

Guidance for Completing the Initial Educator Application to Request the Student Teacher Permit

Application Requirements to be verified with the submitted application according to

ARSD 24:28:09:01-24:28:09:04 and ARSD 24:28:09:45-24:28:09:47

- Official university transcript that indicates that the individual is registered for any final coursework necessary to complete the educator preparation program and will likely satisfactorily complete the educational coursework by the start of the student teaching experience.
- Check with your university advisor/certification officer for specific requirements of your university prior to applying.

Complete your Profile to create your permanent educator record:

Steps	Guidance – read all information presented on each page
1	<p>Navigate to the SD DOE Educator Certification page, click the Educator Portal LOGIN button.</p> <ul style="list-style-type: none"> • 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	<p>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:</p> <ol style="list-style-type: none"> What is your highest degree? – Select “Bachelor’s Degree” to activate the university signoff. I have completed, or will complete within the next calendar year, an educator preparation degree program with a South Dakota university. – Select Yes I have completed an approved South Dakota Indian Studies course? Select Yes or No Qualification Information: Click Add. <ul style="list-style-type: none"> • 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. I’ve made all of my selections. Check this box. My spouse (or myself) is on active duty in the armed forces of the United States. Select Yes or No If Yes: <ul style="list-style-type: none"> • 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	<p>“Review” expand each section to confirm information.</p> <ul style="list-style-type: none"> • “I confirm that all the above information is correct.” Check this box, then click Next.

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.	<ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> a. Certification Type: Select “Educator Permit” b. Level: -None- c. Preparation: Select “Student Teacher Permit” d. Endorsements: Leave Blank – no endorsements can be issued on this permit. 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 . <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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:
<u>Official Transcript</u>	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.
<u>State-Designated Tests</u>	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.

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.
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	<ul style="list-style-type: none"> • Your certificate will be emailed to you. • 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. • Carefully read the additional instructions in the email for applying for full certification. 	<ul style="list-style-type: none"> • Once your certificate is issued, an email with a link to the certificate will be sent from "SD.gov Portal <contactus@sd.gov>" • The email will contain instructions for applying for your full teacher certification, once your degree has been completed.

Tips:

Application Status (Request State/Sub-State):

• New Application	<ul style="list-style-type: none"> • Needs to be reviewed by the SD DOE. <ul style="list-style-type: none"> ◦ If all requirements are met, the certificate will be issued. ◦ If items are missing, it will change to "Incomplete Application".
• Incomplete Application: <ul style="list-style-type: none"> ◦ Missing Documents ◦ Pending Payment ◦ Applicant Requested Change 	<ul style="list-style-type: none"> • Review by the SD DOE has resulted in one of the following: <ul style="list-style-type: none"> ◦ Required documents are missing. ◦ Application fee must be paid prior to review by the SD DOE. ◦ 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 fully meet requirements.
• True/True	Document has been reviewed and meets requirements.