

SD DOE

<http://doe.sd.gov/certification/>

APPLICATION FOR INITIAL TEACHING CERTIFICATE

DR. SHARON E. ANDREWS, CERTIFICATION OFFICER

605-202-0079

GENERAL INFORMATION

- Cannot apply for a teaching credential IN ANY STATE until your **official transcript is finalized and your degree is posted**
 - **YOU** are responsible to arrange for finalized transcripts to be sent
 - <http://www.augie.edu/transcript-requests>
 - However, you can often begin the process and continue up to a certain point
 - Some states start out the process online and then require snail-mailed original documents
- Each state has its own set of requirements and processes and associated costs (background checks, fingerprints, tests, etc.)
- My role as Certification Officer is a **reactive one**—to verify the information provided on any/all application materials
- Your role as an applicant is a **proactive one**—to initiate and follow through on the process
- The process can take weeks depending upon time of year
- If you are planning to apply for licensure in another state, it is highly recommended that you also complete the application for teacher certification in South Dakota.
- Your SD certificate will serve as verification that you successfully completed a teacher preparation program.
 - Some states such as Iowa will require you to have SD teacher certification before you can apply for teacher certification in Iowa.

EDUCATOR CERTIFICATION

The screenshot shows the website for the South Dakota Department of Education, specifically the Educator Certification page. The page features a navigation menu with links to Home, A-Z Index, Board of Education Standards, Data Center, Events/PD, Media, and Publications. Below the navigation menu is a search bar and social media icons. The main content area is titled "Educator Certification" and contains a list of links: Teacher 411 Educator Lookup, Certificate Applications, Endorsement Requirements, Educator Certification Requirements, Alternative Certification Resources, Educator Permit Resources, Reciprocity, Forms, South Dakota University Education Programs, State-Designated Tests, and Other Resources. Below this list is a grey box with text stating: "The South Dakota Department of Education, Office of Educator Certification is responsible for issuing K-12 certificates for Teachers, Administrators, Education Specialists and Educator Permits. New Educator Certification Rules became effective July 1, 2017. This website will continue to be updated with resources about the rules." Below this is a section titled "CERTIFICATE APPLICATIONS" with links for Instructions for Creating an Account, Guidance for Accessing Application Forms, Alternative Certification Application Options, Application Options, and Access Educator Certification Online Application System. Below this is a section titled "EDUCATOR CERTIFICATION REQUIREMENTS". Orange arrows point to the "Educator Certification" header, the list of links, and the "Access Educator Certification Online Application System" link. A large orange arrow labeled "CLICK HERE TO START" points to the "Access Educator Certification Online Application System" link. The browser's address bar shows the URL "http://doe.sd.gov/certification/". The Windows taskbar at the bottom shows the time as 7:03 AM on 10/28/2017.

CLICK HERE TO START

EVERYONE must create an account

<https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Login.aspx>

Use an email that you will have access to in the future.

Login

Email

Password

This is a new on-line system. All applicants must create a new account.

[Forgot Password?](#) [Create Account](#)

DOE Home Page | Contact | Privacy Policy

After you have created your account, you have one option as a new applicant

The screenshot displays a web browser window with the URL <https://apps.sd.gov/DE09EducatorLicensure/onlineApplication/menu.aspx>. The page header features the South Dakota Department of Education logo and the text "south dakota DEPARTMENT OF EDUCATION Learning. Leadership. Service." on the left, and "Educator Certification" on the right. Below the logo are links for "Main Menu", "Forms", and "Contact". On the right side of the header, there are links for "Update Login" and "Sign Out". The main content area is a light yellow background with a prominent black button that says "+ New Applicant - Click here for applications or to check status." At the bottom of the page, there is a footer with links for "DOE Home Page", "Contact", and "Privacy Policy". The Windows taskbar at the bottom shows the time as 3:51 PM on 10/27/2017.

Select the appropriate path

APPLY...CONTINUE

The screenshot shows a web browser window displaying the South Dakota Department of Education's Educator Certification application menu. The page has a red header with the department's logo and navigation links. A black banner at the top of the main content area reads "New Applicant - Click here for applications or to check status." Below this, there are five application options, each with a red header and a description:

- Initial Educator Application**: For applicants who meet all South Dakota requirements for teacher, administrator, education specialist and/or educator permit. Includes a "Continue" button.
- Out-of-State Initial Application**: For applicants who have completed an educator program and/or hold certification from a state other than South Dakota. (reciprocity options). Includes an "Apply" button.
- Initial Educator Permit ONLY Application**: For applicants who do not have a teacher, administrator or education specialist certificate type and are applying for a specific educator permit. Includes an "Apply" button.
- Alternative Preliminary Initial Application**: For applicants who will be pursuing the following kinds of alternative certification in South Dakota: career and technical education, general education, administrator or Teach for America. Includes an "Apply" button.
- Out-of-Country Initial Application**: For applicants who have completed an educator program and/or hold certification in a country other than the United States. Includes an "Apply" button.

The footer of the page contains links for "DOE Home Page", "Contact", and "Privacy Policy". The browser's taskbar at the bottom shows the time as 3:52 PM on 10/27/2017.

Click through the tabs on the left-hand side, in the order they appear, to complete the process

TABS CHANGE COLOR AS THEY ARE COMPLETED OR OPEN

The screenshot shows a web browser window with the URL <https://apps.sd.gov/DB69Educator/Licensure/onlineApplication/GeneralInformation.a>. The page title is "Educator Certification" and the sub-header is "General Information". The South Dakota Department of Education logo is in the top left, and "Sign Out" and "Initial Educator Application" are in the top right. A left-hand navigation menu contains the following tabs: General Information (highlighted in red), Demographics, Education Obtained, Certificate Type, Certificate Options, Endorsements, State Designated Test, Conduct Review, Citizenship Oath, Review Application, Upload, Payment, and Complete. The main content area has a red header "General Information" and a red sub-header "Initial Educator Application". The text reads: "Complete all questions below. All required information must be submitted before your certification can be processed." Below this, it states: "Suicide awareness and prevention training is a statutory requirement. Applications will not be processed prior to this requirement being met." A dropdown menu shows "Approved Suicide Awareness and Prevention Training". There is a section for uploading a "Suicide Prevention Certificate" with options for "Upload Now" and "Upload Later", and a "Browse..." button. A "Save and Continue" button is at the bottom. The footer includes "DOE Home Page | Contact | Privacy Policy" and the system tray shows the date and time as 3:53 PM on 10/27/2017.

SAVE YOUR WORK

Complete the Suicide Prevention & Awareness Training—online/free/2 hours—upload your completed certificate to document this requirement



HOME A-2 INDEX BOARD OF EDUCATION STANDARDS DATA CENTER EVENTS/PD MEDIA PUBLICATIONS

Youth Suicide Awareness And Prevention Training

Senate Bill 129, passed by the 2016 Legislature, requires anyone applying for an initial or renewal certification as a teacher, administrator or other education professional to participate in a minimum of one clock hour of suicide awareness and prevention training. This requirement becomes effective July 1, 2017.

Guidelines For Training

The South Dakota State Board of Education has approved the following guidelines regarding training:

- Must be evidence-based;
- Include information on youth suicide risk indicators; and
- Include appropriate educator responses and referral sources

Approved Providers

The online training options provided by the following organizations have been approved by the South Dakota Board of Education as meeting the guidelines for training described above.

- The Jason Flatt Foundation, Inc. (Must complete Module 5 Youth Suicide: "A Silent Epidemic") .
- The Helpline Center

In addition, the following network and its affiliates/its related coalitions have been approved to provide suicide training in an in-person format.

- South Dakota Prevention Network, Including Prevention Resource Centers

Other Providers

Other training providers can be utilized for group training if a school district verifies the training meets the approved guidelines and time requirement. All costs associated with training are the responsibility of the school district, school or applicant.

Required Documentation

When submitting documentation of the required suicide and prevention training for initial or renewal certification, you may use the Certificate of Completion provided by the approved agency.

If you are a participant in group training, this document should be submitted as evidence of training. It must be signed by the trainer and the district.

Questions?

DEMOGRAPHICS TAB includes personal information, permanent address & contact information

https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Demographics.aspx

File Edit View Favorites Tools Help

South Dakota DEPARTMENT OF EDUCATION
Knowledge. Leadership. Service.

Demographics

Sign Out Initial Educator Application

General Information

Demographics

Education Obtained

Certificate Type

Certificate Options

Endorsements

State Designated Test

Conduct Review

Citizenship Oath

Review Application

Upload

Payment

Complete

All three sections must be completed before processing.

- Personal Information

Social Security Number: 123-45-6789 *

First Name: Augie *

Middle Name: *

Last Name: Applicant *

Previous Last name(s): *

Date of Birth: 7/16/1959 *

Gender: Female *

Hispanic/Latino? No *

Check all races that apply:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

+ Permanent Address

+ Contact Information

Previous Save and Continue

DOE Home Page | Contact | Privacy Policy

95%

3:56 PM
10/27/2017

Educational Attainment, fall or spring date of completion, 12/14/2017 OR 5/17/2018

CLICK HERE TO OPEN THE SCREEN TO COMPLETE

Education Obtained

University	Attainment Level	Attended From	Attended To	Degree	Attainment Date
Augustana College	Degree Completed	09/2011	05/2013	Masters	5/1/2013

Click "Add" to enter new degree(s) completed from an University or Technical School.

Educational Attainment Detail

Country: United States of America
State: SD - South Dakota
University Name: Augustana College
City: Sioux Falls

Attainment

Dates Attended: 09/2011 to 05/2013
Type of Attainment: Degree Completed
Degree: Masters

Major - GPA of 2.7 and 27 credits in the content area may add an endorsement:

Major	GPA	Credits
-------	-----	---------

Minor: Mathematics

Will an official transcript be submitted?
Yes

I will have my official transcripts sent by email directly from the accredited postsecondary institution to certification@state.sd.us or it will be mailed to the SD Department of Education.

Does this transcript reflect a student teaching, practicum or supervised internship related to education?
Yes

Certificate Type

South Dakota DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

educator Certification
Sign Out Initial Educator Application

Certificate Type

- General Information
- Demographics
- Education Obtained
- Certificate Type
- Certificate Options
- Endorsements
- State Designated Test
- Conduct Review
- Citizenship Oath
- Review Application
- Upload
- Payment
- Complete

■ On Certificate

- Teacher
- Administrator
- Education Specialist
- Educator Permit

TEACHING

COACHING

Previous Save and Continue

DOE Home Page | Contact | Privacy Policy

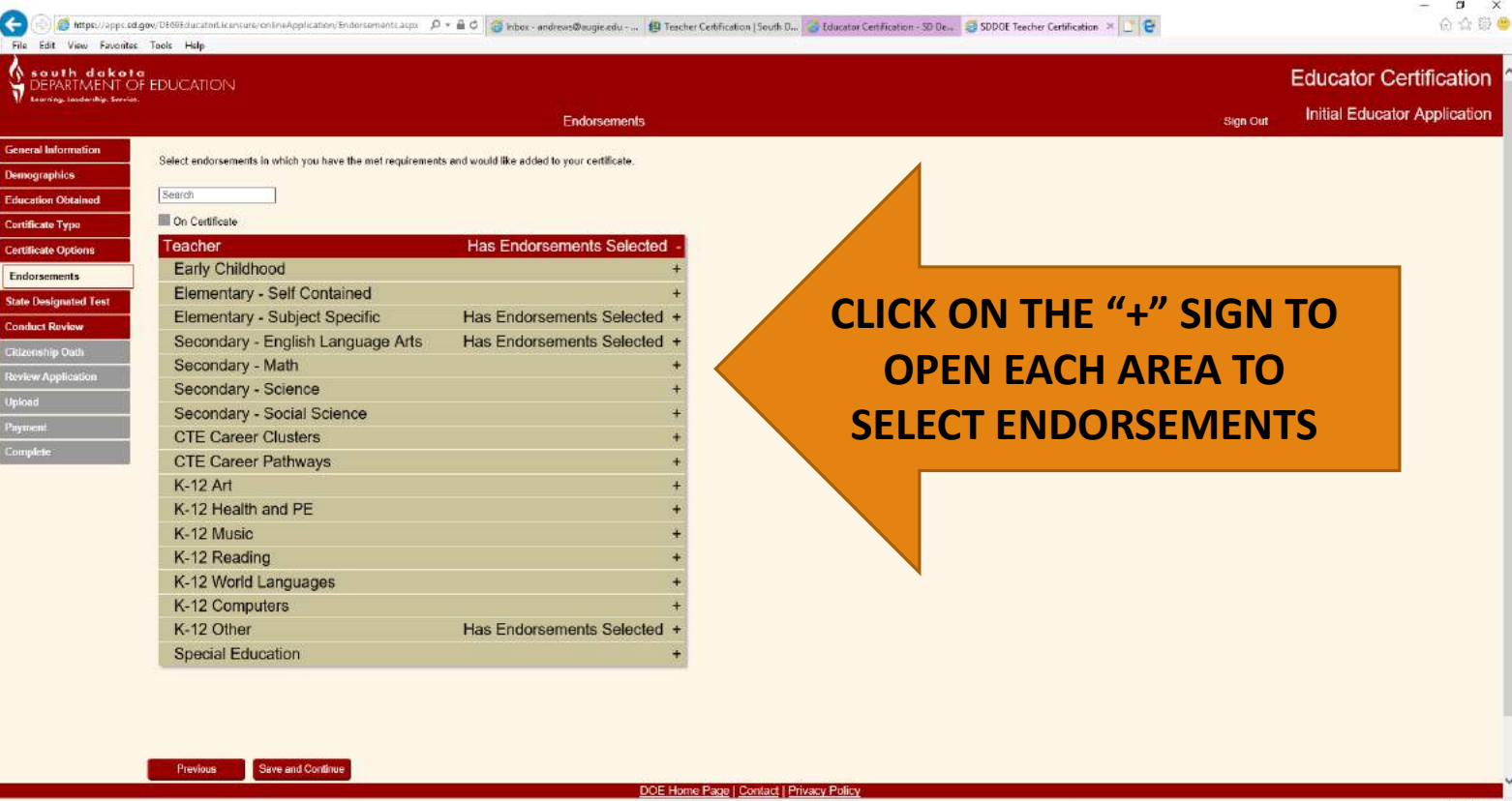
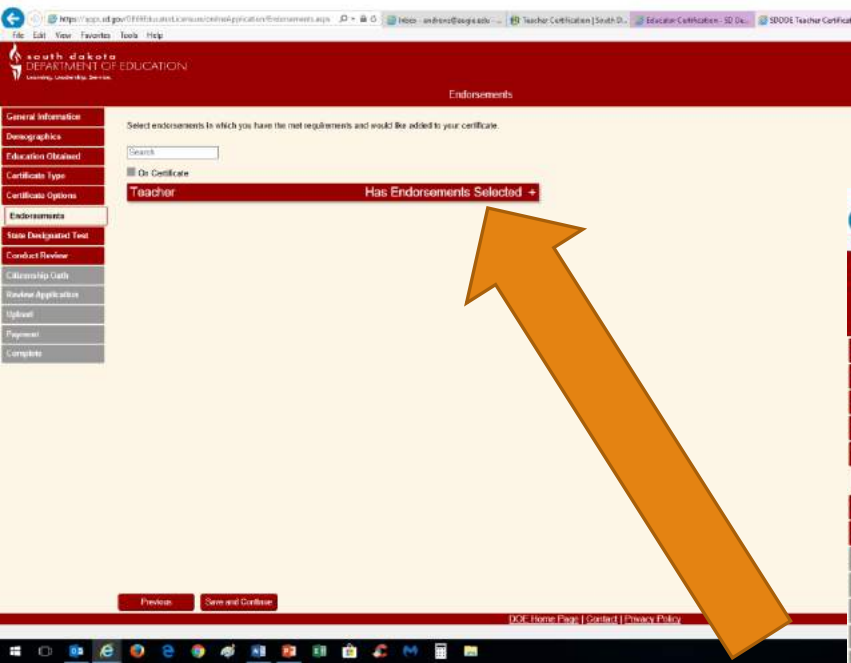
12:47 PM 11/16/2017

Certificate Options

- **LEVEL: SELECT PROFESSIONAL**
- **PREPARATION: SELECT PROGRAM(S) COMPLETED**
 - For middle level learner you **MUST** select **ELEMENTARY PREPARATION** even if you are **SECONDARY** prepared
- **PERMIT: ATHLETIC...*be sure you have selected this option on the Certificate Type tab previous to Certification Options tab***

The screenshot shows the 'Certificate Options' section of a web application. On the left is a navigation menu with tabs: General Information, Demographics, Education Obtained, Certificate Type, Certificate Options (selected), Endorsements, State Designated Test, Conduot Review, Citizenship Oath, Review Application, Upload, Payment, and Complete. The main content area is titled 'On Certificate' and contains two sections: 'Teacher' and 'Educator Permit'. The 'Teacher' section has a 'Level' dropdown set to 'Professional' and two radio button options: 'Professional - I am new to the profession or I have not met the requirements of the advanced teaching certificate.' (selected) and 'Advanced - I have five or more years of teaching experience and have received an advanced degree or National Board for Professional Teaching Standards certification.' The 'Preparation' section for the Teacher level has a list of checkboxes: 'Early Childhood Preparation', 'Elementary Preparation' (checked), 'Secondary Preparation' (checked), 'CTE Preparation', 'K-12 Preparation', 'Early Childhood SPED Preparation', and 'K-12 SPED Preparation'. The 'Educator Permit' section has a 'Level' dropdown set to 'Professional' and a 'Preparation' list of checkboxes: 'Native American Lakota, Dakota, Nakota Language Educator Permit', 'Eminent Scholar Lakota, Dakota, Nakota Language Educator Permit', 'Expert Lecturer Educator Permit', 'Junior ROTC Educator Permit', 'Athletic Coaching Educator Permit' (checked), 'International Teacher Educator Permit', 'Drivers Education Instructor Educator Permit', 'American Sign Language Instructor Educator Permit', 'Braille Educator Permit', 'School Business Official Educator Permit', 'Paraprofessional Educator Permit', and 'CEO Educator Permit'. At the bottom of the form are 'Previous' and 'Save and Continue' buttons.

Endorsements: be very careful & sure of what you select as this is what you can teach; you must select & I must verify—has to be both of us!!



CLICK ON THE “+” SIGN TO OPEN EACH AREA TO SELECT ENDORSEMENTS

Endorsements

- General Information
- Demographics
- Education Obtained
- Certificate Type
- Certificate Options
- Endorsements**
- State Designated Test
- Conduct Review
- Citizenship Oath
- Review Application
- Upload
- Payment
- Complete

Select endorsements in which you have the met requirements and would like added to your certificate.

Search

On Certificate

Teacher

Early Childhood

Elementary - Self Contained

- Self Contained K-4th Grade [View Requirements](#)
- Kindergarten [View Requirements](#)
- Self Contained Fifth - Eighth Grade [View Requirements](#)
- Middle Level Learner [View Requirements](#)

Elementary - Subject Specific +

Secondary - English Language A +

Secondary - Math

- Secondary Intermediate Math [View Requirements](#)
- Secondary Advanced Mathematics [View Requirements](#)

Secondary - Science +

Secondary - Social Science +

CTE Career Clusters +

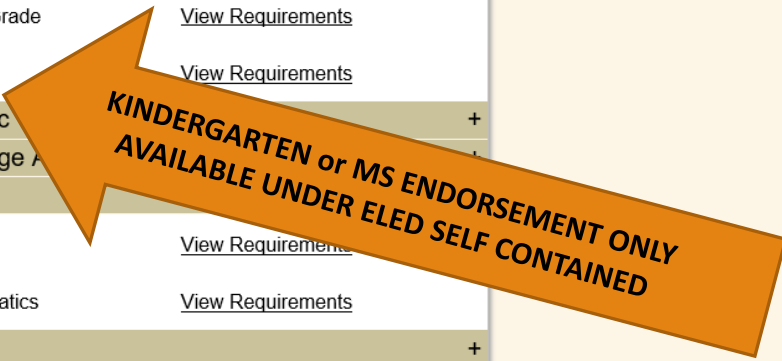
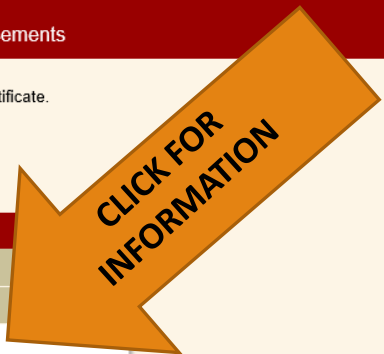
CTE Career Pathways +

K-12 Art +

K-12 Health and PE +

K-12 Music +

Previous Save and Continue



NOTE: SELECT ALL ENDORSEMENTS THAT APPLY OR THAT YOU ARE ELIGIBLE TO RECEIVE...IF THE APPLICANT DOES NOT SELECT AN ENDORSEMENT IT WILL NOT APPEAR ON THE CERTIFICATE EVEN IF THE CERTIFICATION OFFICER SELECTS IT!!

Based upon your preparation you can see what is required to add the endorsement

The screenshot shows a web browser window displaying the South Dakota Department of Education's website. The page is titled "Teacher 411" and "Secondary Intermediate Math Requirements". It provides options for adding an endorsement based on the user's preparation. The page includes a navigation menu on the left, a main content area with sections for Early Childhood, Elementary, and Secondary Preparation, and a CTE Preparation section. The browser's address bar shows the URL: https://apps.sd.gov/DE09EducatorLicensure/Teacher411/endorsement-requirements.

South Dakota DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Teacher 411

Secondary Intermediate Math Requirements [View Assignments](#) [Back to Endorsement List](#)

Select the preparation you completed to view the options for adding the endorsement.

+ Early Childhood Preparation

- Elementary Preparation

Option 1	Major in content area
OR	
Option 2	Content Test
	<ul style="list-style-type: none">• 5181 - Mathematics: Content Knowledge• 5189 - Middle Level – Mathematics 5-8

- Secondary Preparation

Option 1	Major in content area
OR	
Option 2	Content Test
	<p>You are required to complete 1 of the following:</p> <ul style="list-style-type: none">• 5189 - Middle Level – Mathematics 5-8• 5181 - Mathematics: Content Knowledge

+ CTE Preparation

ENDORSEMENTS BY PREPARATION AREA

ENDORSEMENTS FOR YOUR SD DOE TEACHING CREDENTIAL

As an initial applicant you will select PROFESSIONAL TEACHER and then your area of PREPARATION as one of the following: ELEMENTARY EDUCATION, SECONDARY EDUCATION, K-12 EDUCATION or K-12 SPED; you then must add all areas you are qualified to teach, otherwise known as endorsements

ELEMENTARY PREPARATION: Passing K-6 PLT and passing ELED PRAXIS content test...#5018 (#5018 test will no longer be available after 8/31/2018) OR all 4 subtests #5001 (SCI, SS, MATH, LA). **NOTE:** If a passing score is NOT achieved on any of the #5001 subtests an applicant must retake that subtest to obtain a passing score or s/he will only be endorsed to teach as a subject specific K-4 or 5-8 classroom teacher in the areas of passing subtests and could not be endorsed to be teach in a self-contained K-8 classroom

- K-4 & 5-8 Self Contained
- K-4 & 5-8 SCI
- K-4 & 5-8 SS
- K-4 & 5-8 MATH
- K-4 & 5-8 LA

SECONDARY PREPARATION: Passing 7-12 PLT, major in the content and passing content PRAXIS test

MATH <ul style="list-style-type: none"> • Secondary Intermediate Math • Secondary Advanced Math 	HISTORY <ul style="list-style-type: none"> • Secondary Advanced History GOVERNMENT <ul style="list-style-type: none"> • Secondary Advanced Political Science
ENGLISH/LANGUAGE ARTS <ul style="list-style-type: none"> • Secondary Intermediate ELA • Secondary Advanced Composition/Grammar • Secondary Advanced Literature COMMUNICATION <ul style="list-style-type: none"> • Secondary Speech/Debate 	BIOLOGY <ul style="list-style-type: none"> • Secondary Advanced Biology CHEMISTRY <ul style="list-style-type: none"> • Secondary Advanced Chemistry PHYSICS <ul style="list-style-type: none"> • Secondary Advanced Physics

K-12 PREPARATION: Passing a PLT test OR student teaching in K-8 or 5-12, major in the content and passing content PRAXIS test

ART <ul style="list-style-type: none"> • Elementary Art • Secondary Art 	PE <ul style="list-style-type: none"> • Elementary PE • Secondary PE HEALTH <ul style="list-style-type: none"> • Elementary Health • Secondary Health
MUSIC <ul style="list-style-type: none"> • Elementary Music • Secondary Music • K-12 Instrumental Music • K-12 Vocal Music 	MDFL <ul style="list-style-type: none"> • Elementary French or German or Spanish • Secondary French or German or Spanish

K-12 SPED PREPARATION: Passing K-6 and 7-12 PLT OR student teaching ST at elementary and secondary setting and passing content PRAXIS test

- K-12 Special Education

ENL ENDORSEMENT

- ELEMENTARY ENL: Passing score on K-6 PLT or K-6 ST/practicum, ENL minor
- SECONDARY ENL: Passing score on 7-12 PLT or 7-12 ST/practicum, ENL minor

KINDERGARTEN ENDORSEMENT: Passing K-6 PLT and 6 c.h. of ERCH and KIND education

MIDDLE LEVEL LEARNER ENDORSEMENT: 5-9 PLT OR MS ST, MS Endorsement

State-Designated Test

The screenshot shows a web browser window displaying the South Dakota Department of Education's online application for Educator Certification. The page is titled "State-Designated Tests" and includes a navigation menu on the left with options like "General Information", "Demographics", "Education Obtained", "Certificate Type", "Certificate Options", "Endorsements", "State Designated Test", "Conduct Review", "Citizenship Oath", "Review Application", "Upload", "Payment", and "Complete".

The main content area displays the following information:

- Current accepted state-designated tests are listed here. For renewal - previously submitted tests, now expired, are listed on the Teacher 411 Educator Lookup.
- A search bar and a radio button for "On File".
- A list of tests with expandable sections:
 - Pedagogy (+)
 - Early Childhood (+)
 - K-8 Self-Contained and Subject Specific (-)
 - 5018 | 5018 Elementary Education: Content Knowledge (Date Taken)
 - 5025 | 5025 Early Childhood Education (Date Taken)
 - 5002 | 5002 Elementary Education: Reading and ELA Subtest (Date Taken)
 - 5003 | 5003 Elementary Education: Math Subtest (Date Taken)
 - 5004 | 5004 Elementary Education: Social Studies Subtest (Date Taken)
 - 5005 | 5005 Elementary Education: Science Subtest (Date Taken)
 - 5001 | 5001 Elementary Education: Multiple Subjects (Must Pass All Four Subject Areas) (Date Taken)
 - 5146 | 5146 Middle School: Content Knowledge (Date Taken)
 - Reading/English Language Arts (+)
 - Math (+)

At the bottom of the page, there are "Previous" and "Save and Continue" buttons, and a footer with links for "DOE Home Page", "Contact", and "Privacy Policy". The system tray at the bottom right shows the time as 4:10 PM on 10/23/2017.

Conduct Review

The screenshot shows a web browser window with the URL <https://apps.sd.gov/DE90Educator/Licensure/onlineApplication/ConductReview.aspx>. The page header includes the South Dakota Department of Education logo and the text "Educator Certification" and "Initial Educator Application". A navigation menu on the left lists various application steps, with "Conduct Review" currently selected.

Conduct Review

Failure to answer any questions in a truthful and complete manner or failure to provide truthful information or documentation requested could lead to denial of a South Dakota Educator Certificate or lead to disciplinary action being taken against the certificate.

Respond to **EVERY** item. If you do not follow the instructions or the required documents are not sent to the Department of Education, your application **may be significantly delayed.**

1. Have you ever 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, please include the offense. All Class I misdemeanor offenses and Class II non-traffic misdemeanor offenses must be disclosed.

Yes No

2. Have you ever 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

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 omissions?

Yes No

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

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

Yes No

Navigation buttons: [Previous](#) [Save and Continue](#)

Footer: [DOE Home Page](#) | [Contact](#) | [Privacy Policy](#)

System tray: 4:11 PM 10/27/2017

Citizenship Oath

The screenshot shows a web browser window displaying the 'Citizenship Oath' application page for the South Dakota Department of Education. The browser's address bar shows the URL: <https://apps.sd.gov/DE69Educator/Licensure/online/Application/CitizenshipOath.aspx>. The page header includes the South Dakota Department of Education logo and the text 'Citizenship Oath'. On the right side of the header, there are links for 'Sign Out' and 'Initial Educator Application'. A left-hand navigation menu contains several options, with 'Citizenship Oath' highlighted in red. The main content area is divided into sections: 'Oath of Allegiance' and 'Oath of Affirmation'. Each section contains a text area for the oath and a 'Signature:' field with a 'Click here to sign' button. At the bottom of the page, there are 'Previous' and 'Save and Continue' buttons. The footer contains links for 'DOE Home Page', 'Contact', and 'Privacy Policy'. The Windows taskbar at the bottom shows the time as 4:12 PM on 10/27/2017.

South Dakota DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Citizenship Oath

Sign Out Initial Educator Application

General Information
Demographics
Education Obtained
Certificate Type
Certificate Options
Endorsements
State Designated Test
Conduct Review
Citizenship Oath
Review Application
Upload
Payment
Complete

Are you a citizen of the United States *
 Yes No

Oath of Allegiance

I do solemnly swear (affirm) that I am a citizen of the United States of America and I will faithfully support and uphold the Constitutions of the United States of America and the State of South Dakota.

Signature: [Click here to sign](#)

Oath of Affirmation

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

Signature: [Click here to sign](#)

[Previous](#) [Save and Continue](#)

[DOE Home Page](#) | [Contact](#) | [Privacy Policy](#)

95% 4:12 PM 10/27/2017

Review Application—carefully check all information for accuracy!

The screenshot shows a web browser window displaying the 'Review Application' page for the South Dakota Department of Education. The page is titled 'Educator Certification' and 'Initial Educator Application'. The user is logged in as 'andrews@augie.edu'. The page contains several sections for review, each with a 'Change' button:

- General Information:** A section for general information with a 'Change' button.
- General Information:** A section for general information with a 'Change' button.
- Demographic Information:** A section for demographic information with a 'Change' button.
- Certificate Type / Level / Preparation:** A section for certificate type, level, and preparation with a 'Change' button.

The 'Demographic Information' section contains the following details:

Social Security Number:	123-45-6789
First Name:	Augie
Middle Name:	
Last Name:	Applicant
Previous Last Name(s):	
Date of Birth:	7/16/1959
Gender:	F
Hispanic / Latino:	No
Race(s):	White
Address:	2001 S. Summit Avenue
Address 2:	
City:	Sioux Falls
State:	SD
Zip:	57197
Country:	United States
Daytime Phone:	605-202-0070
Evening Phone:	605-274-4827
Email Address:	augie.applicant@gmail.com

The 'Certificate Type / Level / Preparation' section shows the following information:

- Teacher Level:** Professional - Professional - I am new to the profession or I have not met the requirements of the advanced teaching

At the bottom of the page, there are buttons for 'Previous' and 'Save and Continue'. The footer includes links for 'DOE Home Page | Contact | Privacy Policy' and the date '10/27/2017'.

Upload—General Information, Official Transcript(s), & Test Scores...PDFs ONLY!!

The screenshot shows a web browser window with the URL <https://apps.sd.gov/DE59EducatorLicensure/onlineApplication/Upload.aspx>. The page header includes the South Dakota Department of Education logo and the text "Upload Documents". A left sidebar contains a menu with options: General Information, Demographics, Education Obtained, Certificate Type, Certificate Options, Endorsements, State Designated Test, Conduct Review, Citizenship Oath, Review Application, Upload, Payment, and Complete. The main content area is titled "General Information:" and contains instructions: "The following are required documents to upload. Please click the 'Complete' button when finished." It lists three document categories with upload options: "General Information" (training certificate module 5 jason foundation.pdf), "Official Transcripts from the following schools:" (with instructions on how to submit official transcripts), and "PDFs of Praxis II test scores for the following:" (with instructions on file size and upload options). At the bottom, there are "Previous" and "Save and Continue" buttons.

The screenshot shows the Augustana University Transcript Request form. The header includes the university name and contact information: "AUGUSTANA UNIVERSITY TRANSCRIPT REQUEST", "2001 S Summit Avenue, Sioux Falls SD 57197", "605.274.4121 (Office)", "605.274.4450 (Fax)", and "registrar@augie.edu". A note states: "Augustana is pleased to provide official paper copies of transcripts free of charge." The form contains fields for: NAME, DATE, FORMER NAMES, AUGUSTANA ID #, OR Last 4 digits of SS #, BIRTHDAY, Dates of Attendance, CURRENT ADDRESS, CITY, STATE, ZIP, PHONE NUMBER, and EMAIL ADDRESS. A section for "LEARNER'S EDGE STUDENTS" provides instructions on listing courses. A section titled "Please mail my official transcript to:" includes checkboxes for the number of copies and whether to hold the transcript. A signature field is marked as "* REQUIRED *". A note at the bottom states: "NOTE: Augustana University will not release transcripts until all accounts, including loan funds administered by the college, are paid in full or are current according to established repayment schedules." The footer includes the URL "E:\Regina\FORMS\Transcript Request Form 11" and the date "8/4/16".

<http://www.augie.edu/academics/registrars-office/transcript-requests>

REVIEW YOUR APPLICATION

The screenshot shows a web browser window displaying the 'Review Application' page for the South Dakota Department of Education's Educator Certification process. The page has a red header with the department's logo and navigation links. A left sidebar contains a menu of application steps, with 'Review Application' highlighted. The main content area includes a 'General Information' section with a 'Change' button, a warning about suicide awareness training, and a 'Demographic Information' section with a 'Change' button. At the bottom, there are 'Previous' and 'Save and Continue' buttons, and a footer with links to the DOE Home Page, Contact, and Privacy Policy.

South Dakota DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Educator Certification
Initial Educator Application

Review Application [Sign Out](#)

Please verify the following information. If any information is incorrect, click the change button to make a correction.

General Information [Change](#)

Suicide awareness and prevention training is a statutory requirement.
Applications will not be processed prior to this requirement being met.

You must select the following:
Approved Suicide Awareness and Prevention Training

I have completed an approved South Dakota Indian Studies course:
Yes

Do you currently hold a valid national certificate or license to teach or otherwise work in a school?
No

Demographic Information [Change](#)

Social Security Number: 123-45-6789
First Name: Augie
Middle Name:
Last Name: Applicant
Previous Last Name(s):
Date of Birth: 7/18/1959
Gender: F
Hispanic / Latino: No
Race(s): White
Address: 2001 S. Summit Avenue
Address 2:

[Previous](#) [Save and Continue](#)

[DOE Home Page](#) | [Contact](#) | [Privacy Policy](#)

115% 6:51 AM 11/11/2017

Payment is paper or electronic but ONCE YOU SUBMIT PAYMENT YOU CANNOT MAKE CHANGES to your Initial Application!



Any changes after that require a separate process and **\$35 fee**.

Message from webpage

After payment is submitted, no changes to the application may be made. Continue with payment?

OK Cancel

Finally...

- **After one year your application will be purged**
- **Only endorsements that you check and I verify will be added**
 - **No match=No endorsement!**
 - **\$35 to add endorsements once application has been processed**
- **Check status of application by going into your account and clicking on CHECK STATUS**
- **Use Teacher 411 to determine qualifying endorsements**
- **MUST complete the Suicide Awareness and Prevention Training**
- **YOU must arrange for official transcripts to be sent to SD DOE**
 - **Fill out transcript release form and check HOLD for degree—FREE**
 - **Use the online service—minimal charge**