# RENEWAL MILITARY/MILITARY SPOUSE APPLICATION

## Steps to Complete Application

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<td>1</td>
<td>Create an account and log into the application system.</td>
<td>Login</td>
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<td>2</td>
<td>Select the Certificate Renewal &gt; Renewal Military/Military Spouse Application – click on the Apply button.</td>
<td></td>
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<td>3</td>
<td>Complete ALL sections of the application. You must scroll down to the bottom of each page and select “save and continue”.</td>
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## Section Tips

### General Information
- Your response to each question guides the documents required and establishes the correct fee.
- *Note: Applications can be submitted before uploading the required documents.*
- 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
- A NEW degree is a degree that you completed after your last renewal. If you are unsure, please check your SD Teacher 411 listing.
  - 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:
    - 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.

### 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.

### Endorsements
- 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.
  - Endorsement requirements can be viewed on Teacher 411 or the Certification website.

### State Designated Test
- Test score(s) already received by DOE are listed at the top of the screen.
  - No action is needed if you haven’t taken any new test.
  - Only select NEW test(s) that you have taken.
- If a test you have already taken has an end date and you have already been issued the endorsement, you do not need to retake it.

### Payment
- 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.
- 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

| **Official Transcript** | 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 or posted before submitting. | [Submission Information](#) |
| **Educator Experience Verification – Teaching** | The following requires verification of teaching experience.  
| | • 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. | [EPV1 Form](#) |
| **Check Status** | After your application is submitted, you can log into the application to “upload documents” or to “check status” of your application.  
| | • 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](#) |