will complete all requirements to ensure your success.
		
		 ARSD 24:28:18:05 Coursework restriction. Coursework required to add an endorsement must be completed within the 10-year period prior to the application.

How to apply to obtain Administrator Alternative Certification **ARSD 24:28:15:03** **SD DOE Certification Forms**	Since you have previously held a SD Educator Certificate you will start by logging into the SD Educator Portal and submit the **"Administrator Alternative Certification"** application. *It is very important to complete this immediately following the offer of employment from a public or department-accredited school but prior to beginning in the role.*
	 • Submit both forms AC5 & AC7
	 Select the following on the "Certificate Types and Options" section of the application for the following:
	 • Certificate Type: Alternative Certification
	 • Level – No level will be selected, when issued it will indicate "Not Completed".
	 • *For Superintendent*
	   o Preparation: Superintendent Alternative Certification
	   o Endorsement: School Superintendent
	 • *For Principal*
	   o Preparation: Principal Alternative Preparation
	   o Endorsement: K-12 Principal
	 Please utilize the "view status" and "comments" feature to review the progress of your application. **VERY IMPORTANT – Review the email sent with your certificate for remaining requirements to complete.**	

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	Superintendent	Principal

Requirements to obtain a professional Administrator – Superintendent Endorsement
ARSD 24:28:15:09
 	
Requirements to obtain a professional Administrator – Principal Endorsement
ARSD 24:28:15:10
 	
Alternative Certification Coursework Options
 	
South Dakota State-Designated Tests
 	
South Dakota ETS/Praxis Registration
 	
Coursework restriction
ARSD 24:28:18:05
	To obtain a professional administrator certificate with a superintendent endorsement, an individual with a superintendent administrator alternative certificate shall:
	1) Complete a minimum of twenty-one transcripted credits from a regionally-accredited institution of higher education with a grade of C or higher in:
	  a) Leadership and district culture;
	  b) Organizational management;
	  c) Values and ethics of leadership;
	  d) Educational policy and law;
	  e) Communication;
	  f) Community relations;
	  g) Curriculum planning and development;
	  h) School finance;
	  i) Instructional management; and
	  j) South Dakota Indian studies (can use a previously verified course);
	2) Pass the state-designated content test; and
	3) Receive signoff from the applicant's employing public or department-accredited school.
		To obtain a professional administrator certificate with a principal endorsement, an individual with a principal administrator alternative certificate shall:
		1) Complete a minimum of eighteen transcripted credits from a regionally-accredited institution of higher education with a grade of C or higher in:
		  a) Instructional leadership;
		  b) Ethical and inclusive leadership;
		  c) Cognitive coaching/facilitation skills;
		  d) Creating a safe and inclusive school environment;
		  e) Process management;
		  f) Systems management;
		  g) Educational policy and law; and
		  h) South Dakota Indian studies (can use a previously verified course);
		2) Pass the state-designated content test; and
		3) Receive signoff from the applicant's employing public or department-accredited school.

Renewal Application Tips
 	
Renewal Requirements
ARSD 24:28:17:24
 	
SD DOE Certification Forms
	All applicants must log into the SD Educator Portal and complete the *"Alternative Certification Renewal Application"*
	  • If you have not completed all your requirements, within the application you will answer "Renew" to the question "Do you want to transition to a professional certificate or renew your alternative certificate?"
	    ○ Reminder, the maximum length is five school years to complete all requirements.
	  • In addition to your application, on a yearly basis until all requirements are met, the following must be submitted:
	    ○ Form AC6 – completed by your employing public or department-accredited school
	    ○ Supporting documentation towards the completion of your requirements including one of the following:
	      ▪ An official transcript showing the completion of a required course;	

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	- A Praxis scoresheet showing the passing of a required test; or - Documentation showing that you have registered for either a required course or test - Once you have all requirements completed, you will complete the "**Alternative Certification Renewal Application**" application. When you apply, answer "Transition" to the question "Do you want to transition to a professional certificate or renew your alternative certificate?" - You must submit any remaining official transcripts and/or Praxis scoresheets. - Form AC8 – completed by your employing public or department-accredited school
Additional Tips & General Application Requirements ARSD 24:28:04	**If your entire educator certificate is expiring,** you can renew it at the same time by answering "Yes" to the question "*I would like to renew my Teacher, Administrator, or Education Specialist Certificate.*" The correct fee will generate, and you will be able to do both in the one application. **Utilize the "view status" feature** after you submit your application, until the certificate has been issued. - Use the "comments" section to communicate. - This helps reduce redundancy and ensures your question is matched with the correct application. **Application Processing -** Applications are processed when all required documents have been received. Processing time will vary based on requests made and information submitted. **When the certificate is issued,** you will receive an email from "*SD.gov Portal*" with a subject line: *"SD Certificate for Your Name – EDAPPxxxxxxx is Approved"* - Click on the link "*View Certificate XXXXX X*" to download and save your certificate. - Share your updated certificate with your district. **Applications are valid for 365 days** from the date of submission. After this period, the application will expire and be terminated, it cannot be reopened, and no fees will be refunded. **The "Withdraw" button** should only be used if you no longer wish to pursue certification in SD. If approved, the original application cannot be reopened, no fees will be refunded, and you will have to open a new application. **System and Application Guides:** https://doe.sd.gov/certification/guides.aspx

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