

OUT-OF-STATE 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 Out-of-State 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. <i>Note: Applications can be submitted before uploading the required documents.</i>	
		If you hold certification in another state, the one-year provisional certificate can be requested. The provisional certificate allows you to be employed while completing the required SD Indian studies course.	SDIS
		If you completed an approved alternative program in another state, you must submit the Out-of-State Reciprocity Educator Experience Verification – Teaching (OSF4) form.	Forms
		If you have completed an approved South Dakota Indian Studies course you must submit an official transcript showing course completion.	
	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"> List the degree you are completing/have completed. Answer “yes” to “Will an official transcript be submitted?”. 	
	Certificate Type	Select all certificate types that apply. If requesting an educator permit, such as athletic coaching, answer “yes” to the specific permit question.	Educator Permits
	Certificate Options	Select all certificate types that apply. If you select advanced, you must submit verification of five years of contracted K-12 teaching experience using Educator Experience Verification-Teaching (EPV1) form.	EPV1
Endorsements	Select all endorsements you want added to your certificate. To be fully certified, endorsements are required and can only be added to a certificate if requested by the applicant. <ul style="list-style-type: none"> Endorsement requirements can be viewed on Teacher 411 or the Certification website. If you have a valid out-of-state certificate you should select the South Dakota equivalent endorsements. If you have an invalid out-of-state certificate, you must meet the requirements for the South Dakota endorsements. 	Endorsement Requirements	

Steps to Complete Application Continued

Steps	Guidance		Link
Section Tips	State Designated Test	South Dakota will only accept tests that match the numbers listed. If your test is not listed, do not submit.	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
Official Transcript	<p>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
Out-of-State Certificate	A copy of your certificate can be saved as a pdf and uploaded to your application. It can also be emailed to certification@state.sd.us .	
License/Certificate Verification	If you have a certificate from another state, the Out-of-State Educator Certification Verification (OSF2) form is required.	OSF2 Form
	If you do not have a certificate from another state, your university must complete the Out-of-State University Sign-off form (OSF1).	OSF1 Form
	<p>Individuals who do not have a certificate from another state can apply for a South Dakota certificate only after:</p> <ul style="list-style-type: none"> • Completion of an approved South Dakota Indian Studies course; and • Receipt of a passing score on a South Dakota state-designated pedagogy test. 	SDIS Pedagogy Test
Educator Experience Verification – Teaching	<p>The following requires verification of teaching experience.</p> <ul style="list-style-type: none"> • South Dakota certification based on completion of an approved out-of-state alternative program requires three years of contracted K-12 teaching experience in the past five years, verified using the Out-of-State Reciprocity Educator Experience (OSF4) form. • An advanced level teaching certificate requires verification of contracted K-12 teaching experience and an advanced degree or National Board Certification verified using the EPV1 form. 	OSF4 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 Out-of-State Initial Educator 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