

ADVICE FOR EDUCATION CANDIDATES



Apply early to allow time for processing. It typically takes 8 to 10 weeks to process once all required documentation is received. It is best to apply in January.



Send in electronic transcripts approved by the university. A forwarded copy is not accepted. If you mail a transcript to the department it must be an official transcripts printed by the university.



When completing the conduct review on your application, read the questions carefully and answer honestly. If you are not sure if you need to answer yes, contact the Department of Education Legal Office at 773-3553.



Utilize the check status in the application system to determine if all required documentation has been received. We will not individually contact you for missing or incorrect documents.



If you have specific questions related to certification, first review the website at <http://doe.sd.gov/certification/> and if you cannot find your answer email certification@state.sd.us with your specific question. Please include your full name and last four digits of your social security number.



Adding endorsements is a critical step in the application process. Information about each endorsement is included in the application. You can also view the requirements for each endorsement and the assignments they will allow you to teach on Teacher 411 <https://apps.sd.gov/DE69EducatorLicensure/Teacher411/> or the certification website at <http://doe.sd.gov/certification/endorsements.aspx>.



Your certificate will be emailed to the email address you indicated on your application. This is the only copy you will receive. Save it to a location you will be able to easily access. If you cannot find your certificate you can request a duplicate copy for a fee.



Keep track of your contact hours and renewal credits by saving or storing in one location. Keep a list of the credits you have earned between your renewal periods as we do not keep track of this information. It is your responsibility to submit these with your renewal application.



Utilize Teacher 411. This is the public lookup system for all educators and provides real-time information about your certificate including expiration date, endorsements, and all of the assignments you are certified to teach. This interactive site also provides information on how to add endorsements based on your certificate.



ULTIMATELY, IT IS YOUR RESPONSIBILITY TO STAY UP-TO-DATE ON YOUR CERTIFICATE AND AWARE OF ANY CHANGES TO THE CERTIFICATION RULES.