

# COVID-19 CONDITIONAL APPLICATION

## Steps to Complete Application

Steps	Guidance		Link
1	Review the process of creating an account using the online certification system.		<a href="#">Instructions</a>
2	Create an account and log into the application system.		<a href="#">Login</a>
3	Select the COVID-19 Conditional Application – click on the Apply button.		
4	Complete ALL sections of the application. You must scroll down to the bottom of each page and select “save and continue”.		
<b>Section Tips</b>	<b>General Information</b>	Your response to each question guides the documents required and establishes the correct fee. <i>Note: Applications can be submitted before uploading the required documents.</i>	
	<b>Demographics</b>	Enter your name as you want it to appear on your certificate.	
	<b>Education Obtained</b>	Make sure to select the “add” option to enter your degree. <ul style="list-style-type: none"> <li>List the degree you are completing.</li> <li>Answer “yes” to “Will an official transcript be submitted?”.</li> <li>Answer “yes” to “...student teaching, practicum...” <i>even if you have not completed student teaching</i></li> </ul>	
	<b>Endorsements</b>	Select <b>all</b> endorsements you want added to your certificate. To be fully certified, endorsements are required and can only be added to a certificate if requested by the applicant.	<a href="#">Endorsement Requirements</a>
	<b>Payment</b>	<ul style="list-style-type: none"> <li>Payment can be made online using a credit card. You can also mail a check or money order to Office of Educator Certification, 800 Governors Drive, Pierre, SD 57501.</li> <li>You will receive a confirmation email for your online payment that can be used as your receipt and documentation of a successful submission of your application.</li> </ul>	

## Guidance

		Link
<b>Suicide Awareness and Prevention Training</b>	<ul style="list-style-type: none"> <li>A list of approved trainings is listed on the certification website. These are online, free of charge and will provide you with a certificate of completion.</li> <li>Save the certification of completion as a pdf to be uploaded to your application or emailed to certification@state.sd.us</li> </ul>	<a href="#">Approved Trainings</a>
<b>Official Transcript</b>	<ul style="list-style-type: none"> <li>You must request an official transcript be submitted.</li> <li>Click on the link and view “How to Submit OFFICIAL TRANSCRIPTS” heading.</li> <li>Make sure your final grades and degree or posted before submitting.</li> </ul>	<a href="#">Submission Information</a>
<b>University Sign-Off</b>	Your application is automatically submitted to your university for sign-off.	
<b>Check Status</b>	<p>After your application is submitted, you can log into the application to “upload documents” or to “check status” of your application.</p> <ul style="list-style-type: none"> <li>Log back into the application system and select the Initial Educator Application to check your status or upload documents.</li> <li>DOE will not request missing documents. It is your responsibility to review your application status.</li> </ul>	<a href="#">Check Status Link</a>

<b>Website</b>	<b>Link</b>
<b>Instructions</b>	<a href="https://doe.sd.gov/certification/documents/CREATING-ACCOUNT.pdf">https://doe.sd.gov/certification/documents/CREATING-ACCOUNT.pdf</a>
<b>Login</b>	<a href="https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Login.aspx">https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Login.aspx</a>
<b>Endorsements</b>	<a href="https://apps.sd.gov/DE69EducatorLicensure/Teacher411/">https://apps.sd.gov/DE69EducatorLicensure/Teacher411/</a>
<b>COVID-19 University Sign-off Form</b>	<a href="https://doe.sd.gov/certification/documents/COVID-19-UCO-Signoff.pdf">https://doe.sd.gov/certification/documents/COVID-19-UCO-Signoff.pdf</a>
<b>Suicide Awareness</b>	<a href="https://doe.sd.gov/SuicidePrevention/">https://doe.sd.gov/SuicidePrevention/</a>
<b>Transcript Submission</b>	<a href="https://doe.sd.gov/certification/">https://doe.sd.gov/certification/</a>
<b>Check Status</b>	<a href="https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Login.aspx">https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Login.aspx</a>