Guidance for Completing the Initial Educator Application for a South Dakota Graduate with an Education Preparation Program

Application Requirements to be verified with the submitted application according to ARSD 24:28:06
• Official university transcript that indicates completion of an education preparation program, with degree posted, completion of an approved SD Indian studies course and student teaching. • Score sheet for state-designated tests indicating passing scores on both the state-designated pedagogy and content test(s) for your content area. • Signoff from your university certification officer on eligible preparation(s) and endorsement(s).

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 – not your university email.
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, however, to activate the system logic with this application, it is important to fill out the information as if you will be graduating with your degree:
	
	a. **What is your highest degree?** – Select "Bachelor's Degree" to activate the university signoff.
	b. **I have completed, or will complete within the next calendar year, an educator preparation degree program with a South Dakota university.** – Select Yes
	c. **I have completed an approved South Dakota Indian Studies course?** Select Yes or No
	d. **Qualification Information:** Click **Add.**
	    • **University:** Select your university
	    • **Type of Attainment:** Select "Degree Completed"
	    • **Date attended from/Date attended to:** Estimated dates for start and finish are acceptable.
	    • **Degree:** Select "Bachelors"
	    • **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, to activate the university signoff.
	    • Click **Add.**
	e. **I've made all of my selections.** Check this box.
	f. **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
	g. 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**.

Office of Educator Certification certification@state.sd.us

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 the following selections: a. **Certification Type**: Select "Teacher" b. **Level:** Select "Professional" c. **Preparation:** Select your preparation(s) d. **Endorsements:** Select ALL endorsements you are eligible for based on the state-designated content tests you have passed. (See "Endorsement Tips" for help with possible endorsement selections). 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 note 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/University 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	N/A – if the prior instructions were followed, no action is needed.	Your application is automatically routed to the University for sign-off.

State-Designated Tests	Verify your test scores were sent to the SD DOE or upload the test score sheets in the "Documents" section of your profile.	SD DOE cannot proceed until the state-designated test results are validated as passing.
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 <u>seven</u> 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 the 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.
	  o If all requirements are met, the certificate will be issued.
	  o If items are missing, it will change to "Incomplete Application".

• Incomplete Application:
  o Missing Documents
  o Pending Payment
  o Applicant Requested Change
	• Review by the SD DOE has resulted in one of the following:
	  o Required documents are missing.
	  o Application fee must be paid prior to review by the SD DOE.
	  o Waiting for Educator response to SD DOE comments in the application.

• UCO Review	Application is under review by the University for sign-off.
• 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.