Guidance for completing the Initial Educator Application with an out-of-state certificate applying for reciprocity.

Application Requirements to be verified with the submitted application according to ARSD 24:28:16	
Documents can be submitted after the application has been submitted.	

- Official university transcript that indicating a bachelors degree or higher.
- Copy of the Out-of-State certificate indicating full certification in a state other than South Dakota.
- OSF2 Form – Out-of-State Educator Certification Verification: completed by the State Licensure Agency that issued your certificate.
- EPV1 Form – Educator Experience Verification-Teaching required **IF** requesting advanced level, related to SPED grade range, or certification is based on Alternative Certification from another state.

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, **"Address Information"**, and **"Personal Information"** by clicking **Next** at the bottom of each screen.

4	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 No
	 c. **I have completed an approved South Dakota Indian Studies course?** Select Yes or No
	 d. **Qualification Information:** Click **Add.**
	      • **State:** Select your state
	      • **University:** Enter your university 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 your major(s), you can start typing the degree to filter and select the best match.
	      • **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."
	      **Transcript is needed for each degree listed.
	 f. Once all degrees are added, check **"I've made all of my selections."**
	 g. **I have a valid certificate from a state or country other than South Dakota which allows me to teach, administer, or perform other educational duties in a district or school.** Indicate if you have a valid certificate or invalid certificate from out-of-state. Same documents are needed for invalid certificate from another state.
	      • Upload your out-of-state certificate or select upload later.
	      • Upload the Out of State Educator Certification Verification OSF2 form or select upload later.
	 h. **Identify the State(s) where you received your certificate.** Select from the dropdown list.

	i.	**I received my Out-of-State Certificate through the completion of an Alternative Certification?** Select Yes or No. **If Yes, you must submit** Form EPV1 – Educator Experience Verification-Teaching.
	j.	**Upload University Sign-off** Form OSF1, or select upload later. (This form is NOT required if you hold a certificate from another state.)
	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.
5		**"Review"** expand each section to confirm information. **"I confirm that all the above information is correct."** Check this box, then click **Next.**
6		**"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.		
7		Click **"Go Home".**
8		Click **"Select Application".**
9		In the "Suggested for You" applications, click on **"Initial Educator Application".**
10		First read the "Overview" and "Frequently Asked Questions", then click **Apply.**
11		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.
12		**"State Designated Tests"** select the state-designated tests you have completed and passed. Click **Next.**
13		**"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 your out-of-state certificate. 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.
14		Read the **"Conduct Review"** section carefully and thoroughly, answer the conduct questions carefully and completely, and upload documents, if requested. Click **Next.**
15		**"Citizenship Oath"** Carefully read and complete the **Oath of Allegiance** and **Oath of Affirmation.** Click **Next.**
16		**"I confirm that all the above information is correct".** Check this box, then click **Next.**
17		**"Review"** and **"Outstanding Documents"** - Review carefully, make not of outstanding documents, and click **Next** to continue.
18		**"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.
19		Review and complete ALL **"Actions Required"** items at the bottom of the page. - The SD DOE must receive an official transcript from the University. - 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:
Official Transcript	You must request an official transcript from the University to be sent to SD DOE, you cannot upload a transcript. *Parchment and National Student Clearinghouse are the most used services.	SD DOE cannot proceed with the application until an official transcript has been received and requirements have been verified.
University Sign-Off	Required, **if not** using Reciprocity. Form OSF1 – Out-of-State University Sign-off	N/A
State-Designated Tests	You will need the South Dakota state-designated test(s), **IF you are**: • Requesting endorsements beyond your endorsed area. • Your out-of-state 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 seven 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.