

# OUT-OF-COUNTRY INITIAL APPLICATION

## Steps to Complete Application

Steps	Guidance	Link	
1	Review the process of creating an account using the online certification system	<a href="#">Instructions</a>	
2	Create an account and log into the application system	<a href="#">Login</a>	
3	Select the Out-of-Country Initial 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”		
<b>Section Tips</b>	<b>General Information</b>	Your response to each question guides the documents required to complete the application and establishes the correct fee <i>Note: Applications can be submitted before uploading the required documents.</i>	
		Foreign Credential Evaluation is required for this application. You can use any approved evaluation agency.	<a href="#">Approved Evaluation Agency</a>
		If you hold certification in another country, the one-year provisional certificate can be requested. The provisional certificate allows you to be employed while completing the required SD Indian studies course.	<a href="#">SDIS</a>
		If requesting the International Teacher Educator Permit you must answer “yes to this permit.	<a href="#">International Teacher Permit</a>
	<b>Demographics</b>	Enter your name as you want it to appear on your certificate	
	<b>Education Obtained</b>	Make sure to select the “add” option to enter your degree <ul style="list-style-type: none"> <li>List your degree information</li> <li>Original transcripts are required if they are from the United States. Transcripts from another country is not required.</li> <li>The U.S. evaluation (Foreign Credential Evaluation) is required in place of a foreign transcript.</li> </ul>	
	<b>Certificate Type</b>	“Teacher” should be selected if you plan to stay in South Dakota more than five years. If you select this option, you must complete the South Dakota Indian Studies course.	<a href="#">SDIS</a>
		If requesting the “Educator Permit – International Exchange” you must hold a valid J1 or H1B Visa and intend on staying in South Dakota for five or fewer years.	<a href="#">International Teacher Permit</a>
	<b>Endorsements</b>	Select <b>all</b> 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. <ul style="list-style-type: none"> <li>Endorsement requirements can be viewed on Teacher 411 or the Certification website.</li> </ul>	<a href="#">Endorsement Requirements</a>

## Steps to Complete Application Continued

Steps	Guidance		Link
<b>Section Tips</b>	<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 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> </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>Foreign Evaluation</b>	<ul style="list-style-type: none"> <li>• Transcripts from a foreign institute of higher education must be evaluated by an approved Foreign Evaluation Agency. Documentation must be provided that reflects the equivalent of an educator preparation program was completed.</li> <li>• The evaluation should include:               <ul style="list-style-type: none"> <li>○ Course-by-course credential report of completed university-level credit;</li> <li>○ Course titles;</li> <li>○ Course grades;</li> <li>○ Semester hours earned; and</li> <li>○ U.S. equivalency of degree earned.</li> </ul> </li> </ul>	<a href="#">Approved Evaluation Agency</a>
<b>Out-of-Country Certificate</b>	A copy of your certificate can be saved as a pdf and uploaded to your application. It can also be emailed to <a href="mailto:certification@state.sd.us">certification@state.sd.us</a> .	<a href="#">Submission Information</a>
<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>