

# OUT-OF-STATE 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-State 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	<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>	
		If you hold certification in another state, 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 you completed an approved alternative program in another state, you must submit the Educator Experience Verification – Teaching form.	<a href="#">Forms</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 the degree you are completing/have completed</li> <li>Answer “yes” to “Will an official transcript be submitted?”</li> </ul>	
	<b>Certificate Type</b>	If requesting an educator permit, such as athletic coaching, answer “yes” to the specific permit question.	<a href="#">Educator Permits</a>
	<b>Certificate Options</b>	If you select advanced, you must submit verification of five years of contracted K-12 teaching experience using EPV1 form.	<a href="#">EPV1</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> <li>If you have a <b>valid</b> out-of-state certificate you should select the South Dakota equivalent endorsements.</li> <li>If you have an <b>invalid</b> out-of-state certificate, you must meet the requirements for the South Dakota endorsements.</li> </ul>	<a href="#">Endorsement Requirements</a>
	<b>State Designated Test</b>	Only test numbers listed in the state-designated test section are accepted. If your test is not listed, do not submit.	<a href="#">State-Designated Tests</a>
	<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>Official Transcript</b>	<p>You must request an official transcript be submitted.</p> <ul style="list-style-type: none"> <li>Click on the link and view “How to Submit OFFICIAL TRANSCRIPTS” heading</li> <li>Make sure your final grades and degree or posted before submitting.</li> </ul>	<a href="#">Submission Information</a>
<b>Out-of-State 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> .	
<b>License/Certificate Verification</b>	If you have a certificate from another state, the Out-of-State Educator Certification Verification form (OSF2) is required.	<a href="#">OSF2 Form</a>
	If you <b>do not</b> have a certificate from another state, your university must complete the Out-of-State University Sign-off form (OSF1).	<a href="#">OSF1 Form</a>
	<p>Individuals who <b>do not</b> have a certificate from another state can apply for a South Dakota certificate only after:</p> <ul style="list-style-type: none"> <li>Completion of an approved South Dakota Indian Studies course; and</li> <li>Receipt of a passing score on a South Dakota state-designated pedagogy test.</li> </ul>	<a href="#">SDIS</a> <a href="#">Pedagogy Test</a>
<b>Educator Experience Verification – Teaching</b>	<p>The following requires verification of teaching experience.</p> <ul style="list-style-type: none"> <li>South Dakota certification based on completion of an approved out-of-state alternative program requires three years of contracted K-12 teaching experience in the past five years verified using the OSF4 form.</li> <li>An advanced level teaching certificate requires verification of contracted K-12 teaching experience and an advanced degree or National Board Certification verified using the EPV1 form.</li> </ul>	<a href="#">OSF4 Form</a> <a href="#">EPV1 Form</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 Out-of-State 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>