![south dakota DEPARTMENT OF EDUCATION - Learning. Leadership. Service.]

Guidance for Completing the Initial Educator Application: Out-of-Country Applicant with an Education Degree on a Foreign Credential Evaluation

Application Requirements to be verified with the submitted application according to **ARSD 24:28:16**

• Proof of legal alien status. SDCL **13-42-6**
 • Foreign Credential Evaluation: must have a minimum of a Bachelor's Degree and must be a course-by-course evaluation completed by a member of NACES or AICE.
      o For credentials from a foreign country or transcripts from a foreign institute of higher education, an evaluation completed by agencies approved by the department to evaluate such credentials to determine eligibility for certification that includes a course-by-course credential report of university-level credit completed, course titles, grades, semester hours earned, U.S. equivalency of degree earned, and documentation that the equivalent of a department-approved educator preparation program was completed.
 • One of the following:
      o Teaching certificate issued by the country in which you teach; **OR**
      o Form EPV1 - Educator Experience Verification-Teaching, completed by the foreign school where you are currently or previously employed.

Complete your Profile to create your permanent educator record:	
Steps	Guidance – read all information presented on each page
1	Navigate to the SD DOE Educator Certification page, click the Educator Portal LOGIN button. • In the middle of the screen, click **"Register and Sign In"** to create or use an existing mySD.gov account. • If creating a new account, use a personal email address.
2	Click **"Create Profile"** in the middle of the screen.
3	Complete the **"Contact Information"**, using the <u>same</u> email address as your mySD.gov account, and the **"Address Information"**. Click **Next** at the bottom of each screen.

4	Complete the **"Personal Information"** section:
	    a. **Gender**: Select your gender
	    b. **Hispanic/Latino:** Select Yes or No
	    c. **Race:** Select your race
	    d. **Date of Birth:** Enter your date of birth
	    e. **Do you have a Driver's License?** Select Yes or No.
	      If Yes:
	        • **State Driver's License Issued** Select the state which issued the license.
	        • **Driver's License Number** Enter the license number
	    f. **Are you a US Citizen?** Select response, typically answered as No on this application.
	    g. **Do you hold a valid Visa?** Select Yes or No. If Yes, upload your valid visa or legal alien documentation.
	    h. **Do you have an SSN?** Select Yes or No.
	      • If Yes, enter your SSN then enter it again in Validate SSN.
	      • If No, once this application has been submitted, you will be emailed a unique temporary ID.
	        o Please save this ID to provide to the school district that you are employed at.
	        o This ID may change in the future once you are issued an SSN for your profile.

5	The **"Qualification Information"** is used to identify your prior education:

	a. **What is your highest degree?** – Select your highest degree.
	b. **I have completed, or will complete within the next calendar year, an educator preparation degree program with a South Dakota university.** Select your response
	c. **I have completed an approved South Dakota Indian Studies course?** Select Yes or No
	d. **Qualification Information:** Click **Add.**
	• **Country:** Select your country
	• **University Name:** Enter your university's name
	• **Type of Attainment:** Select "Degree Completed"
	• **Date attended from/Date attended to:** Estimated dates for start and finish are acceptable.
	• **Degree:** Select the degree earned from the above university.
	• **Major:** Select the **"Recommended US Equivalency"** as noted on your Foreign Credential Evaluation.
	• **Does your transcript reflect a student teaching, practicum, or supervised internship related to education?** Select Yes or No
	• Click **Add.**
	e. If you **completed another degree**, click **Add**, and repeat the steps in "d.".
	f. Once all degrees are added, check **"I've made all of my selections."**
	g. Upload your **Foreign Credential Evaluation** or select submit later.
	○ Do not submit your official foreign country transcript; only the FCE is needed.
	h. **I have a valid certificate from a state/country other than South Dakota which allows me to teach, administer, or perform other educational duties in a district or school.** Select if you have a valid or invalid certificate from out-of-country.
	i. Upload your **Certificate from another County** or select upload later.
	j. **Identify the country(s) where you received your certificate.** Select the country(s) in which you hold an educator certificate or license.
	k. **My spouse (or myself) is on active duty in the armed forces of the United States.** Select Yes or No If Yes:
	• Upload Active Duty Orders or select upload later
	• Answer additional question - **My spouse (or myself) is subject of a military transfer to South Dakota.** Select Yes or No
	l. Click **Next** at the bottom of the screen to advance to the next page.
6	**"Review"** expand each section to confirm information. **"I confirm that all the above information is correct."** Check this box, then click **Next.**
7	**"Outstanding Documents"** is a list of required documents, review, then click **Submit** to finalize your profile.
Congratulations, you have successfully created your Educator Profile!	
NEXT - You must submit an "Initial Educator Application" on the Educator Portal.	
8	Click **"Go Home".**
9	Click **"Select Application".**
10	In the "Suggested for You" applications, click on **"Initial Educator Application".**
11	First read the "Overview" and "Frequently Asked Questions", then click **Apply.**
12	You will notice that the **"Contact Information"**, **"Address Information"**, **"Personal Information"** and **"Qualification Information"** populates from your Educator Profile. • If any information is incorrect, you will need to use the **"Update Educator Profile"** (from the Applications & Services screen) to update this information.
13	**"State Designated Tests"** select the state-designated tests you have completed and passed. Click **Next**.
14	**"Certificate Type & Options"** – Read the instructions, then click **Add** to make your selections: a. **Certification Type**: Make your selection. b. **Level:** Select your Level c. **Preparation:** Select your preparation(s)

	d. **Endorsements:** Select all equivalent endorsements you are eligible for based on the **"Recommended US Equivalency"** at noted in your Foreign Credential Evaluation of if you have taken any approved SD State-Designated Content Tests.	
	e. Click **Add**	
	f. **"I've selected all my certificate types, levels, preparations, and endorsements."** Check this box.	
	g. Click **Next** at the bottom of the screen to advance to the next page.	
15	Read the **"Conduct Review"** section carefully and thoroughly, answer the conduct questions carefully and completely, and upload documents, if requested. Click **Next.**	
16	**"Citizenship Oath"**: a. **Where do you claim citizenship status?** Select your country. b. Upload **legal alien documentation** or select upload later. c. Carefully read and complete the **Oath of Affirmation**. Click **Next.**	
17	**"I confirm that all the above information is correct".** Check this box, then click **Next.**	
18	**"Review"** and **"Outstanding Documents"** - Review carefully, make not of outstanding documents, and click **Next** to continue.	
19	**"Payment Summary"** Click "**Submit"** and you will be redirected to the **"Payment Overview"** screen to pay the application fee. Complete your payment method and information, then click **"Submit"**. • Fees must be paid to activate the application. • All fees are non-refundable.	

20	Review and complete ALL **"Actions Required"** items at the bottom of the page.
	 • The SD DOE must receive:
	     ○ Foreign Credential Evaluation
	     ○ Out-of-Country Certificate/License; **OR** Form EPV1 - Educator Experience Verification-Teaching
	     ○ Valid Visa/proof of legal alien status.
	 • These items will also be visible from the **"View Status"** of your submitted application.
	 • A monthly reminder will be sent to your email for missing documents.	

Next Steps:

	Educator Responsibility:	SD DOE Responsibility:
Foreign Credential Evaluation	Requirements: • Minimum of a Bachelor's Degree • Course-by-course evaluation completed by a member of NACES or AICE.	SD DOE cannot proceed with the application until the Foreign Credential Evaluation has been received.
Out-of-Country Certificate	Out-of-Country Certificate/License; **OR** Form EPV1 - Educator Experience Verification-Teaching from your foreign school.	SD DOE cannot proceed with the application until the Out-of-Country Certificate/license or EPV1 Form has been received.
State-Designated Tests	You will need the South Dakota state-designated test(s), **IF you are**: • Requesting endorsements beyond your endorsed area. • Your certificate is invalid. • You have never held a certificate	N/A
Check the "View Status"	After the application is submitted, log into the application to check the status or upload documents to the placeholder provided.	Once the SD DOE has reviewed the application, a placeholder will be created for missing documents.

Questions	If you have questions about your application, use the **"Comment"** feature within the application. This is the best way to communicate with the SD DOE when you have an open application.	The SD DOE will respond to your comments/questions in the order in which they are received. Allow up to <u>seven</u> business days for a response.
Certificate	• Your certificate will be emailed to you. • Make note of any deficiencies or instructions outlined in the email. • You need to download, save, and print your certificate. • Provide a copy to your district. • This is the only copy you will receive; additional copies have an additional fee.	Once your certificate is issued, an email with a link to your certificate will be sent from "SD.gov Portal <contactus@sd.gov>"

Tips:	
Application Status (Request State/Sub-State)	

• New Application	• Needs to be reviewed by the SD DOE.
	    ○ If all requirements are met, the certificate will be issued.
	    ○ If items are missing, it will change to "Incomplete Application".

• Incomplete Application:
    ○ Missing Documents
    ○ Pending Payment
    ○ Applicant Requested Change
	• Review by the SD DOE has resulted in one of the following:
	    ○ Required documents are missing
	    ○ Application fee must be paid prior to review by the SD DOE
	    ○ Waiting for Educator response to SD DOE comments in the application.

• Legal Review	Application is under review by the SD DOE Character and Fitness team.
• Withdraw Application	When this button is used, it places the application in a pending withdraw status. Manual review by SD DOE must be completed for meeting the requirements of ARSD 24:28:04:03 before the application will be completely withdrawn. All application fees are non-refundable.
Document Upload Status (Reviewed/Validated)	
• False/False	Document has not been reviewed.
• True/False	Document has been reviewed but does not meet requirements.
• True/True	Document has been reviewed and meets requirements.