

SUPERINTENDENT ALTERNATIVE CERTIFICATION RENEWAL REQUIREMENTS

Renewal Requirements for Superintendent Alternative Certification

- **All applicants renewing a Superintendent Alternative Certification Certificate must complete the following:**
 - Requirement 1:** Complete an approved [Suicide Awareness and Prevention training](#)
 - Requirement 2:** The employing district/school must submit the [Alternative Certification District Renewal Recommendation form](#).
 - Requirement 3:** Submit documented evidence of progress toward meeting the requirements of the Superintendent Alternative Certificate.
 - Requirement 4:** Pass the state-designated test (6021 School Superintendent) prior to the first renewal of the certificate
- **This certificate is valid for one year. It may be renewed four times to give applicants time to meet the coursework requirements.**
- **Course Requirements for a Superintendent Alternative Certificate**
Complete a minimum of 21 transcribed credits from a regionally-accredited institution of higher education with a grade of C or higher in the following areas:
 - Leadership and district culture;
 - Organizational management;
 - Values and ethics of leadership;
 - Educational policy and law;
 - Communication;
 - Community relations;
 - Curriculum planning and development;
 - School finance;
 - Instructional management; and
 - Three-hour approved South Dakota Indian studies course

Invalid Certificate

- **Renewal Requirements for an Invalid Alternative Certificate**
If an applicant has an alternative certificate that is not renewed by October 1st and is acting as the administrator of a district, the applicant must renew their certificate and the school year will be counted as one year, for the purpose, of meeting the course requirements.
The alternative certification holder will be considered non-certified until the certificate is valid.

Transition to an Educator Certificate

- **Completion of Alternative Certification Requirements**
Once all Superintendent Alternative Certification requirements have been met applicants should apply for an Educator Certificate using the Transition from Alternative Certification application.

The district must complete the [Recommendation to Professional form](#)

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<i>Certificate Extension for Active Military Duty</i>	<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.
<i>Hardship Modification</i>	<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.
<i>Transcripted Credit</i>	<p>Submission of OFFICIAL TRANSCRIPTS</p> <p><i>Applicant may:</i></p> <ul style="list-style-type: none"> ○ Mail official/original transcripts (transcripts may be removed from the sealed envelope) <p><i>Transcripts may NOT be submitted as a pdf or attached to an email</i></p> <p><i>University may:</i></p> <ul style="list-style-type: none"> ○ Submit electronic transcript directly to SD DOE ○ Mail official/original paper transcripts