

EDUCATOR RENEWAL – FIVE YEAR APPLICATION

Steps to Complete Application

Steps	Guidance	Link
1	Review the process of creating an account using the new online certification system.	Instructions
2	Create an account and log into the application system – links based on your SSN <ul style="list-style-type: none"> If you see the “New Applicant” application, STOP and contact certification@state.sd.us before completing an application. If you have not used the system after 7/2017, you will need to create a new account. 	Login
3	Select the Certificate Renewal > Educator Renewal – Five Year 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”. Do not submit documents to DOE prior to completing your application.	
Section Tips	General Information Your response to each question guides the documents required and establishes the correct fee. Renewal applications should be submitted January 1 - June 30 of the year of expiration. <ul style="list-style-type: none"> 'Five years' is determined by the date of issuance of the certificate, expiring on July 1st of the fifth year. If submitted prior to January of the year of expiration it could result in less than a five-year certificate. <i>Note: Applications can be submitted before uploading the required documents.</i>	
	Demographics Enter your name as you want it to appear on your certificate. <ul style="list-style-type: none"> You will need to update the ethnicity and race questions. Verify your email as this is where your certificate will be sent. 	
	Certificate Type and Options All information currently on certificate, will stay on your certificate. You will notice changes based on the 2017 certification rule rewrite. **Select all NEW certificate types and options you want added to your certificate.	
	Endorsements **Select all NEW endorsements you want added to your certificate. <ul style="list-style-type: none"> Endorsements will not be automatically added after passing the state-designated test or completing the requirements of the endorsement. If you do not select the endorsements on this application, you will be required to submit an additional application and fee to add the endorsement(s) after your certificate has been issued. 	Endorsement Requirements
	State Designated Test Test score(s) already received by DOE are listed at the top of the screen. <ul style="list-style-type: none"> No action is needed if you haven't taken any new test. Only select NEW test(s) that you have taken. If a test you have already taken has an end date and you have already been issued the endorsement, you do not need to retake it. 	State Designated Tests
	Education Obtained A NEW degree is a degree that you completed after your last renewal. If you are unsure, please check your SD Teacher 411 listing. <ul style="list-style-type: none"> If you have a NEW degree use the “add” option to enter your degree; or If you will be completing a degree and you want your application held for processing, use the “add” option to enter your degree; or If this degree will add additional certification based on program completion: <ul style="list-style-type: none"> Answer “yes” to “Will an official transcript be submitted?”. Answer “yes” to “...student teaching, practicum...”. 	

Steps to Complete Application Continued

Steps	Guidance		Link
Section Tips	Renewal Credit Summary	<p>Steps – VERY Important to complete!</p> <ul style="list-style-type: none"> • Choose type of credit. • Complete requested information and click “save”, this will create a chart at the top of the screen. • If more than one type of credit or if more than one university you will need to use the “Add” button. <p>YES, you must submit the documents that you are using for renewal.</p> <ul style="list-style-type: none"> • See guidance section for submitting transcripts. • Contact hours can be scanned as one document, saved as a PDF and uploaded later in the application. 	
	Payment	<ul style="list-style-type: none"> • Payment can be made online using a credit card. You can also mail a check or money order to SD DOE Office of Educator Certification, 800 Governors Drive, Pierre, SD 57501. • 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. • Documents may be submitted after you complete your application. 	

Guidance

		Link
Suicide Awareness and Prevention Training	<ul style="list-style-type: none"> • 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. • Save the certification of completion as a pdf to be uploaded to your application or emailed to certification@state.sd.us. 	Approved Trainings
Official Transcript	<ul style="list-style-type: none"> • You must request an official transcript be submitted. • Click on the link and view “How to Submit OFFICIAL TRANSCRIPTS” heading. • Make sure your final grades and degree are posted before submitting. 	Submission Information
University Sign-Off	<p>Your application is automatically submitted to your university for sign-off.</p> <ul style="list-style-type: none"> • If new degree was completed out-of-state you must submit the OSF1 form. 	
Check Status	<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"> • Log back into the application system and select the Initial Educator Application to check your status or upload documents. • DOE will not request missing documents. It is your responsibility to review your application status. 	Check Status Link

Guidance

		Link
Continuing Education Contact Hours	<p>Continuing Education Contact Hour certificates completed after July 1, 2017 will no longer be accepted if the training lists “Professional Development/Inservice, etc.” as the title. The title must include the specific content or title of the session. (15 Hours = 1 renewal credit)</p> <p>With a Bachelor’s Degree you must have a minimum of 3 transcribed credits, the other 3 can be any combination of transcribed or continuing education contact hours.</p> <ul style="list-style-type: none"> • Options for combinations: <ul style="list-style-type: none"> ○ 45 hours + 3 transcribed ○ 30 hours + 4 transcribed ○ 15 hours + 5 transcribed ○ 6 transcribed <p>With an Advanced degree you need 6 renewal credits which can be any combination of transcribed or continuing education contact hours.</p> <ul style="list-style-type: none"> • Options for combinations: <ul style="list-style-type: none"> ○ 90 contact hours ○ 75 hours + 1 transcribed ○ 60 hours + 2 transcribed ○ 45 hours + 3 transcribed ○ 30 hours + 4 transcribed ○ 15 hours + 5 transcribed ○ 6 transcribed 	Contact Hours Guidelines

Website	Link
Instructions	https://doe.sd.gov/certification/documents/CREATING-ACCOUNT.pdf
Login	https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Login.aspx
Endorsements	https://apps.sd.gov/DE69EducatorLicensure/Teacher411/
Suicide Awareness	https://doe.sd.gov/SuicidePrevention/
Transcript Submission	https://doe.sd.gov/certification/
Forms	https://doe.sd.gov/certification/#forms
Check Status	https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Login.aspx