

MILITARY/MILITARY SPOUSE INITIAL APPLICATION

Steps to Complete Application

Steps	Guidance	Link	
1	Review the process of creating an account using the online certification system.	Instructions	
2	Create an account and log into the application system.	Login	
3	Select the Military/Military Spouse Initial 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”.		
Section Tips	General Information	<p>Your response to each question guides the documents required and establishes the correct fee.</p> <p><i>Note: Applications can be submitted before uploading the required documents.</i></p>	
		If you hold a valid certificate from another state which allows you to teach, administer, or perform other educational duties, you will need to submit the Out-of-State Certificate and the Out-of-State Educator Certification Verification (OSF2) form.	OSF2
		If you completed an approved alternative program in another state, you must submit the Out-of-State Reciprocity Educator Experience Verification – Teaching (OSF4) form.	OSF4
		You must submit a copy of the military active duty orders.	
	Demographics	Enter your name as you want it to appear on your certificate.	
	Education Obtained	<p>Make sure to select the “add” option to enter your degree.</p> <ul style="list-style-type: none"> List the degree you are completing/have completed. Answer “yes” to “Will an official transcript be submitted?”. 	
	Certificate Type	Select all certificate types that apply. If requesting an educator permit, such as Junior ROTC, answer “yes” to the specific permit question.	Educator Permits
	Certificate Options	If you select advanced, you must submit verification of five years of contracted K-12 teaching experience using the Educator Experience Verification-Teaching (EPV1) form.	EPV1
	Endorsements	<p>Select all 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.</p> <ul style="list-style-type: none"> Endorsement requirements can be viewed on Teacher 411 or the Certification website. If you have a valid out-of-state certificate you should select the South Dakota equivalent endorsements. If you have an invalid out-of-state certificate, you must meet the requirements for the South Dakota endorsements. 	Endorsement Requirements
	State Designated Test	South Dakota will only accept tests that match the numbers listed. If your test is not listed, do not submit.	State-Designated Tests
Payment	<ul style="list-style-type: none"> No fee for Active Duty. Select “Check” option. You do not need to send a \$0 check. You will receive a confirmation email that can be used as your documentation of a successful submission of your application. 		

Guidance

		Link
Official Transcript	<p>You must request an official transcript be submitted.</p> <ul style="list-style-type: none"> Click on the link and view “How to Submit OFFICIAL TRANSCRIPTS” heading. Make sure your final grades and degree or posted before submitting. 	Submission Information
Out-of-State Certificate	<p>A copy of your certificate can be saved as a pdf and uploaded to your application. It can also be emailed to certification@state.sd.us.</p>	
License/Certificate Verification	<p>If you have a certificate from another state, the Out-of-State Educator Certification Verification (OSF2) form is required.</p>	OSF2 Form
Educator Experience Verification – Teaching	<p>The following requires verification of teaching experience.</p> <ul style="list-style-type: none"> South Dakota certification based on completion of an approved out-of-state alternative program requires three years of contracted K-12 teaching experience in the past five years, verified using the Out-of-State Reciprocity Educator Experience (OSF4) form. An advanced level teaching certificate requires verification of contracted K-12 teaching experience and an advanced degree or National Board Certification verified using the EPV1 form. 	OSF4 Form EPV1 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 Out-of-State 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