

INITIAL EDUCATOR APPLICATION - SD GRADUATES

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 Initial Educator 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>	
	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 Answer “yes” to “Will an official transcript be submitted?” Answer “yes” to “...student teaching, practicum...” 	
	Endorsements Select all endorsements you want added to your certificate. To be considered authorized, endorsements are required and can only be added to a certificate if requested by the applicant.	Endorsement Requirements
	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 are 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 certificaion@state.sd.us 	Approved Trainings
Official Transcript	<ul style="list-style-type: none"> You must request an official transcript be submitted. 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
University Sign-Off	Your application is automatically submitted to your university for sign-off.	
Check Status	After your application is submitted, you can log into the application to “upload documents” or to “check status” of your application. <ul style="list-style-type: none"> Log back into the application system and select the 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