

**Certification Office**  
**800 Governors Drive**  
**Pierre, South Dakota 57501**  
[certification@state.sd.us](mailto:certification@state.sd.us)  
**Telephone: 605.773.3426**

## **Renewal Application Instructions & Requirements**

**Five-year renewal** – All credits must relate to the area in which you are qualified to teach –**OR-** be applicable to a new endorsement or advanced degree. University credit may be graduate or undergraduate. Credits taken after submitting this application will count toward your next renewal.

- **Bachelors degree** -- To renew your certificate, you must have obtained six credits. At least three of the credits must be verified on an *official* university transcript. The remaining credits can be any combination of transcribed credits, Department of Education (DOE) renewal credits, or continuing education contact hours. When using continuing education contact hours, 15 contact hours equal one credit. Be aware that one continuing education unit (CEU) equals 10 hours.
- **Advanced degree** – An advanced degree includes Masters, Doctorate, Specialist, or National Board Certification. To renew your certificate, you must obtain six credits. These credits can be **any combination** of transcribed university credits, DOE renewal credits, or continuing education contact hours.

**One-year renewal** – If you do not meet the renewal requirements above, a one-year certificate may be issued. **A one-year certificate can be renewed only one-time.**

**Ten-year certificate** – A one-time 10-year certificate may be issued to an applicant who completes an advanced degree or National Board Certification. The certificate expiration date will be 10 years from the year of the advanced degree or National Board Certification was completed.

**Lapsed certificate** – A lapsed certificate can be updated by obtaining six university transcribed credits within the past five years. You must also verify completion of three human relations credits and three South Dakota Indian Studies credits. Approved course details are online at. <http://doe.sd.gov/oatq/requirements.aspx> A one-year certificate can be requested if these requirements are not met.

To renew your certificate, mail the following to the DOE:

- Renewal application and Applicant Conduct Review Statement.
- **Nonrefundable** fee in the form of a money order or personal check payable to the DOE.
- To update a one-year certificate -- documentation of Praxis II tests, South Dakota Indian Studies, and/or human relations are required.
- Official transcripts, DOE renewal credit certificates, or continuing education certificates needed for this renewal. These documents are not required for a one-year certificate.
- Documentation to support the **addition** of endorsements. This includes official transcripts, Praxis II test scores, and/or a university sign-off if you completed a “program” through a university. The university sign-off form is available at <http://doe.sd.gov/oatq/documents/unsignedoff.pdf>.

**SOUTH DAKOTA CERTIFICATE RENEWAL APPLICATION**

**Mail to: Department of Education, Certification Office, 800 Governors Drive, Pierre, SD 57501**

**Complete information using a black pen and readable penmanship**

\_\_\_\_\_ I am applying for a one-year certificate (\$25 -- **nonrefundable**)

\_\_\_\_\_ I am applying for a five-year certificate (\$51 -- **nonrefundable**)

\_\_\_\_\_ I am applying for a 10-year certificate (\$86 -- **nonrefundable**)

\*\* Requires an advanced degree or National Board Certification. The ten years are figured from the year the degree or NBC was completed.

\_\_\_\_\_ I want to **add** an endorsement(s) in \_\_\_\_\_

I am adding this endorsement by: transcript analysis \_\_\_\_\_ OR Praxis test score \_\_\_\_\_

**Do not list endorsements that you currently hold.** (No fee if added at time of renewal)

Praxis test #: \_\_\_\_\_ Praxis test score: \_\_\_\_\_ (You will need to verify this by submitting a copy of your test results).

\_\_\_\_\_  
**Social Security Number**

\_\_\_\_\_  
**Date of Birth**

\_\_\_\_\_  
**Last Name                      First                      Middle**

\_\_\_\_\_  
**Phone (Day)**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**Phone (Evening)**

\_\_\_\_\_  
**City                                      State                                      Zip**

\_\_\_\_\_  
**Email**

**Gender:** Female \_\_\_\_\_ Male \_\_\_\_\_

**Yes** \_\_\_ **No** \_\_\_ Hispanic

**Race(s):** \_\_\_\_\_ American Indian or Alaska Native    \_\_\_\_\_ Asian    \_\_\_\_\_ Black or African American  
                  \_\_\_\_\_ Native Hawaiian or Other Pacific Islander    \_\_\_\_\_ White

**Yes** \_\_\_ **No** \_\_\_ Have you ever held a South Dakota teacher certificate under a different name?  
If yes, under what name? \_\_\_\_\_

**Summary of Credits**

Title/Course # Description	Date	Institution	Number of credits or hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**RENEWAL**

**APPLICANT CONDUCT REVIEW STATEMENT**  
**SDCL 13-42-9, 13-42-10, 25-7A-56**

**GENERAL INFORMATION AND INSTRUCTIONS**

Applicants **must** respond to all questions before an application for certification can be processed.

<b>IDENTIFICATION INFORMATION</b>	
Applicant Full Name (Last, First, Middle)	Previous Full Name
Social Security Number	Date of Birth (Mo., Date, Year )

Failure to answer any of these questions in a truthful and complete manner or failure to provide truthful information or documentation requested could lead to denial of a certificate to teach or hold an administrative certificate in South Dakota, or could lead to disciplinary action being taken against any teaching or school administrative certification that you possess.

Respond to **EVERY** item. If an arrow (➡) follows your response, follow the instruction given. Please provide any/all documents pertaining to your application, numbering the add-on paperwork according to the applicable conduct question. If you do not respond to an item, or if the required documentation does not accompany your application, your application **may be significantly delayed**.

**1. Since your last certification was issued, have you been arrested or charged with any criminal offense?**

The term **criminal offense** includes misdemeanor and felony offenses. It does not include petty offenses such as minor traffic offenses including but not limited to: speeding tickets, stop sign violations, or careless driving offenses. If you are not sure whether the crime would be a minor offense, include the offense. All Class I misdemeanor offenses and Class II non-traffic misdemeanor offenses must be disclosed.

YES       NO

➡ If **YES** – Explain briefly by listing the offense and the date/year it occurred. Please provide all court documents.  
For questions, call 605-773-3553.

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**2. Since your last certification was issued, have you been convicted or pleaded guilty to any criminal offense?**

The term **conviction** includes a finding of guilt by a judge or jury, or admission of guilt or plea of guilty, or a plea without an admission of guilt. You must include those crimes where the sentence was stayed, suspended, executed or you received a suspended imposition of sentence.

All persons hired by a school district (either directly or by contract/agreement) shall submit to a criminal background check investigation by means of fingerprint checks by the Division of Criminal Investigation and Federal Bureau of Investigation. SDCL 13-10-12. Criminal convictions may be considered in hiring decisions. SDCL 13-10-13 Suspension or resignation of Employee for criminal conviction shall be reported to the Department of Education. SDCL 13-10-15.

YES       NO

➔ If **YES** – Explain briefly by indicating the crime for which you were convicted, the dates of your conviction or plea of guilty, the date you were sentenced, and the sentence imposed. If you have been discharged from probation, include information regarding your discharge from probation. If you are currently on probation, provide the name and telephone number of your probation officer. Please provide all court documents. For questions, call 605-773-3553.

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**3. Has it ever been determined by a judge or jury in South Dakota or elsewhere that a child or minor adult was abused or neglected through your actions or omission?**

YES     NO

➔ If **YES** – Explain briefly and provide court documents.

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**4. Have you ever been in arrears or failed to pay child support in this state or elsewhere?**

Certificates will not be issued to anyone in child support arrears according to SDCL 25-7A-56.

YES     NO

➔ If **YES** – Explain briefly and provide court documents.

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**5. Have you ever had any credential, certificate or license authorizing school teaching or educational service suspended, revoked, voided, denied, cancelled, rescinded, or rejected for cause and/or otherwise taken away in South Dakota or in any other state, commonwealth, territory, or possession of the United States of America or elsewhere?**

YES     NO

➔ If **YES** – Provide documents explaining the action, location(s), dates(s), and agency involved.

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**6. Is there any type of adverse action pending against any credential, license, or certificate that you now hold or have ever held that authorizes school teaching or educational service?**

YES     NO

➔ If **YES** – Provide material explaining the action or charges, location(s), dates(s), and agency involved.

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**7. Have you ever left employment, been discharged, terminated, or resigned to avoid dismissal or disciplinary action?**

YES     NO

➔ If YES – Explain briefly.

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**8. Have you ever held a license, certificate or credential, other than as a teacher or administrator, which has been revoked, cancelled, rescinded, suspended or taken away in South Dakota or elsewhere? (i.e. certified public accountant, insurance agent, real estate broker)**

YES     NO

➔ If YES, state the license, certificate, or credential held and present the status of each.

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**9. Is there any information not disclosed by your answers concerning your background, history, experience, education, or activities which may have some bearing on your character, moral fitness, or eligibility to teach or hold an administrative position in South Dakota and which should be placed at the disposal or brought to the attention of the South Dakota Department of Education?**

YES     NO

➔ If YES, state the facts fully, but concisely.

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The Secretary of the Department of Education may deny, revoke or suspend a certificate for any cause which would have prevented its issue, plain violation of contract, gross immorality, incompetency, violation of the Code of Ethics effective, flagrant neglect of duty or conviction of a crime involving moral turpitude. SDCL 13-42-7, 13-42-9 and 13-42-10. The Secretary may suspend any certificate for a period not to exceed one year for breaking or jumping a contract, if such suspension is requested by the school board. However, the secretary may not suspend a certificate for breaking or jumping a contract if the school board collected liquidated damages pursuant to the terms of the contract. SDCL 13-42-9.

## **AUTHORIZATION**

I hereby authorize the Department of Education to review and inspect any and all records maintained by the State of South Dakota, Tribal entities and/or the Federal Government for the purpose of verifying the answers submitted above.

I further agree to provide any additional documentation or records requested by the South Dakota Department of Education that pertains to information submitted as a part of this application.

I declare and affirm under penalties of perjury pursuant to SDCL 22-29-9.1 that this application has been examined by me, and to the best of my knowledge and belief, is in all things true, accurate, complete and correct. I understand that any intentional falsification, misrepresentation or omission of facts or falsification of statements on accompanying documents may result in criminal charges and/or the denial of certification, and could affect the status of my teaching or school administrative certificate.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date