

# TEACHER RENEWAL REQUIREMENTS

## Renewal Application Tips

An application will be kept on file for 365 days from the date of application. Upon expiration of this period, an application is no longer valid and no fees will be refunded. Once terminated it cannot be reopened.

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The “Withdraw” button is only to be used if you do not want certification in SD. If approved, the original application cannot be reopened and you will have to open a new application.

[ARSD 24:28:04:03](#)

- The “[Educator Renewal Application](#)” application is found on the SD Educator Portal, part of the mySD.gov Citizen Portal. <https://www.sd.gov/educator>
- It is the educator’s responsibility to review, complete, and submit the renewal requirements during their renewal cycle.
  - You should be keeping track of your contact hours and renewal credits by saving or storing in one location, we do not keep track of this information. We review only what you submit and request.
  - You can save documents in the “Document” storage on your educator profile. When you submit your application, you will need to add a comment that you have documents uploaded to your profile, not attached to your application.
- Apply early in the calendar year to allow for adequate time to review your information. It is an online application, but a manual review of every item submitted is required by the certification office.
- Utilize the “view status” feature after you submit your application.
- Processing time:
  - many applications may have all requirements met on the initial review of your application and may be processed.
  - some applications will take additional documents and review resulting in a 6–10 week turnaround.
- When you have an open application, you should correspond in the comments section to reduce redundancy of the request(s) and to match your question with the application you are questioning.
- When the certificate is issue you will receive an email from “SD.gov Portal” with a subject line “SD Certificate for Your Name – EDAPPxxxxxx is Approved” click on the link “View Certificate XXXXX X” to download and save your certificate.

## Fees

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- All certification fees are non-refundable.
- The fee must be paid to activate the application for review.
- The fee to renew an educator certificate in § 24:28:05:01(2) includes each request to add an endorsement, degree, or preparation, or to convert to another certificate type at the time of renewal.

## Renewal cycle

[ARSD 24:28:17:01](#)

Review your renewal cycle on the [Educator 411](#) Educator Search.

The certificate is invalid if renewal requirements are not complete by October 1 of the year of expiration.

- The educator certificate is valid from the date of issuance until June 30 of the year of expiration.
- A valid certificate may be renewed from January 1 to June 30 of the year of expiration.
- The status of a valid certificate may show one of the following, all indicating certified:
  - Active
  - Expired
  - Provisional
  - Temporary
  - Interim

<p><b>Certificate extension for active military duty.</b>  <a href="#">ARSD 24:28:17:08</a></p>	<ul style="list-style-type: none"> <li>• A certified educator called to active duty while the certificate is valid may have the certificate re-issued with extended dates with no additional fees.</li> <li>• A copy of military orders verifying the start and end dates of the active duty period is required to obtain the extension.</li> </ul>
<p><b>Issuance and duration of certificate.</b>  <a href="#">ARSD 24:28:03:01</a></p>	<ul style="list-style-type: none"> <li>• Each certificate is valid from the date of issuance through June 30 of the year of expiration.</li> </ul>
<p><b>Expired certificate.</b>  <a href="#">ARSD 24:28:03:02</a></p>	<ul style="list-style-type: none"> <li>• A certificate is expired as of July 1 of the year of expiration unless renewal requirements are met. A certificate remains expired from July 1 until the renewal requirements are met or until September 30 of the year of expiration.</li> </ul>
<p><b>Invalid educator certificate.</b>  <a href="#">ARSD 24:28:03:03</a></p>	<ul style="list-style-type: none"> <li>• A certificate is invalid when the renewal requirements are not completed by October 1 of the year of expiration.</li> <li>• According to ARSD 24:28:05:07, the fee for an invalid educator certificate shall be in addition to the renewal fee referenced in subdivision 24:28:05:01(2).</li> </ul>
<p><b>Invalid educator certificate and renewal after expiration.</b>  <a href="#">ARSD 24:28:03:04</a></p>	<ul style="list-style-type: none"> <li>• Each certificate not renewed by October 1 is invalid and may not be renewed until all requirements are met.</li> </ul>
<p><b>Renewal requirements for teacher certification.</b>  <a href="#">ARSD 24:28:17:12 - 24:28:17:14</a></p> <ul style="list-style-type: none"> <li>• <u>Professional teaching certificate</u> is issued to an applicant who is new to the teaching profession or does not meet the requirements of an advanced teaching certificate.  <a href="#">ARSD 24:28:06:04</a></li> <li>• <u>Advanced teaching certificate</u> is issued to a teacher who has 5 or more years of teaching experience and has an advanced degree in an education-related field or has received National Board for Teaching Standards Certification. <a href="#">ARSD 24:28:06:05</a>  <i>This must be requested on your application, or it will not be reviewed.</i></li> </ul> <p><b>Information in this document for each renewal credit:</b></p> <ul style="list-style-type: none"> <li>• Transcripts – page 3</li> <li>• CECH – page 3</li> <li>• Specialized Learning – page 4</li> </ul>	<ul style="list-style-type: none"> <li>• The professional and advanced teacher certificate is valid for five years. Within the five-year validity period, the applicant for renewed certification shall: <ul style="list-style-type: none"> <li>(1) Adhere to the South Dakota Code of Professional Ethics for Teachers pursuant to chapter <a href="#">24:08:03</a>; and</li> <li>(2) Complete the renewal requirements pursuant to § <a href="#">24:28:17:13</a> or <a href="#">24:28:17:14</a> and submit documentation with application.</li> </ul> </li> </ul> <p><b>Renewal Options for a Professional Teaching Certificate</b> <a href="#">ARSD 24:28:17:13</a></p> <ul style="list-style-type: none"> <li>• <b>Option 1:</b> Complete six education-related credits: <ul style="list-style-type: none"> <li>○ with a minimum of three transcribed credits or specialized learning experience hours; and</li> <li>○ the remaining three credits shall include continuing education contact hours (CECH) or transcribed credits.</li> </ul> <p><i>The most common combination is 45 CECH and 3 transcribed credits.</i></p> </li> <li>• <b>Option 2:</b> Participate as a mentee in a state-approved mentor program for at least two of the past five-years.  <i>Both certificates of completion are required.</i></li> <li>• <b>Option 3:</b> Participate as a mentor in a state-approved mentor program for at least two of the past five-years.  <i>Both certificates of completion are required.</i></li> <li>• <b>Option 4:</b> Complete national board certification or recertification within the past five-years.</li> </ul> <p><b>Renewal Options for an Advanced Teaching Certificate</b> <a href="#">ARSD 24:28:17:14</a></p> <ul style="list-style-type: none"> <li>• <b>Option 1:</b> Complete six education-related transcribed credits, specialized learning experience hours, or continuing education contact hours.</li> <li>• <b>Option 2:</b> Participate as a mentor in a state-approved mentor program at least two of the past five-years.  <i>Both certificates of completion are required.</i></li> <li>• <b>Option 3:</b> Complete national board certification or recertification within the past five-years.</li> </ul>

<b>Renewal requirements for an invalid educator certificate.</b> <a href="#">ARSD 24:28:17:10</a>	<ul style="list-style-type: none"> <li>To renew an invalid educator certificate: <ul style="list-style-type: none"> <li>An educator with a teaching certificate, administrator certificate, education specialist certificate, or library science permit shall complete all renewal requirements and pay the invalid educator certificate fee.</li> <li>All other renewal requirements must be met.</li> </ul> </li> </ul>
<b>Recency of credits for renewal.</b> <a href="#">ARSD 24:28:17:02</a>	<ul style="list-style-type: none"> <li>The applicant for renewed certification shall complete the renewal requirements for a valid certificate between the issue date of the previous certificate and October 1 of the expiration year.</li> </ul>
<b>Single consideration of credits.</b> <a href="#">ARSD 24:28:17:03</a>	<ul style="list-style-type: none"> <li>The applicant for renewed certification who took multiple courses with identical content during a renewal period may count the courses as a single course for the purpose of meeting credit requirements for renewal.</li> </ul>
<b>Hardship modification.</b> <a href="#">ARSD 24:28:03:05</a>	<ul style="list-style-type: none"> <li>For good cause, the Secretary may extend the expiration date of the certificate, without penalty, for a period of one year.</li> <li>Examples of good cause include serious illness, loss of income, or the death or serious illness of a family member.</li> <li>The Secretary may not extend a certificate without satisfactory evidence that the educator made a good faith effort to meet the renewal requirements.</li> </ul> <p><i>Questions are presented on the application to request a hardship extension.</i></p>
<b>Transcribed credit requirements.</b> <a href="#">ARSD 24:28:17:04</a>	<ul style="list-style-type: none"> <li>Transcribed courses shall be education-related and reflect a grade of C or higher or a pass on a pass/fail scale.</li> <li>As defined in ARSD 24:28:01:01 (47) "Transcribed credit," graduate or undergraduate credit on a semester system, issued by a regionally-accredited institution of higher education and documented on an official transcript.</li> <li><a href="#">More Information</a> on how to submit a transcript.</li> </ul>
<b>Continuing education contact hour requirements.</b> <a href="#">ARSD 24:28:17:05</a> <ul style="list-style-type: none"> <li>CECH = Continuing Education Contact Hours</li> <li>15 CECH equals the equivalence of one renewal credit.</li> <li>CEU = Continuing Education Unit</li> <li>One CEU = 10 continuing education contact hours</li> <li>Due to capacity issues, DOE does <b>not</b> pre-approve trainings for continuing education purposes.</li> </ul> <p>SD Department of Education's <a href="#">professional learning platform</a> offers points. 1 point = 1 CECH</p>	<ul style="list-style-type: none"> <li>Continuing education contact hours (CECH) shall be education-related.</li> <li>Continuing education training or in-service providers may include school districts, educational service agencies, education-related organizations, or health care providers.</li> <li>Fifteen CECH is equal to one renewal credit.</li> <li>Meals and breaks may not be counted towards the calculation of CECH.</li> <li>As defined in ARSD 24:28:01:01 (12) "Continuing education contact hour," one hour documented by participation in an educational professional development opportunity.</li> </ul> <p><b>**Best Practice Tips**</b></p> <ul style="list-style-type: none"> <li>Review and follow the <a href="#">requirements</a> and determine acceptability of document.</li> <li>Make sure your name is on every certificate.</li> <li>If the hours are not on the certificate, additional documentation will be required.</li> <li>Save all qualifying unduplicated certificates in <b>one PDF file</b> and upload with your application. <ul style="list-style-type: none"> <li>Duplicated documents, documents outside of renewal cycle, and individual certificate uploads adds additional time and will cause a delay in the processing of your certificate.</li> </ul> </li> <li>Documents saved to the "Documents Storage" will not be reviewed until an application has been submitted.</li> <li>When you submit your application, you will need to add a comment that you have documents uploaded to your profile, not attached to your application.</li> </ul>

<p><b>Specialized learning experience requirement.</b>  <a href="#">ARSD 24:28:17:06</a></p> <p>Specialized Learning Experience Documentation must be submitted on <a href="#">Form RF2</a> with supporting documentation.</p>	<ul style="list-style-type: none"> <li>• A specialized learning experience shall be education-related and may occur within the public or private sector.</li> <li>• A specialized learning experience includes experience incorporating the applicant's occupational field or instruction provided by the applicant to teacher candidates at an accredited institution of higher education as part of an approved teacher preparation program.</li> <li>• A specialized learning experience does not include other forms of instruction provided by the applicant.</li> <li>• As defined in ARSD 24:28:01:01 (37) "Specialized learning experience," 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.</li> <li>• <b>The following examples meet the intent of specialized learning and are calculated accordingly:</b> <ul style="list-style-type: none"> <li>○ Traveling to another country or state as part of a formal program to learn about their education system. Must include documentation from the formal program. <ul style="list-style-type: none"> <li>▪ One week equals .25 credit.</li> </ul> </li> <li>○ Legislative experience focusing on education-related issues. <ul style="list-style-type: none"> <li>▪ One year of service equals one credit.</li> </ul> </li> <li>○ Employee of the Department of Education <ul style="list-style-type: none"> <li>▪ One year of service equals one credit.</li> </ul> </li> <li>○ Instruction provided by the applicant to teacher candidates at an accredited institution of higher education as part of an approved teacher preparation program. Must include documentation from the university. <ul style="list-style-type: none"> <li>▪ A course worth one transcribed credit equals 1 renewal credit.</li> </ul> </li> <li>○ Time spent in an active role in an organization, such as president of an education related association or organization. Must include documentation from organization. <ul style="list-style-type: none"> <li>▪ One year of service equals one credit.</li> </ul> </li> </ul> </li> <li>• <b>Maximum amount awarded is dependent on your certificate level.</b> <ul style="list-style-type: none"> <li>○ Professional Teacher or Professional Administrator – 3 credits</li> <li>○ Advanced Teacher, Advanced Administrator, Education Specialist or Educator Permit – 6 credits</li> <li>○ Masters Degree or Higher – 6 credits</li> </ul> </li> <li>• <b>The following examples <u>do not</u> meet the intent of specialized learning:</b> <ul style="list-style-type: none"> <li>○ A K-12 teacher who provides trainings to adults.</li> <li>○ Duties performed in your educator position.</li> <li>○ Attending a book study or reading a book.</li> <li>○ Any training where continuing education contact hours is provided.</li> <li>○ Articles or books written by the applicant.</li> <li>○ Time spent in an organization that is not education related.</li> <li>○ Auditing a course.</li> </ul> </li> </ul>
<p><b>Duration of temporary certificate.</b>  <a href="#">24:28:17:11</a></p>	<ul style="list-style-type: none"> <li>• The educator with an invalid certificate who applies for renewal may receive a one-year temporary certificate to complete the renewal requirements of the certificate type. A temporary certificate may not be renewed.</li> <li>• SD DOE does allow for an educator with an expired certificate to apply for a temporary certificate, the invalid educator fee will be applied to this application. This is allowed only to ensure the processing can be completed prior to the closure of the school's personnel record form in October.</li> </ul>