

EDUCATOR PERMIT *ONLY* INITIAL APPLICATION

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 Educator Permit ONLY 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”		
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/have completed. Answer “yes” to “Will an official transcript be submitted?” Answer “no” to “...student teaching, practicum...” 	
	Certificate Type	If requesting an educator permit, such as athletic coaching, answer “yes” to the specific permit question. Each Educator Permit option has specific requirements.	Educator Permits
	Certificate Options	Select the Educator Permit you are requesting	
	Endorsements	<ul style="list-style-type: none"> Endorsements – Expand the burgundy educator permit bar and the tan educator permit bar to select the endorsement you are requesting. <i>Yes, this is the third time you have been asked to select the permit, however each has a different purpose in the application process.</i> 	
	State Designated Test	<ul style="list-style-type: none"> Unless you are applying for CEO, Braille Education or CTE Instructor click “save and continue”. When applying for CEO or Braille Education, expand the Educator Permits option to indicate the date the required exam was taken. Some CTE Pathways have testing options. If you have completed one of these tests, select the corresponding test. 	State-Designated Tests
	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 certification@state.sd.us 	Approved Trainings
Required Documents	<ul style="list-style-type: none"> Based on the educator permits you have selected, complete and submit the required forms. 	Form
Official Transcript	<p>If required, you must request an official transcript be submitted.</p> <ul style="list-style-type: none"> 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
Check Status	<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"> Log back into the application system and select the Educator Permit ONLY Initial 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