

ADD ENDORSEMENT OR UPDATE EXISTING CERTIFICATE (PRIOR TO RENEWAL) APPLICATION

Steps to Complete Application

Steps	Guidance	Link
1	If you have not created an account after 7/1/2017, review the instructions for creating an account using the online certification system prior to creating a new account.	Instructions
2	Log into the application system. <ul style="list-style-type: none"> If you see the "New Applicant" application, STOP and contact certification@state.sd.us before completing an application. 	Login
3	Select the "Request a Change" bar and select "Apply" under the Add Endorsement or Update Existing Certificate.	
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 to complete the application and establishes the correct fee. <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.	
	Education Obtained Make sure to select the "add" option to enter your degree. <ul style="list-style-type: none"> You do not need to resubmit any degrees previously submitted. You can view Teacher 411 for what is currently on file If you have completed a new degree: <ul style="list-style-type: none"> Answer "yes" to "Will an official transcript be submitted?". If coursework is required for the requested endorsement, you must list the university information on this screen and submit official transcript. 	Teacher 411
	Endorsements Select all endorsements you want to add to your certificate.	Endorsement Requirements
	State Designated Test Test score(s) already received by DOE are listed at the top of the screen. <ul style="list-style-type: none"> No action is needed if you haven't taken any new test. Only select NEW test(s) that you have taken. If a test you have already taken has an end date and you have already been issued the endorsement, you do not need to retake it.	State-Designated Test
	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. Once you click 'Save and Continue' your application will be submitted and no changes can be made. Documents may be submitted after you complete your application. 	

Guidance

		Link
Official Transcript	<ul style="list-style-type: none"> You must request an official transcript be submitted. Click on the link and view “How to Submit OFFICIAL TRANSCRIPTS” heading. Make sure your final grades and degree are posted before submitting. 	Submission Information
University Sign-Off	<ul style="list-style-type: none"> Your application is automatically submitted for certification recommendation if completed at a South Dakota university. If you are submitting this application based on completion of a degree program from another state, you must obtain the Out-of-State University Sign-off (OSF1). 	OSF1
License/Certification Verification	If you are requesting a new endorsement based on reciprocity, you must complete and submit the Out-of-State Educator Certification Verification form (OSF2).	OSF2 Form
Converting to Advanced Level	<p>An advanced level teaching certificate requires five years of previous contracted K-12 teaching experience and an advanced degree or National Board Certification.</p> <ul style="list-style-type: none"> Years of experience must be documented on the Educator Experience Verification – Teaching (EPV1) form. 	EPV1 Form
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 Add Endorsement or Update Existing Certificate (Prior to Renewal) 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