

EPV15 District Intent to Employ

One-year career and technical education (CTE) instructor educator



Instructions: This form is to be completed by the employing school district or department-accredited school that has offered a contract to an applicant pursuing the one-year career and technical education (CTE) instructor educator permit. You must complete all fields; if handwritten use blue or black ink. Email the completed form to certification@state.sd.us

Part 1 – Applicant Information	
Last Name:	SSN (last 4 digits):
First Name:	Maiden/Previous Last Name:

ARSD [24:28:09:54](#). One-year career and technical education (CTE) instructor educator permit --Employer requirements. If an offer of employment is accepted by someone who is qualified to teach pursuant to § [24:28:09:53](#) but is not a certified educator, the employing school district or department-accredited school must state on the intent to employ form provided to the applicant for submission with their application:

- (1) That the school is unable to hire a certified educator to fill the vacancy;
- (2) The position to be held by the applicant; and
- (3) The name of the certified teacher who will act as a mentor to the applicant.

Part 2 – Required information about the employment from a school district or department-accredited school for the position that will be filled using the one-year career and technical education (CTE) instructor educator permit.	
School District or Department-Accredited School:	
School Building Name:	
Grade Level:	
Starting Date as Teacher of Record (MM/DD/YYYY):	
CTE teaching assignment numbers as listed in PRF :	
Where was the above position advertised?	
Do you have documentation that the school district or department-accredited school attempted but was unable to hire a teacher with a professional or advanced teaching certificate prior to hiring? ☐ Yes ☐ No	
Who is the certified teacher who will act as a mentor to the applicant?	
Part 3 – Authorized school official with the school district or department-accredited school:	
Printed Name and Title:	
Email Address:	
Phone Number (including area code):	
Signature:	Date: