

ADMINISTRATOR RENEWAL REQUIREMENTS

Renewal Requirements for Administrator Certification

CEO Educator Permit

Requirements for CEO can be found on the Educator Permit Requirements document

Administrator Alternative Certification

Requirements for Administrator Alternative Certification can be found on the Alternative Certification Requirements document

- **All applicants renewing an Administrator Certificate must complete the following:**
 - An approved [Suicide Awareness and Prevention training](#)
- **Renewal Options for a Professional Administrator Certificate**
Complete six education-related credits that must include:
 - A minimum of three transcribed credits or specialized learning experience hours; and
 - The remaining three credits shall include continuing education contact hours or transcribed credits.
 - If you have a master's degree or higher you may renew with any combination of six education-related credits. Transcribed credits are not required.
- **Renewal Options for an Advanced Administrator Certificate**
Complete six education-related transcribed credits, specialized learning experience hours, or continuing education contact hours.
- **Renewal Requirements for an Invalid Administrator Certificate**
If all requirements for renewal have not been met by October 1 of the year of expiration the certificate is invalid. To renew an invalid certificate the applicant must complete six transcribed credit hours. This applies to those with a professional and advanced administrator certificate. A one-year Temporary Certificate is available.

The administrator will be non-certified until the certificate is valid.

Temporary Certificate

An educator who has an invalid certificate may receive one, one-year temporary certificate to complete the six-transcribed credits.

Certificate Extension for Active Military Duty

- A certified educator called to active military duty while the certificate is valid may have the certificate re-issued with extended dates with no additional fees.
- A copy of military orders verifying the start and end dates of the active duty period is required to obtain the extension.

Hardship Modification

For good cause, the expiration date of the certificate may be extended, without penalty, for a period of one year. The applicant must provide satisfactory evidence the educator made a good faith effort to meet the renewal requirements. Examples of good cause include the following:

- Serious illness;
- Loss of income; or
- Death or serious illness of a family member.

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Contact Hours	<p><i>Fifteen contact (clock) hours is equivalent to one renewal credit.</i></p> <p>Submission of Contact Hours</p> <ul style="list-style-type: none"> ○ Upload to application if saved as a pdf document ○ Email to certification@state.sd.us ○ Mail a copy of the contact hour certificate
Transcribed Credit	<p>Submission of OFFICIAL TRANSCRIPTS</p> <p><i>Applicant may:</i></p> <ul style="list-style-type: none"> ○ Mail official/original transcripts (transcripts may be removed from the sealed envelope) <p><i>Transcripts may NOT be submitted as a pdf or attached to an email</i></p> <p><i>University may:</i></p> <ul style="list-style-type: none"> ○ Submit electronic transcript directly to SD DOE ○ Mail official/original paper transcripts
Specialized Learning Experience	<p>Specialized learning experiences are defined as an education-related learning experience that incorporates the applicant's occupational field and teaching area and is not obtained through academic coursework or continuing education.</p> <p>The applicant must demonstrate the experience provided them an opportunity to gain knowledge. It is not intended to be an experience where the applicant is providing the learning experience, with exception of, university faculty, providing training as part of an approved teacher preparation program.</p> <p><i>Specialized learning experience may not be used to renew an invalid certificate.</i></p> <p>The following examples meet the intent of specialized learning:</p> <ul style="list-style-type: none"> • Traveling to another country or state as part of a formal program to learn about their education system • Legislative experience focusing on education-related issues • Employee or Contracted Employee of the Department of Education • Instruction provided by the applicant to teacher candidates at an accredited institution of higher education as part of an approved teacher preparation program • Time spent in an active role in an organization such as president of an education related association or organization <p>The following examples <u>do not</u> meet the intent of specialized learning:</p> <ul style="list-style-type: none"> • A K-12 teacher or administrator who provides trainings to adults • Attending a book study • Any training where continuing education contact hours is provided • Articles or books written by the applicant