

EDUCATOR PERMIT *ONLY* RENEWAL REQUIREMENTS

Renewal Requirements for Educator Permit Certification

- **All applicants renewing an Educator Permit must complete the following:**
 - Complete an approved [Suicide Awareness and Prevention training](#)
- **Renewal of a Five-year Educator Permit**
 - **Option 1:** Complete three education-related credits including any combination of transcribed credits, specialized learning experience hours, or continuing education contact hours.
 - American Sign Language;
 - Braille Education;
 - CEO;
 - CTE Instructor (first permit is 3 years);
 - Expert Lecturer;
 - Eminent Scholar Lakota, Dakota, Nakota Language and Culture;
 - Native American Lakota, Dakota, Nakota Language and Culture;
 - Junior Reserve Officers' Training Corps (ROTC); and
 - School Business Official;
 - **Option 2 (Required for Athletic Coaching Permit):** Complete three education-related credits including any combination of transcribed credits, specialized learning experience hours, or continuing education contact hours. Credits must include the following:
 - Complete first aid, health and safety for coaches course;
 - Annually complete concussion in sports course; and
 - Complete fundamentals of coaching course upon first renewal of the permit.
 - **Option 3 (Required for Drivers Education Permit):** Complete three education-related credits including any combination of transcribed credits, specialized learning experience hours, or continuing education contact hours. Additional requirements include:
 - Possess a valid Class-1 South Dakota driver license or equivalent driver license from another state;
 - No traffic-related driver license court suspensions or revocations within the preceding 36 months;
 - No convictions for traffic violations that carry a mandatory suspension or revocation of the drivers license within the previous 36 months;
 - No convictions for traffic violations causing a fatal traffic collision; and
 - No convictions for driving with a revoked or suspended license or driving under the influence of alcohol or a controlled substance within the past five years
 - **Option 4 (Required for CTE Instructor Permit):** Complete three education-related credits including any combination of transcribed credits, specialized learning experience hours, or continuing education contact hours. Additional requirements include:
 - Complete a four-credit mentored internship experience and a two-credit course in methods of CTE within the first three years of employment.
 - **Option 5 (Required for School Library Permit):** Complete six education-related credits including any combination of transcribed credits, specialized learning experience hours, or continuing education contact hours, or two years in a state-approved mentor program.
 - Provide documentation verifying that mentorship was provided by a school librarian during the first two years of employment

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<p><i>Renewal Requirements for Educator Permit Certification</i></p>	<ul style="list-style-type: none"> ● One-Year Renewable Educator Permit: Performing Artist <ul style="list-style-type: none"> ○ Complete .5 education-related credits including any combination of transcribed credits, specialized learning experience hours, or ● Non-Renewable Educator Permits: International Teacher
<p><i>Invalid Educator Permits</i></p>	<ul style="list-style-type: none"> ● Renewal Requirements for an Invalid Educator Permit Certificate If all requirements for renewal have not been met by October 1 of the year of expiration the certificate is invalid. To renew an invalid certificate the applicant must complete the following requirements: <ul style="list-style-type: none"> ○ <i>Five-Year Renewable Educator Permits</i> must complete six education-related credits including any combination of transcribed credits, specialized learning experience hours, or continuing education contact hours. ○ <i>One-year Performing Artist Educator Permit</i> must complete 1 education-related credit including any combination of transcribed credits, specialized learning experience hours, or continuing education contact hours. <p>A one-year Temporary Certificate is available.</p>
<p><i>Temporary Certificate</i></p>	<p>An educator who has an invalid certificate may receive one, one-year temporary certificate to complete the required credits.</p>
<p><i>Certificate Extension for Active Military Duty</i></p>	<ul style="list-style-type: none"> ● A certified educator called to active military duty while the certificate is valid may have the certificate re-issued with extended dates with no additional fees. ● A copy of military orders verifying the start and end dates of the active duty period is required to obtain the extension.
<p><i>Hardship Modification</i></p>	<p>For good cause, the expiration date of the certificate may be extended, without penalty, for a period of one year. The applicant must provide satisfactory evidence the educator made a good faith effort to meet the renewal requirements. Examples of good cause include the following:</p> <ul style="list-style-type: none"> ○ Serious illness; ○ Loss of income; or ○ Death or serious illness of a family member.

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<p>Contact Hours</p>	<p>Fifteen contact (clock) hours is equivalent to one renewal credit.</p> <p>Submission of Contact Hours</p> <ul style="list-style-type: none"> ○ Upload to application if saved as a pdf document ○ Email to certification@state.sd.us ○ Mail a copy of the contact hour certificate
<p>Transcribed Credit</p>	<p>Submission of OFFICIAL TRANSCRIPTS</p> <p>Applicant may:</p> <ul style="list-style-type: none"> ○ Mail official/original transcripts (transcripts may be removed from the sealed envelope) <p>Transcripts may NOT be submitted as a pdf or attached to an email</p> <p>University may:</p> <ul style="list-style-type: none"> ○ Submit electronic transcript directly to SD DOE ○ Mail official/original paper transcripts
<p>Specialized Learning Experience</p>	<p>Specialized learning experiences are defined as an education-related learning experience that incorporates the applicant's occupational field and teaching area and is not obtained through academic coursework or continuing education.</p> <p>The applicant must demonstrate the experience provided them an opportunity to gain knowledge. It is not intended to be an experience where the applicant is providing the learning experience, with exception of, university faculty, providing training as part of an approved teacher preparation program.</p> <p><i>Specialized learning experience may not be used to renew an invalid certificate.</i></p> <p>The following examples meet the intent of specialized learning:</p> <ul style="list-style-type: none"> • Traveling to another country or state as part of a formal program to learn about their education system • Legislative experience focusing on education-related issues • Employee or Contracted Employee of the Department of Education • Instruction provided by the applicant to teacher candidates at an accredited institution of higher education as part of an approved teacher preparation program • Time spent in an active role in an organization such as president of an education related association or organization <p>The following examples <u>do not</u> meet the intent of specialized learning:</p> <ul style="list-style-type: none"> • A K-12 teacher who provides trainings to adults • Attending a book study • Any training where continuing education contact hours is provided • Articles or books written by the applicant