

EDUCATOR PERMIT ONLY 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 Educator Permit ONLY 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 Your response to each question guides the documents required and establishes the correct fee. When requesting an educator permit answer “yes” to the specific permit question. Each Educator Permit option has specific requirements. <i>Note: Applications can be submitted before uploading the required documents.</i>	
	Demographics Enter your name as you want it to appear on your certificate <i>Note: The email you list is what will be used when sending your certificate.</i>	
	Education Obtained Make sure to select the “add” option to enter your degree. <ul style="list-style-type: none"> Review “IMPORTANT TIPS” to determine if you are required to submit a degree List the degree you are completing/have completed. Answer “yes” to “Will an official transcript be submitted?”. Answer “no” to “...student teaching, practicum...”. 	
	Certificate Type Select the appropriate option. <i>Note: If you are not applying for the Performing Artist, CTE Instructor or Library Science Permit select Educator Permit.</i>	Educator Permits
	Certificate Options Select the Educator Permit(s) you are requesting.	
	Endorsements <ul style="list-style-type: none"> Endorsements – Expand both the burgundy and tan educator permit bars to view the endorsements options. You MUST select an endorsement. CTE Instructor, Performing Artist, and Library Science will need to select the specific content area to match your experience and what you teach. <i>Yes, this is the third time you have been asked to select the permit, however each has a different purpose in the application process.</i> 	
	State Designated Test <ul style="list-style-type: none"> Unless you are applying for CEO, Braille Education, Sign-Language, or CTE Instructor click “save and continue”. When applying for CEO, Braille Education, or Sign-Language expand the Educator Permits option to select the test. Some CTE Pathways have testing options. If you have completed one of these exams, select the corresponding test. 	State-Designated Tests
	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 is 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
Required Documents	<ul style="list-style-type: none"> Based on the educator permits you have selected, complete and submit the required forms. 	Form
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
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 Educator Permit ONLY 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

Application: Educator Permit ONLY Initial Application

New Applicant - [Click here for applications or to check status.](#)

Initial Educator Application

Complete ONLY if you are a SD GRADUATE wanting to apply for a teacher, administrator, and/or education specialist certificate.

Initial Military/Military Spouse

Complete if you or your spouse is on active duty and you hold a valid out-of-state educator certificate.

Out-of-State Initial Application

Complete this application if you have completed an educator preparation program to become a teacher, administrator, and/or education specialist from a university in a state other than South Dakota OR if you hold certification in another state.

Educator Permit ONLY Initial Application

Complete if you are ONLY applying for a specific educator permit. This does not include those who have certification as a teacher, administrator, or education specialist. <http://doe.sd.gov/certification/#permit>

Out-of-Country Initial Application

Complete if you are from another country or nation and want to apply for an educator certificate or the International Exchange Teacher Permit.

Alternative Preliminary Initial Application

Complete if you plan to pursue Alternative Certification. This is step one of this process.

COVID-19 Conditional Application

Complete this application ONLY if you have graduated from a South Dakota university but are unable to complete educator preparation program requirements because of COVID-19.