

ALTERNATIVE PRELIMINARY INITIAL APPLICATION

Steps to Complete Application

| Steps | Guidance | | Link |
|---------------------|---|--|------------------------------|
| 1 | Review the process of creating an account using the online certification system. | | Instructions |
| 2 | Create an account and log into the application system. | | Login |
| 3 | Select the Alternative Preliminary Initial Application – click on the Apply button. | | |
| 4 | Complete ALL sections of the application. You must scroll down to the bottom of each page and select “save and continue”. | | |
| Section Tips | General Information | <p>Your response to each question guides the documents required to complete the application and establishes the correct fee.</p> <p><i>Note: Applications can be submitted before uploading the required documents.</i></p> | |
| | | <p>Select one of the following to prove eligibility for the alternative preliminary certificate:</p> <ul style="list-style-type: none"> • Have a bachelor’s degree or higher from a regionally-accredited institution of higher education; • Have an associate of applied science degree or higher in a CTE field; • Have 4,000 documented hours of work experience in a CTE field; or • Hold a national certification in a related CTE field. | Eligibility |
| | Demographics | Enter your name as you want it to appear on your certificate. | |
| | Education Obtained | <p>If required, make sure to select the “add” option to enter your degree.</p> <ul style="list-style-type: none"> • List the degree you are completing. • Answer “yes” to “Will an official transcript be submitted?”. • Answer “no” to “...student teaching, practicum...”. | |
| | Payment | <ul style="list-style-type: none"> • Payment can be made online using a credit card. You can also mail a check or money order to Office of Educator Certification, 800 Governors Drive, Pierre, SD 57501. • You will receive a confirmation email for your online payment that can be used as your receipt and documentation of a successful submission of your application. | |

Guidance

| | | Link |
|---|--|--|
| Suicide Awareness and Prevention Training | <ul style="list-style-type: none"> A list of approved trainings are listed on the certification website. These are online, free of charge and will provide you with a certificate of completion. Save the certification of completion as a pdf to be uploaded to your application or emailed to certification@state.sd.us. | Approved Trainings |
| Official Transcript | <p>If required, you must request an official transcript be submitted.</p> <ul style="list-style-type: none"> 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 |
| Alternative Certification Eligibility & Endorsements | Coursework analysis toward eligibility requirements for alternative certification and the addition of endorsements will be conducted in the “step 2” process. | |
| Check Status | <p>After your application is submitted, you can log into the application to “upload documents” or to “check status” of your application.</p> <ul style="list-style-type: none"> Log back into the application system and select the Alternative Preliminary Initial 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 |
| Alternative Certification | The Alternative Preliminary certificate only allows you to apply for a teaching position with a South Dakota school and allows the district to offer you a contract. Once you have been hired by the district you must apply for alternative certification. | Step 2 Application |

Alternative Certification Process

| Steps | Application | Link |
|-------|---|-------------|
| 1 | Complete Alternative Preliminary Initial Application | |
| 2 | Complete Initial Alternative Certification Application <i>(following offer of employment by a district)</i> | Application |
| 3 | Complete Alternative Certification Renewal Application <i>(if needed)</i> | Application |
| 4 | Complete Transition from Alternative Certification <i>(when all requirements are met)</i> | Application |