

ALL INITIAL EDUCATORS

Name of Application	Requirements and steps to follow:
<p>Initial Educator Application is used by all new applicants.</p> <p>Certificate Type:</p> <ul style="list-style-type: none"> • Teacher • Administrator • Education Specialist • Educator Permit • Alternative Preliminary 	<p>Step 1: Create a mySD.gov account and complete your Educator Profile: https://www.sd.gov/educator this becomes your permanent record and provides a placeholder for your information and documents.</p> <p>Step 2: Complete the “Initial Educator Application” indicating on the “Certificate Types & Options” screen the type of certificate you are requesting including the corresponding preparation and endorsements to become fully authorized in SD.</p> <ul style="list-style-type: none"> ○ Helpful System Guides ○ Administrative Rules South Dakota 24:28 Educator Certification ○ Additional guidance and links available on the Educator Certification website <p>Step 3: Submit your supporting documentation to prove your qualifications for the certificate that you are requesting.</p> <ul style="list-style-type: none"> ○ Most applications required an official university transcript showing degree completion. <ul style="list-style-type: none"> • Educators that completed their degree in another country will need a Foreign Credential Evaluation completed by a member of either: Association of International Credential Evaluators or the National Association of Credential Evaluation Services ○ Other requirements include: <ul style="list-style-type: none"> • South Dakota Indian Studies* • SD Certification Forms • SD State-Designated Testing <p>*House Bill 1002 effective July 1, 2025, requires that all certified educators new to the profession or from out-of-state complete a South Dakota Indian studies course. The existing language of SDCL 13-1-48 was changed from "any teacher" to "all certified educators". As a result, a three-credit hour university transcribed course is required for new educators seeking certification; this does not apply to those fully SD certified prior to July 1, 2025.</p> <ul style="list-style-type: none"> • ARSD 24:28:02:01 Granting of provisional status. Only a reciprocal certificate or an initial educator permit is eligible for provisional status. • ARSD 24:28:16 Reciprocity. • ARSD 24:28:01:01 (35) “South Dakota Indian studies,” a three-credit-hour course that: <ul style="list-style-type: none"> (a) Meets the requirements of SDCL 13-1-48; (b) Is approved by the department; and (c) Is listed on an official transcript from a regionally-accredited institution of higher education, with a grade of C or higher; <p>Step 4: Utilize the “View Status” of the application to check on remaining requirements and to communicate with the certification office about your open application. Applications are processed in the order received, with all documents on file. Normal processing time is about 4-8 weeks, expediting is not allowed. When a certificate is issued you will receive an email from "SD.gov Portal <contactus@sd.gov>". You may need to check your spam/junk mail.</p>

ALTERNATIVE CERTIFICATION (Step 2 – Required once a position has been offered)

Name of Application	Description	Requirements
GE and TFA Alternative Certification Route Application SD Certification Forms – Alternative Certification	General education (GE) and Teach for America (TFA) content areas such as math, science, social science, English, PE, art, music, etc <ul style="list-style-type: none"> GE applicants <u>may not</u> teach early childhood education, elementary self-contained or subject-specific grades K through four, early childhood special education, or special education. TFA applicants <u>may not</u> teach early childhood education, early childhood special education, or special education. 	ARSD 24:28:11 General education alternative certification ARSD 24:28:13 Teach for America alternative certification <ul style="list-style-type: none"> Must hold a bachelors degree or higher. Must hold a valid Alternative Preliminary certificate. Must have a qualifying offer of employment from a SD school district or department-accredited school. TFA applicants must be a verified participant.
Career and Technical Education (CTE) Alternative Certification Application SD Certification Forms – Alternative Certification	Career and Technical Education (CTE) content areas such as Agriculture, Food & Natural Resources, Construction, Family and Consumer Sciences, etc <ul style="list-style-type: none"> Individuals going through this pathway may also add endorsements outside of CTE where requirements are met. A bachelor’s degree or higher is required to add core content areas such as math, PE, English, social science, etc. 	ARSD 24:28:12 Career and technical education alternative certification. Individuals who want to teach CTE but not complete the additional coursework requirements may prefer to apply for a CTE Instructor Permit. Comparison of CTE Alternative Certification and CTE Instructor Permit. CTE Teacher Certification
Special Education Alternative Certification Application SD Certification Forms – Alternative Certification	For applicants who have a valid professional or advanced teaching certificate and have accepted a position as a special education teacher in a public or Department-accredited school. <ul style="list-style-type: none"> This is considered the fast-track route to the SPED Endorsement, until completed the endorsement will have an expiration date. K-12 Special Education Endorsement or Early childhood special education (SPED) birth through grade three endorsement. 	ARSD 24:28:14 Special education alternative certification. Applicants <u>must</u> currently hold a valid SD teaching certificate and have 3 or more years of teaching experience within the past 5 years. ARSD 24:28:18:05 Coursework restriction.

Administrator Alternative Certification Application SD Certification Forms – Alternative Certification	<p>Superintendent Alternative Certification leads to a Superintendent endorsement, in South Dakota.</p> <ul style="list-style-type: none"> This is considered the fast-track route to the Superintendent Endorsement, until completed the endorsement will have an expiration date. 	<p>ARSD 24:28:15 Administrator alternative certification. Individuals going through this pathway must have a master's degree or higher and 3 or more years of experience in a management role.</p> <p>ARSD 24:28:18:05 Coursework restriction.</p>
	<p>K-12 Principal Alternative Certification leads to a K-12 Principal endorsement, in South Dakota.</p> <ul style="list-style-type: none"> This is considered the fast-track route to the K-12 Principal Endorsement, until completed the endorsement will have an expiration date. 	<p>ARSD 24:28:15 Administrator alternative certification. Individuals going through this pathway must have completed an approved program or alternative certification program and have 3 or more years of teaching experience.</p> <p>ARSD 24:28:18:05 Coursework restriction.</p>

RENEWAL EDUCATOR CERTIFICATES – ARSD 24:28:17

Name of Application	Description	Certificate Type	Requirements
Educator Renewal Application	Renewal Application for individuals who currently hold a certificate for teacher, administrator, education specialist and/or an educator permit. **This is also used for those that have now completed the SDIS course that were previously issued a provisional certificate based on reciprocity.	Teacher Administrator Education Specialist Educator Permit	Must meet all renewal requirements . ARSD 24:28:17
Temporary Certificate Application	ARSD 24:28:17:11 Duration of temporary certificate. The educator with an invalid certificate who applies for renewal may receive a one-year temporary certificate to complete the renewal requirements of the certificate type. A temporary certificate may not be renewed.	Teacher Administrator Education Specialist Educator Permit	May not be renewed. ARSD 24:28:17:10 Renewal requirements for an invalid educator certificate.
Educator Provisional Renewal Application	This application should be used if your last certificate issued was a provisional certificate based on reciprocity and you have not completed the required South Dakota Indian Studies course. The issuance of this provisional extension will be for an additional 'certification year' to complete the SD Indian Studies course. Within the application you will need to indicate when and where you will be taking the course. Approved SDIS Courses	Teacher Administrator Education Specialist	ARSD 24:28:16:05 . Provisional status. The secretary may issue a certificate with provisional status to an applicant who meets all requirements for reciprocal certification set forth in §§ 24:28:16:01 or 24:28:16:02 completion of South Dakota Indian studies. A certificate with provisional status expires the June thirtieth immediately following the date the certificate was issued and may be renewed once, for one additional year.
Educator Permit ONLY Renewal	Renewal Application for applicants who are renewing only an Educator Permit and will not apply for other certificate types. Applicants who hold other South Dakota certifications can add educator permits through the Educator Certification Renewal.	Educator Permit	ARSD 24:28:09 Educator Permit Requirements ARSD 24:28:17:25 Renewable educator permits. ARSD 24:28:17:26 Renewal requirements for educator permits. ARSD 24:28:17:26.01 Renewal requirements for a library science permit. ARSD 24:28:17:28 Renewal requirements for a one-year permit.

Name of Application	Description	Requirements
Alternative Preliminary Certificate Renewal	This application should be used if currently hold alternative preliminary certificate that is going to expire, and you have not received a qualifying offer of employment from a SD school district or department-accredited school.	For more information visit ARSD 24:28:17:19 .
Alternative Certification Renewal Pre-approved coursework for meeting requirements.	<p>For applicants who have an Alternative Certificate and are employed by a school district or department-accredited school.</p> <p>If eligible to renew for an additional year, answer “Renew” to the question "Do you want to transition to a professional certificate or renew your alternative certificate?"</p> <ul style="list-style-type: none"> Your district must complete the District Alternative Certification Annual Progress Report form for your specific route: https://doe.sd.gov/certification/forms.aspx You must submit documentation towards your completion including proof of progress towards completing the requirements of the Alternative Certification route including one of the following: <ul style="list-style-type: none"> An official transcript showing the completion of a required course; A Praxis scoresheet showing the passing of a required test; OR Documentation showing that you have registered for either a required course or test <p>If all requirements are completed, answer “Transition” to the question "Do you want to transition to a professional certificate or renew your alternative certificate?"</p> <ul style="list-style-type: none"> You must submit any remaining official transcripts and/or Praxis scoresheets. Your district must complete the form AC8: https://doe.sd.gov/certification/forms.aspx 	<p>ARSD 24:28:17:20 Renewal requirements for the general education alternative teaching certificate.</p> <ul style="list-style-type: none"> ARSD 24:28:11:06 Maximum length of the general education alternative teaching certificate. <p>ARSD 24:28:17:21 Renewal requirements for the career and technical education (CTE) alternative teaching certificate.</p> <ul style="list-style-type: none"> ARSD 24:28:12:06 Maximum length of the CTE alternative teaching certificate. <p>ARSD 24:28:17:22 Renewal requirements for the Teach For America (TFA) alternative teaching certificate.</p> <ul style="list-style-type: none"> ARSD 24:28:13:06 Maximum length of the TFA alternative teaching certificate. <p>ARSD 24:28:17:23 Renewal requirements for the special education alternative teaching certificate.</p> <ul style="list-style-type: none"> 24:28:14:07 Maximum length of the special education alternative teaching certificate endorsement. <p>ARSD 24:28:17:24 Renewal requirements for the alternative administrator certificate.</p> <ul style="list-style-type: none"> 24:28:15:06 Maximum length of the administrator alternative certificate. <p>Endorsement Requirements are in addition to the requirements to complete alternative certification route.</p>

Other actions available in the Educator Portal:

Name of Application	Description
<p>Add Endorsement or Update Existing Certificate</p> <p>This application should be used if you are not renewing your certificate but you are requesting any of the following.</p> <p>Do not forget to add your new degree or make a new selection of your certificate type, level, preparations and endorsements.</p>	<p>An endorsement is what allows an educator to be authorized within the content and subject area. To have an endorsement added to your certificate you must request it, they are not automatically evaluated or added.</p> <ol style="list-style-type: none"> 1. You previously were issued a "Student Teacher Permit" and have now completed your preparation program. Review the email sent with your permit for instructions. 2. Converting to an "Advanced Teaching Level" based on the completion of a Master's degree or higher plus having five years of K-12 teaching experience. Official transcript is required. If experience has been in a SD K-12 school district, you do not need to submit verification of experience. 3. Converting to an "Advanced Administrator Level" based on the completion of an education specialist degree or higher in an education related program. Official transcript is required. 4. Adding a new Certificate Type, Preparation based on the completion of an additional educator preparation program (i.e. administrator, school counselor, etc.) 5. Adding a new Endorsement to your certificate based on the completion of: <ul style="list-style-type: none"> o a coursework evaluation (transcript analysis) of coursework that has been completed within the past 10 years, according to ARSD 24:28:18:05; o passing of an approved state-designated test; o reciprocity from another state based on full certification, according to ARSD 24:28:16; o completion of CTE Methods and a state-designated test(s). 6. Changing from an Educator Permit to Alternative Certification. <p>Reminders -- only one application can be open at a time.</p> <ol style="list-style-type: none"> 1. Endorsements can be added at the same time you renew your certificate, 2. Endorsements are only active on valid certificates, renew your certificate prior to requesting additional endorsements. 3. All FEES are non-refundable according to ARSD 24:28:05. <p>For more information visit ARSD 24:28:18 through 24:28:27.</p>
<p>Complete your Educator Profile</p>	<p>The Educator Profile will create a permanent record in the certification system to store your information.</p> <ul style="list-style-type: none"> • It is required to create a mySD.gov account prior to the educator profile. Use a personal email to create your mySD.gov account, you can add your school email as an alternative email. • Once a profile has been created you will then be able to access the applications and utilize document storage. <p>Important Information:</p> <ul style="list-style-type: none"> • The Educator Profile is not an application, once completed you must complete an application.
<p>Contact the Office of Educator Certification</p>	<p>Use this if you are experiencing issues with the system functionality.</p> <ul style="list-style-type: none"> • All general questions should be emailed to certification@state.sd.us • If you have an open application, use the "comments" within the application.

Correction to a Certificate Issued in Past 30 days	<p>Submit this request if you have been issued a certificate with a typographical or clerical error. These errors would include misspellings, errors in expiration dates of a certificate, errors in the type of certificate issued, or the omission or misidentification of endorsements requested.</p> <ul style="list-style-type: none"> • A typographical or clerical error does not include the addition of an endorsement not included on the application or which was denied by the Department. • If it has been more than 30 days you will need to use one of the following applications: <ul style="list-style-type: none"> ○ Update Educator Profile ○ Add Endorsement or Update Existing Certificate • The request must be submitted within 30 days, however, the correction may take a 6-10 weeks to process. An email will be sent to you once the correction has been made or if other steps need to be taken by the applicant. <p>For more information visit ARSD 24:28:05:06.</p>
Documents	<p>This is a document storage feature that will allow you to upload documents to your permanent record. These documents will not be reviewed until an application has been submitted and fee has been paid.</p> <ul style="list-style-type: none"> • Transcripts are not official if uploaded, more information. • Certification Forms • Combine your similar documents into one file, prior to uploading. For example all contact hour certificates should be saved as one document. • Please note this document must be manually reviewed by the SD DOE Certification Staff before the "Validated" and "Reviewed" check boxes will be updated. There are four certification staff that review 75,000+ documents a year. <ul style="list-style-type: none"> ○ Reviewed: <ul style="list-style-type: none"> • False = not reviewed • True = reviewed by SD DOE ○ Validated: <ul style="list-style-type: none"> • False = not reviewed or accepted • True = reviewed and accepted by SD DOE Certification Staff • If a document has NOT been accepted, we will send you a comment in the application. • If you submitted your documents through the "Documents" at the top right corner of your screen and you have an open application, then you can comment to the SD DOE Certification Staff in the application to let us know this is where you attached your documents.

Link my Educator Profile	Link a new mySD.gov account to your educator profile. **Do NOT take this action when there is an open application** Follow the prompts on the screen or access the helpful guide for assistance.
Request a copy of my Educator Certificate	Educators who have a name change, misplaced, or lost their certificate should use this application to request a copy. A duplicate certificate shall be issued upon receipt of the required fee according to ARSD 24:28:05:01(4) . <ol style="list-style-type: none"> 1. You will receive an email from 'SD.gov Portal <contactus@sd.gov>' 2. The subject line will read 'Copy of Educator Certificate Request' 3. In the email you will find 'Certificate Attachment URL' click the link with your certificate number to download a copy. <p>If needing a new certificate with updated name:</p> <ol style="list-style-type: none"> 1. complete a request to update your Educator Profile; 2. then submit this request titled "Request a copy of my Educator Certificate" this will process automatically once payment has been made. All fees are non-refundable according to ARSD 24:28:05.
Update Educator Profile	This is an automatic update to your personal information that is stored in the system and displayed on Educator 411. When you submit this information it will update your profile with the requested information. Updates that can be requested include a change of your: <ul style="list-style-type: none"> • name, • certificate name display, • phone number, • email address, • mailing address, and • personal information. <p>This request will <u>not</u> generate a new certificate, there is another request and fee required for this action.</p>
Update Social Security Number	As a foreign educator, you will have a temporary social security number generated to complete your application process. This generated social security number will be reflected on your application after submission, emailed to you, and should be shared with your school district. IMPORTANT: When you receive a permanent social security number, use this form to update your temporary social security number to your permanent social security number. Once update the system will then update all references to the temporary number with your permanent number.