

PROVISIONAL - RENEWAL APPLICATION

Steps to Complete Application

Steps	Guidance	Link
1	Use your previously created account to log into the application system. <ul style="list-style-type: none"> If you have forgotten your password use the 'forgot password' option on the login screen. If you are using the correct email, you will receive a confirmation email to reset your password within 20 minutes. 	Login
2	Select the Certificate Renewal > Provisional - Renewal Application – click on the Apply button	
3	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. <ul style="list-style-type: none"> This application can only be used to request your <u>final</u> provisional certificate, allowing an additional 'certification year' to complete the SD Indian Studies course. Submit your application between January 1 - June 30 of the year of expiration. 'One year' is determined by the date of issuance of the certificate, expiring on July 1st of the following year. If submitted prior to January of the year of expiration it could result in less than a one-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. 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(s). Only select NEW test(s) that you have taken. 	State Designated Tests
	Education Obtained A NEW degree is a degree that you completed since your last certificate was issued. 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?". 	
	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 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. Once you click 'Save and Continue' your application will be submitted and no changes can be made. 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
Out-of-State Provisional Extension	<p>You <u>must</u> complete the Out-of-State Provisional Extension request form.</p> <ul style="list-style-type: none"> List the university name and date of expected completion for the SD Indian Studies course. 	OSF3
South Dakota Indian Studies	<ul style="list-style-type: none"> SDCL 13-1-48 requires completion of a three-credit-hour course in South Dakota Indian Studies. ARSD 24:28:06:02 requires the course to be completed with a grade of C or higher. 	Approved Courses
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	<ul style="list-style-type: none"> If your new degree was completed with a SD university, your application is automatically submitted to your university for sign-off. If your new degree was completed out-of-state you must submit the OSF1 form. 	OSF1
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

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