

# EDUCATOR RENEWAL – FIVE YEAR APPLICATION

## Steps to Complete Application

Steps	Guidance	Link
<b>1</b>	Review the process of creating an account using the new online certification system	<a href="#">Instructions</a>
<b>2</b>	Create an account and log into the application system – links based on your SSN <ul style="list-style-type: none"> <li>If you see the “New Applicant” application, STOP and contact <a href="mailto:certification@state.sd.us">certification@state.sd.us</a> before completing an application.</li> <li>If you have not used the system after 7/2017, you will need to create a new account.</li> </ul>	<a href="#">Login</a>
<b>3</b>	Select the Certificate Renewal > Educator Renewal – Five Year Application – click on the Apply button	
<b>4</b>	Complete <b>ALL</b> sections of the application. You must scroll down to the bottom of each page and select “save and continue”. <b>Do not submit documents to DOE prior to completing your application.</b>	
Section Tips	<b>General Information</b> 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>	
	<b>Demographics</b> Enter your name as you want it to appear on your certificate. <ul style="list-style-type: none"> <li>You will need to update the ethnicity and race questions.</li> <li>Verify your email as this is where your certificate will be sent.</li> </ul>	
	<b>Certificate Type, Options and Endorsements</b> All information currently on certificate, will stay on your certificate. You will notice changes based on the 2017 certification rule rewrite. <b>**Select all NEW certificate types, options and endorsements you want added to your certificate.</b>	<a href="#">Endorsement Requirements</a>
	<b>State Designated Test</b> Test score(s) already received by DOE are listed at the top of the screen. <ul style="list-style-type: none"> <li>No action is needed if you haven’t taken new test.</li> <li>Only select NEW test(s) that you have taken.</li> </ul>	
	<b>Education Obtained</b> A NEW degree is a degree that you completed after your last renewal. If you are unsure, please check your SD Teacher 411 listing. <ul style="list-style-type: none"> <li>If you have a NEW degree use the “add” option to enter your degree; or</li> <li>If you will be completing a degree and you want your application held for processing, use the “add” option to enter your degree; or</li> <li>If this degree will add additional certification based on program completion:               <ul style="list-style-type: none"> <li>Answer “yes” to “Will an official transcript be submitted?”</li> <li>Answer “yes” to “...student teaching, practicum...”</li> </ul> </li> </ul>	
	<b>Renewal Credit Summary</b> Steps – VERY Important to complete! <ul style="list-style-type: none"> <li>Choose Type of Credit</li> <li>Complete requested information and click “save”, this will create a chart at the top of the screen.</li> <li>If more than one type of credit or if more than one university you will need to use the “Add” button.</li> </ul> YES, you must submit the documents that you are using for renewal. <ul style="list-style-type: none"> <li>See guidance section for submitting transcripts</li> <li>Contact hours can be scanned as one document, saved as a PDF and uploaded later in the application.</li> </ul>	
	<b>Payment</b> <ul style="list-style-type: none"> <li>Payment can be made online using a credit card. You can also mail a check or money order to SD DOE Office of Educator Certification, 800 Governors Drive, Pierre, SD 57501.</li> <li>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.</li> <li><b>Documents may be submitted after your complete your application.</b></li> </ul>	

## Guidance

		Link
<b>Suicide Awareness and Prevention Training</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Save the certification of completion as a pdf to be uploaded to your application or emailed to <a href="mailto:certification@state.sd.us">certification@state.sd.us</a></li> </ul>	<a href="#">Approved Trainings</a>
<b>Official Transcript</b>	<ul style="list-style-type: none"> <li>You must request an official transcript be submitted.</li> <li>Click on the link and view "How to Submit OFFICIAL TRANSCRIPTS" heading</li> <li>Make sure your final grades and degree are posted before submitting.</li> </ul>	<a href="#">Submission Information</a>
<b>University Sign-Off</b>	<p>Your application is automatically submitted to your university for sign-off.</p> <ul style="list-style-type: none"> <li>If new degree was completed out-of-state you must submit the OSF1 form.</li> </ul>	
<b>Check Status</b>	<p>After your application is submitted, you can log into the application to "upload documents" or to "check status" of your application.</p> <ul style="list-style-type: none"> <li>Log back into the application system and select the Initial Educator Application to check your status or upload documents.</li> <li>DOE will not request missing documents. It is your responsibility to review your application status.</li> </ul>	<a href="#">Check Status Link</a>
<b>Continuing Education Contact Hours</b>	<p>Contact Hour certificates completed after July 1, 2017 will no longer be accepted if the training lists "Professional Development/Inservice, etc." as the title. The title must include the specific content or title of the session. 15 Hours = 1 renewal credit</p> <p>With a <b>Bachelors Degree</b> you must have a minimum of 3 transcribed credits, the other 3 can be any combination of transcribed or continuing education contact hours.</p> <ul style="list-style-type: none"> <li>Options for combinations: <ul style="list-style-type: none"> <li>45 hours + 3 transcribed</li> <li>30 hours + 4 transcribed</li> <li>15 hours + 5 transcribed</li> <li>6 transcribed</li> </ul> </li> </ul> <p>With an <b>Advanced degree</b> you need 6 renewal credits which can be any combination of transcribed or continuing education contact hours.</p> <ul style="list-style-type: none"> <li>Options for combinations: <ul style="list-style-type: none"> <li>90 contact hours</li> <li>75 hours + 1 transcribed</li> <li>60 hours + 2 transcribed</li> <li>45 hours + 3 transcribed</li> <li>30 hours + 4 transcribed</li> <li>15 hours + 5 transcribed</li> <li>6 transcribed</li> </ul> </li> </ul>	

Website	Link
<b>Instructions</b>	<a href="https://doe.sd.gov/certification/documents/CREATING-ACCOUNT.pdf">https://doe.sd.gov/certification/documents/CREATING-ACCOUNT.pdf</a>
<b>Login</b>	<a href="https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Login.aspx">https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Login.aspx</a>
<b>Endorsements</b>	<a href="https://apps.sd.gov/DE69EducatorLicensure/Teacher411/">https://apps.sd.gov/DE69EducatorLicensure/Teacher411/</a>
<b>Suicide Awareness</b>	<a href="https://doe.sd.gov/SuicidePrevention/">https://doe.sd.gov/SuicidePrevention/</a>
<b>Transcript Submission</b>	<a href="https://doe.sd.gov/certification/">https://doe.sd.gov/certification/</a>
<b>Forms</b>	<a href="https://doe.sd.gov/certification/#forms">https://doe.sd.gov/certification/#forms</a>
<b>Check Status</b>	<a href="https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Login.aspx">https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Login.aspx</a>