

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 South Dakota Department of Education website. The header includes the department's logo and a navigation menu with links to HOME, A-Z INDEX, BOARD OF EDUCATION STANDARDS, DATA CENTER, EVENTS/PD, MEDIA, and PUBLICATIONS. A Google Custom Search bar is also present. The main content area is titled 'Educator Certification' and lists several 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 gray box containing text about the department's responsibility for issuing K-12 certificates and a notice about new rules effective July 1, 2017. Further down, there is a section titled 'CERTIFICATE APPLICATIONS' with links for creating an account, accessing application forms, alternative certification options, and application options. A link to 'Access Educator Certification Online Application System' is highlighted. Below this is a section titled 'EDUCATOR CERTIFICATION REQUIREMENTS'. Two orange arrows point to the 'Teacher 411 Educator Lookup' and 'Access Educator Certification Online Application System' links. A third orange arrow points to the 'Access Educator Certification Online Application System' link with the text 'CLICK HERE TO START'.

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

File Edit View Favorites Tools Help

Google Custom Search

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

Select Language

Educator Certification

- 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
- Other Resources

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.

CERTIFICATE APPLICATIONS

- Instructions for Creating an Account
- Guidance for Accessing Application Forms
- Alternative Certification Application Options
- Application Options
- Access Educator Certification Online Application System**

EDUCATOR CERTIFICATION REQUIREMENTS

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

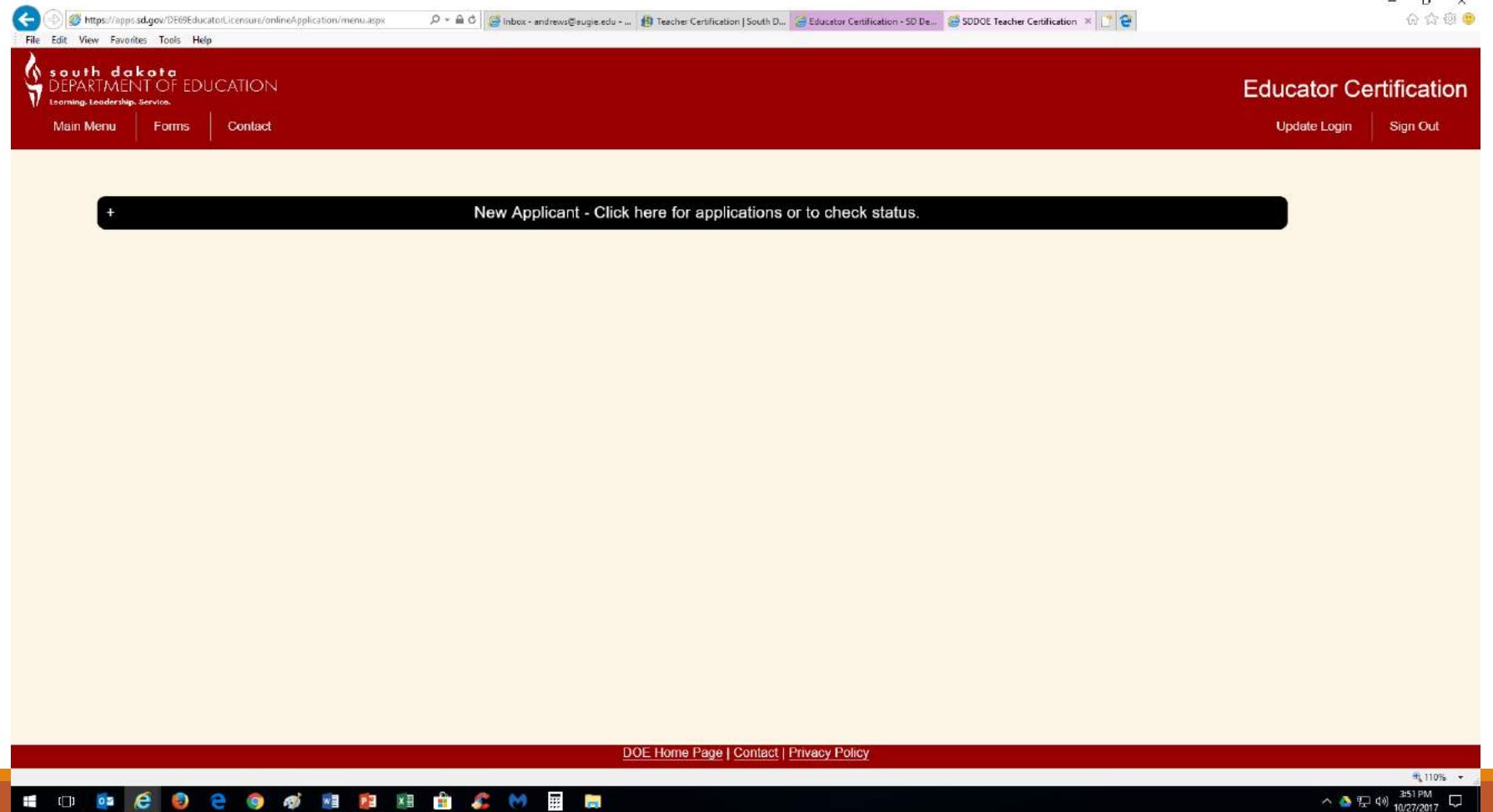
Password

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



Select the appropriate path



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

File Edit View Favorites Tools Help

south dakota
DEPARTMENT OF EDUCATION
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Main Menu Forms Contact

Educator Certification

Update Login Sign Out

New Applicant - Click here for applications or to check status.

Initial Educator Application
For applicants who meet all South Dakota requirements for teacher, administrator, education specialist and/or educator permit.
[Continue](#)

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)
[Apply](#)

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. <http://dev.doe.sd.gov/certification/#permit>
[Apply](#)

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.
[Apply](#)

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.
[Apply](#)

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

3:52 PM 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

SAVE YOUR WORK

South Dakota
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General Information

Complete all questions below.
All required information must be submitted before your certification can be processed.

The Initial Educator Application is intended for applicants who have graduated from a South Dakota University.

- Graduates from an out-of-state university who have completed an educator program and an approved South Dakota Indian Studies course, should continue with this application.
- Graduates from an out-of-state university who have an educator certificate, but have not completed an approved South Dakota Indian Studies course, should return to the main menu and complete the Out-of-State Initial Application.
- Graduates from another country or nation should return to the main menu and complete the Out-of-Country Initial Application.

I have completed an approved South Dakota Indian Studies course. This is a statutory requirement for teachers and administrators.

Yes

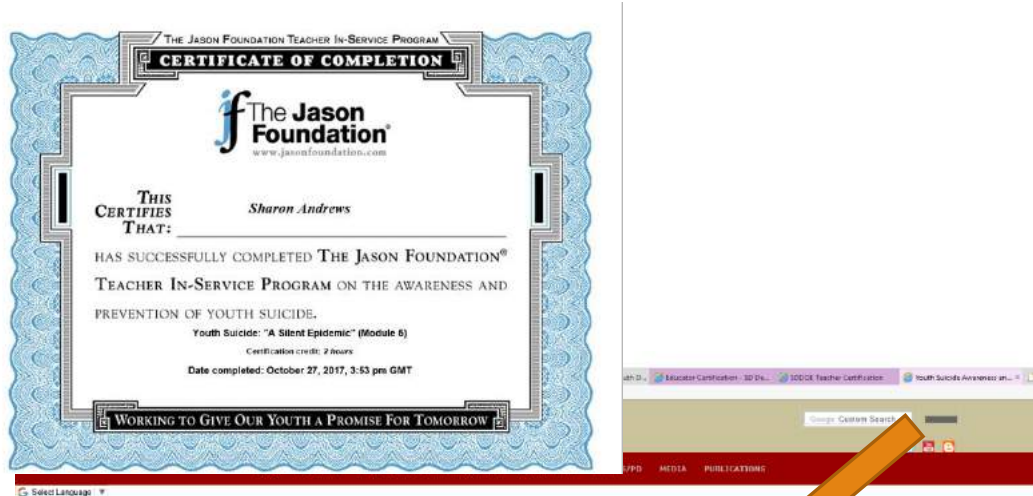
I have completed an approved Suicide Awareness and Prevention Training. You must identify if you would like to upload this certificate now or later. You should select later if this training has not been completed. Applications will not be processed prior to this requirement being met. More information: [Suicide Awareness and Prevention Training](#).

Save and Continue

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READ THE HELPFUL
TIPS!!

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



Youth Suicide Awareness And Prevention Training

Senate Bill 125, passed by the 2016 Legislature, requires anyone applying for an initial or renewal certificate as a teacher, school counselor or other education professional to participate in a minimum of one clock hour of suicide awareness and prevention training. This requirement begins on July 1, 2017.

Guidelines For Training

The South Dakota State Board of Education has approved the following guidelines regarding this 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 Foundation, Inc. (Must complete Module 5 Youth Suicide: "A Silent Epidemic.")
- The Hopkins Center

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

- South Dakota Prevention Network, including Prevention Resource Centers

Online 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

The screenshot shows the 'Demographics' tab of the South Dakota Department of Education's Educator Certification application. The page has a red header with the department's logo and name. A left sidebar contains a list of application steps, with 'Demographics' highlighted. The main content area is titled 'Demographics' and includes a warning: 'All three sections must be completed before processing.' Below this are three expandable sections: 'Personal Information', 'Permanent Address', and 'Contact Information'. The 'Personal Information' section is currently expanded, showing fields for Social Security Number, First Name, Middle Name, Last Name, Previous Last name(s), Date of Birth, Gender, and Hispanic/Latino status. There are also checkboxes for race/ethnicity. A large orange arrow points from the right towards the 'Personal Information' section, with the text 'MUST USE YOUR LEGAL NAME AT THE TIME OF SUBMISSION' overlaid on it. At the bottom of the form are 'Previous' and 'Save and Continue' buttons. The browser's address bar shows the URL 'https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Demographics.aspx'.

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Educator Certification
Sign Out Initial Educator Application

Demographics

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

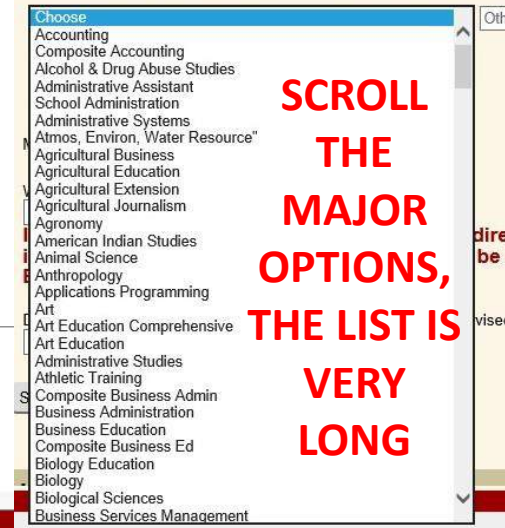
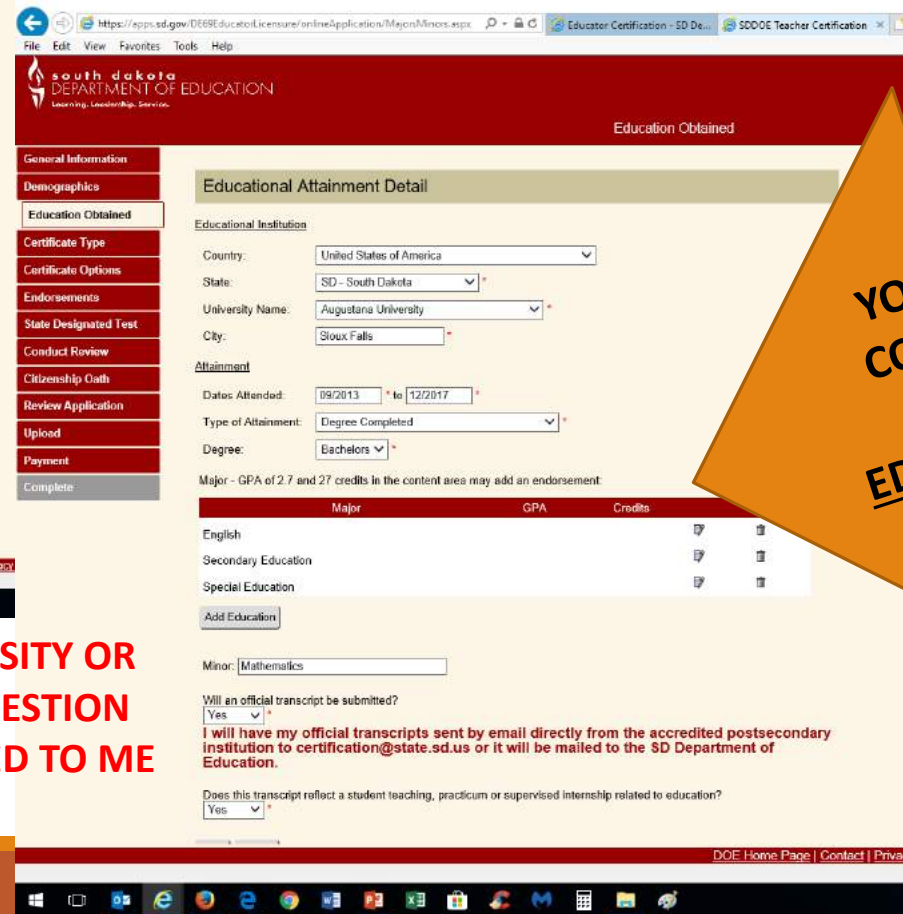
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3:56 PM 10/27/2017

Educational Attainment—be sure to select AU, indicate date of completion & answer the transcript question—do not leave anything unanswered!!!



CLICK HERE TO
OPEN THE
SCREEN TO
COMPLETE



SCROLL
THE
MAJOR
OPTIONS,
THE LIST IS
VERY
LONG

YOU MUST ENTER THE MAJOR(S)
COMPLETED—IF YOU HAVE MORE
THAN ONE MAJOR CLICK ADD
EDUCATION FOR EACH MAJOR—SAVE
EACH ENTRY

NOTE: DO NOT
ENTER GPA OR
CREDITS, I WILL DO
THIS WHEN I VERIFY
YOUR APPLICATION!!

IF YOU DO NOT ENTER AUGUSTANA UNIVERSITY OR
YOU DO NOT ANSWER THE TRANSCRIPT QUESTION
YOUR APPLICATION WILL NOT BE FORWARDED TO ME
TO VERIFY UPON SUBMISSION!!!

Certificate Type

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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

YOU MUST SELECT THE PERMIT OPTION HERE OR IT WILL NOT BE AVAILABLE ON SUBSEQUENT TABS

Previous Save and Continue

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Certificate Options

- **LEVEL**
 - Select Professional
- **PREPARATION**
 - Select program completed
 - Unless you are ELED/SPED you should choose ONE option under preparation
- **PERMIT**
 - **Be sure** you have selected this option on the Certificate Type tab previous to this tab

The screenshot displays the 'Certificate Options' tab in the South Dakota Department of Education's online application system. The interface includes a sidebar with navigation links: General Information, Demographics, Education Obtained, Certificate Type, Certificate Options (selected), Endorsements, State Designated Test, Conduct Review, Citizenship Oath, Review Application, Upload, Payment, and Complete. The main content area is titled 'Certificate Options' and features a 'On Certificate' checkbox. Below this, there are two sections: 'Teacher' and 'Educator Permit'. The 'Teacher' section has a 'Level' dropdown 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 lists several checkboxes: Early Childhood Preparation, Elementary Preparation, 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 and a 'Preparation' section with checkboxes for various permits: 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, and Drivers Education Instructor Educator Permit. At the bottom of the form, there are 'Previous' and 'Save and Continue' buttons. The browser's address bar shows the URL 'https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/ProfPrep.aspx'.



ENDORSEMENTS

- This is **THE MOST IMPORTANT** aspect of your application.
- Be very sure you are selecting any/all areas you feel you are qualified to teach whether by completing a major, completing a program, or taking a PRAXIS test.
- If you do not select a particular endorsement, you will not be certified to teach that content and will have to pay an additional fee to add any/all endorsements to your certificate.

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!!

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Endorsements

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

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

Search

On Certificate

Teacher Has Endorsements Selected +

Previous Save and Continue

DOE Home Page | Contact | Privacy Policy

South Dakota
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Endorsements

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

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

Search

On Certificate

Teacher Has Endorsements Selected -

Early Childhood +

Elementary - Self Contained +

Elementary - Subject Specific Has Endorsements Selected +

Secondary - English Language Arts Has Endorsements Selected +

Secondary - Math +

Secondary - Science +

Secondary - Social Science +

CTE Career Clusters +

CTE Career Pathways +

K-12 Art +

K-12 Health and PE +

K-12 Music +

K-12 Reading +

K-12 World Languages +

K-12 Computers +

K-12 Other Has Endorsements Selected +

Special Education +

Previous Save and Continue

DOE Home Page | Contact | Privacy Policy

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

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

File Edit View Favorites Tools Help

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Endorsements

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

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 Arts

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

DOE Home Page | Contact | Privacy Policy

4:07 PM 10/27/2017

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!!

CLICK FOR INFORMATION

KINDERGARTEN or MS ENDORSEMENT ONLY AVAILABLE UNDER ELED SELF CONTAINED

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

The screenshot shows a web browser window with the URL <https://apps.sd.gov/DE69EducatorLicensure/Teacher411/endorsement-requirements>. The page header is red with the South Dakota Department of Education logo and the text "Teacher 411". A left sidebar contains a "Links" menu with items: Endorsement List, Educator Search, Certification Requirements for Assignments, Educator Certification Website, and Apply Here. The main content area is titled "Secondary Intermediate Math Requirements" and includes buttons for "View Assignments" and "Back to Endorsement List". Below the title, a red instruction reads: "Select the preparation you completed to view the options for adding the endorsement." There are three expandable sections: "+ Early Childhood Preparation", "- Elementary Preparation", and "- Secondary Preparation". The "- Elementary Preparation" section is currently expanded, showing two options: "Option 1: Major in content area" and "Option 2: Content Test". Option 2 lists two tests: "5181 - Mathematics: Content Knowledge" and "5189 - Middle Level – Mathematics 5-8". The "- Secondary Preparation" section is also expanded, showing similar options, with Option 2 listing "5189 - Middle Level – Mathematics 5-8" and "5181 - Mathematics: Content Knowledge". The "+ CTE Preparation" section is collapsed. The browser's taskbar at the bottom shows various application icons and the system clock indicating 4:09 PM on 10/27/2017.

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Teacher 411

Links

- Endorsement List
- Educator Search
- Certification Requirements for Assignments
- Educator Certification Website
- Apply Here

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

State-Designated Test

The screenshot shows a web browser window with the URL <https://apps.sd.gov/DOEDOEducatorLicensure/onlineApplication/Praxis.aspx>. The page is titled "Educator Certification" and "State-Designated Tests". The left sidebar contains a navigation menu with the following items: General Information, Demographics, Education Obtained, Certificate Type, Certificate Options, Endorsements, State Designated Test (selected), Conduct Review, Citizenship Oath, Review Application, Upload, Payment, and Complete. The main content area displays a list of state-designated tests. A search bar is at the top of the list. Below it, there is a section for "On File" tests, which includes Pedagogy, Early Childhood, and K-8 Self-Contained and Subject Specific. The list of tests includes: 5018 | 5018 Elementary Education: Content Knowledge, 5025 | 5025 Early Childhood Education, 5002 | 5002 Elementary Education: Reading and ELA Subtest, 5003 | 5003 Elementary Education: Math Subtest, 5004 | 5004 Elementary Education: Social Studies Subtest, 5005 | 5005 Elementary Education: Science Subtest, 5001 | 5001 Elementary Education: Multiple Subjects (Must Pass All Four Subject Areas), and 5146 | 5146 Middle School: Content Knowledge. Each test has a "Date Taken" field. At the bottom of the list, there are two red buttons: "Previous" and "Save and Continue". The footer of the page contains links for "DOE Home Page", "Contact", and "Privacy Policy". The Windows taskbar at the bottom shows the time as 4:10 PM on 10/23/2017.

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Educator Certification
Sign Out Initial Educator Application

State-Designated Tests

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

Current accepted state-designated tests are listed here.
For renewal - previously submitted tests, now expired, are listed on the Teacher 411 Educator Lookup.

Search

On File

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 +

Previous Save and Continue

DOE Home Page | Contact | Privacy Policy

4:10 PM 10/23/2017

Conduct Review

The screenshot shows a web browser window with the URL <https://apps.sd.gov/DE60Educator/Licensure/onlineApplication/ConductReview.aspx>. The page is titled "Conduct Review" and is part of the "Educator Certification" process. The left sidebar contains a menu with the following items: General Information, Demographics, Education Obtained, Certificate Type, Certificate Options, Endorsements, State Designated Test, Conduct Review (highlighted), Citizenship Oath, Review Application, Upload, Payment, and Complete. The main content area contains the following text:

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, exonerated 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

At the bottom of the form, there are two buttons: "Previous" and "Save and Continue".

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Review Application—carefully check all information for accuracy!

The screenshot shows a web browser window with the URL <https://apps.sd.gov/DE09Educator/Licensure/onlineApplication/Confirmation.aspx>. The page is titled "Review Application" and is part of the "Educator Certification" process. The left sidebar contains a menu with the following items: General Information, Demographics, Education Obtained, Certificate Type, Certificate Options, Endorsements, State Designated Test, Conduct Review, Citizenship Oath, Review Application (highlighted), Upload, Payment, and Complete. The main content area is divided into sections for General Information, Demographic Information, and Certificate Type / Level / Preparation. The General Information section includes a "Change" button and a note about suicide awareness training. The Demographic Information section includes a "Change" button and a list of personal details. The Certificate Type / Level / Preparation section includes a "Change" button and a selection for the level of certification.

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Educator Certification
Sign Out Initial Educator Application

Review Application

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:

Do you currently hold a valid national board certification as a teacher, school counselor, or school psychologist?

Demographic Information [Change](#)

Social Security Number: 123-45-6789
First Name: Augie
Middle Name: Applicant
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: 605-274-4627
Email Address: augie.applicant@gmail.com

Certificate Type / Level / Preparation [Change](#)

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

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

DOE Home Page | Contact | Privacy Policy

4:13 PM 10/23/2017

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

https://apps.sd.gov/DE59EducatorLicensure/onlineApplication/Upload.aspx

File Edit View Favorites Tools Help

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Learning Leadership Service

Upload Documents

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

The following are required documents to upload. Please click the "Complete" button when finished.

General Information:

Only PDF files allowed.
Maximum File Size is 1GB
Suicide Prevention Certificate
☐ Upload Now ☐ Upload Later
training certificate module 5 jason foundation.pdf
Browse...
Upload

Official Transcripts from the following schools:

How to submit Official Transcripts:

- Mail official/original transcripts (transcripts may be removed from the sealed envelope)
- The University may submit electronic transcript directly to DOE

Mailing address: Department of Education, Certification Office, 800 Governors Dr., Pierre, SD 57501
Email address: certification@state.sd.us

- Augustana College

PDFs of Praxis II test scores for the following:

Only PDF files allowed.
Maximum File Size is 1GB
5024 - 5024 Principle of Learning and Teaching: Grades 7-12
☐ Upload Now ☐ Upload Later

Only PDF files allowed.
Maximum File Size is 1GB
5038 - 5038 English Language Arts: Content Knowledge
☐ Upload Now ☐ Upload Later

Previous Save and Continue

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AUGUSTANA UNIVERSITY
TRANSCRIPT REQUEST
2001 S Summit Avenue, Sioux Falls SD 57197
605.274.4121 (Office) 605.274.4450 (Fax) registrar@augie.edu

Augustana is pleased to provide official paper copies of transcripts free of charge.

NAME: _____ DATE: _____
First Middle Last

FORMER NAMES: _____

AUGUSTANA ID #: _____ OR Last 4 digits of SS #: _____

BIRTHDAY: ____/____/____ Dates of Attendance _____

CURRENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

***LEARNER'S EDGE STUDENTS:** Please note Learner's Edge courses are not listed on your transcript **before** grades are received. We receive the registration information and grades simultaneously and are unaware how many courses should be listed on your transcript when mailing out. Please indicate how many LE courses should appear on your transcript so we do not send out incomplete transcripts. Note: You should receive an email from Augustana once each LE course is posted to your transcript.

Please mail my official transcript to:

of copies to mail to this address _____ # of copies to mail to this address _____
☐ In 1 envelope ☐ In separate envelopes ☐ In 1 envelope ☐ In separate envelopes

* Additional addresses can be written on the back of this form or on an additional page

☐ Hold transcript for degree ☐ Hold for final Fall/Interim/Spring/Summer grades

Signature _____
* REQUIRED *

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.

K:\Registra\FORMS\Transcript Request Form 11 3/4/16

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

REVIEW YOUR APPLICATION

The screenshot shows a web browser window with the URL <https://apps.sd.gov/DE89EducatorLicensure/onlineApplication/Confirmation.aspx>. The page is titled "Review Application" and is part of the "Educator Certification" process. The left sidebar contains a list of application steps: General Information, Demographics, Education Obtained, Certificate Type, Certificate Options, Endorsements, State Designated Test, Conduct Review, Citizenship Oath, Review Application (highlighted), Payment, and Complete. The main content area displays the "General Information" section, which includes a "Change" button. Below this, there are two sections: "Suicide awareness and prevention training is a statutory requirement. Applications will not be processed prior to this requirement being met." and "You must select the following:". The first section has a "Yes" radio button selected. The second section has a "No" radio button selected. Below these sections is the "Demographic Information" section, which includes a "Change" button. The demographic information is as follows:

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:	

At the bottom of the form, there are two buttons: "Previous" and "Save and Continue". The footer of the page contains links to "DOE Home Page", "Contact", and "Privacy Policy". The browser window also shows several open tabs: "FA17 EDUC 607 B (ANDREWS)", "Transcript Requests", and "SDOE Teacher Certification". The system clock in the bottom right corner shows 6:51 AM on 11/11/2017.

South Dakota DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Educator Certification

Review Application [Sign Out](#) [Initial Educator Application](#)

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](#)

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**.

The screenshot shows the 'Payment' page for the South Dakota Department of Education's online application. The page includes a sidebar with navigation links and a main content area with sections for 'Applicant Information' and 'Payment Options'. An orange arrow points from the 'STOP' sign to a message box on the right.

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