



423 17TH AVENUE S.E. - ABERDEEN, S. D. 57401-7699

SD School for the Blind
and Visually Impaired

The South Dakota School for the Blind and Visually Impaired is under the governance of the South Dakota Board of Regents
PHONE/TTY 605-626-2580 - FAX 605-626-2607 - TOLL FREE 1-888-275-3814

DATE: January 2007

TO: Directors of Special Education
Those Seeking Endorsement as Braille Instructors

FROM: Marjorie Kaiser, Ed.D., Superintendent
SD School for the Blind and Visually Impaired

RE: SD Vision Related Endorsements

Since the South Dakota Legislature passed the "Braille Bill" in 1991, a great deal of work has been done to develop a training program to ensure "competent instruction" as required by SDCL 13.37.31. We frequently receive questions from individuals who are interested in endorsements and from local schools who need to hire properly certified personnel.

This folder contains the current information pertaining to the Department of Education endorsements as Teacher of the Visually Impaired and Braille Instructor, requirements for certification and re-certification, courses available in South Dakota, and a sample job description for a Braille Instructor.

The South Dakota School for the Blind and Visually Impaired has worked closely with Northern State University to develop the courses required for the endorsements. These courses are offered as state-supported courses (not extension), and will be on a regular rotation. The two introductory courses are available by Internet. The reading course may be taken at any public or private university.

The South Dakota State Braille and Talking Book Library has also worked with the SDSBVI to ensure access to a Braille correspondence course and to administer the Braille competency testing.

The State Braille and Talking Book Library, the South Dakota Braille Association, and the South Dakota School for the Blind and Visually Impaired work together to provide low cost annual in-service training sessions to expand the skills of the Braille Instructors and ensure competent Braille instruction for students.

I hope this information will provide the answers you need about these endorsements. Feel free to call me with any questions or concerns.

SOUTH DAKOTA STATE LAW

13-37-29. Blind student defined for purposes of braille literary assessment and educational services. For the purposes of § 13-37-30, a blind student is any individual who is eligible for special education services and who has a visual acuity of 20/200 or less in the better eye with correcting lenses or has a limited field of vision such that the widest diameter subtends an angular distance of no greater than twenty degrees or has a medically indicated expectation of visual deterioration.

For the purposes of § 13-37-30, braille is the system of reading and writing through touch commonly known as standard English braille.

Source: SL 1991, ch 152, § 1.

13-37-30. Braille literary assessment and educational services for blind students. In developing an individualized written education program for each blind student the presumption shall be that proficiency in braille reading and writing is essential for the student to achieve satisfactory educational progress. The assessment required for each such student shall include a braille skills inventory, including a statement of strengths and deficits. Braille instruction and use are not required by this section if, in the course of developing the student's individualized education program, all members of the team concur that the student's visual impairment does not affect reading and writing performance commensurate with ability. Nothing in this section requires the exclusive use of braille if other special education services are appropriate to the student's educational needs. The provision of other appropriate services does not preclude braille use or instruction.

Source: SL 1991, ch 152, § 2.

13-37-31. Competency of braille instructors--Promulgation of rules. The South Dakota Board of Education shall promulgate rules pursuant to chapter 1-26 governing the determination of the competency of braille instructors according to their education or experience.

Source: SL 1991, ch 152, § 3.

CHAPTER 24:15:06

REQUIREMENTS FOR EDUCATION ENDORSEMENT PROGRAMS

24:15:06:28 K-12 Braille education endorsement program.

24:15:06:37 K-12 blind or visually impaired endorsement program.

24:15:06:28. K-12 Braille education endorsement program. A K-12 Braille education endorsement program requires:

- (1) Proficiency in reading Braille and recommendation for certification by the South Dakota School for the Blind and Visually Impaired or an equivalent institution serving the visually impaired;
- (2) Completion of six semester hours of coursework to include:
 - (a) Introduction to teaching students who are blind;
 - (b) Methodology of teaching elementary reading; and
 - (c) Introduction to educational aids and appliances for students who are blind;
- (3) Successful completion of the Braille proficiency test administered through the Braille and Talking Book Library/State Penitentiary Transcribers.

Human Relations and South Dakota Indian Studies are not required for individuals who have only a stand-alone certificate. Documentation of the following hours must be provided for certificate renewal: six semester hours or nine quarter hours from an accredited postsecondary institution; or six renewal credits approved by the department; or ninety hours of continuing education units (CEUs); or a combination of the above, equivalent to six credit hours; and

Source: 25 SDR 13, adopted July 21, 1998, effective September 1, 2000; 27 SDR 32, effective October 11, 2000; transferred from § 24:16:08:54, 30 SDR 211, effective July 5, 2004; 32 SDR 41, effective September 11, 2005.

General Authority: SDCL 13-1-12.1, 13-42-3.

Law Implemented: SDCL 13-42-3, 13-42-4.

24:15:06:37. K-12 blind or visually impaired endorsement program. A K-12 blind or visually impaired endorsement requires 18 semester hours of coursework, including a three semester hour practicum that addresses:

(1) Understanding typical and atypical visual development and the medical, clinical, functional, and psychological impact of blindness and low vision;

(2) Understanding of the psychological dynamics of blindness and low vision on the lives of the sighted and nonsighted;

(3) Proficiency in Braille; and

(4) Proficiency in orientation and mobility techniques.

No state test is required or available for this endorsement.

Source: 31 SDR 129, effective March 22, 2005; 32 SDR 41, effective September 11, 2005.

General Authority: SDCL 13-1-12.1, 13-42-3.

Law Implemented: SDCL 13-42-3, 13-42-4.

**Northern State University
Vision Endorsement
Course Cycle / Delivery Mode**

Term	Course Number	Credits	Course Title	Course Format	Delivery	Tuition Rate
Spring 2007	SPED 422/522	3	Teaching of Braille	On Site Aberdeen	Regular	State Support
Fall 2007	SPED 424/524	1	Instructional Aids & Appliances for Students who are Blind	WebCT	Regular	State Support
Spring 2008	SPED 421/521	3	Introduction to Orientation & Mobility	On Site Aberdeen	Regular	State Support
Fall 2008	SPED 420/520	3	Anatomy and Function of the Eye	On Site Aberdeen	Regular	State Support
Fall 2008	SPED 423/523	2	Introduction to Teaching Students who are Blind	WebCT	Regular	State Support
Seminars	SPED 490/590	1	Various vision related topics	SDSBVI	Extension	Reduced Tuition (Pending BOR approval)

These courses repeat on the same schedule in even and odd numbered years.

NOTE: Process for enrolling in SPED 424/524 or SPED 423/523 (the WebCT courses):

The student contacts Allen Vogel in the Admissions office. Phone: 605-626-2544

- 1) The Admissions Office will determine the student's status and refer the student to the Registrar.**
- 2) The Registrar enrolls the student and provides a class list with contact information of either e-mail or phone numbers to the instructor.**
- 4) WebCT Advisor assigns an ID Access Number for the student and provides it to the instructor.**
- 5) The instructor contacts the students individually regarding access to WebCT and class procedures.**
- 6) The instructor, Jane Mundschenk, can be reached at the SDSBVI. Phone: 605-626-2580**

(Revised 12/06)

Course Descriptions

Introduction to Teaching Students Who Are Blind (SPED 423/523):

Explore the physical, social, emotional, and psychological aspects of a visual impairment and how their factors influence the child's educational program. (Internet Course)

Instructional Aids and Appliances for Students Who Are Blind (SPED 424/524):

An introduction to specialized devices and techniques designed to help children who are visually impaired understand concepts of their sighted world. (Internet Course).

Teaching of Braille SPED 422/522):

This course provides the student an opportunity to learn the arrangement of the Braille cell, the Braille alphabet, the 189 contractions in Grade II Braille, marks of composition and punctuation, and the rules governing the application of the above. In addition, the Nemeth code of mathematics and scientific notation will be introduced as well as basic mathematical operations using the Cramner Abacus. (NSU Campus)

Introduction to Orientation and Mobility (SPED 421/521):

Explore the role of the teacher/companion in the development of skill areas for independent travel. Experience under blindfold in cane travel, sighted guide, some daily living skills, and social contacts. Includes technical advances, laws, the multihandicapped, dog services, partial sight, and personal and public attitudes. (NSU Campus)

Anatomy and Function of the Eye (SPED 420/520):

A study of the anatomy of the eye and surrounding area with an examination of the individual components of the eye. This includes an understanding of the normal eye and some of the common anomalies affecting children, as well as how these conditions may influence the child psychologically and educationally. Also included is a general prognosis for each condition and techniques, if any, which may be available to provide a more productive learning environment. Finally, the psychological effects upon blind or partially seeing child resulting from the visual impairment will be discussed. (NSU Campus)

Requirements for Teacher of the Visually Impaired Endorsement
This endorsement is on a South Dakota Teachers' Credential

<u>Course</u>	<u>Credits</u>
Introduction to Teaching Students Who Are Blind	2
Instructional Aids & Appliances	1
Teaching of Braille	3
Introduction to Orientation and Mobility	3
Anatomy and Function of the Eye	3
Total	12
 Practicum	 4
Topic Seminars in Visual Impairment*	2
Total	18

*These seminars will be provided by the SDSBVI or outside consultants from the field of VI as approved by NSU.

Requirements for the K-12 Braille Education Endorsement
This endorsement may be attached to a Teachers' Credential or stand alone

<u>Course</u>	<u>Credits</u>
Proficiency in Braille	(see attached sheet for alternatives)
<u>Six</u> semester hours to include:	
Introduction to Teaching students Who Are Blind	2
Instructional Aids & Appliances	1
Methodology of Teaching Elementary Reading	3

Options for Braille Classes to Meet South Dakota Requirements

- 1) South Dakota Braille and Talking Book Library, South Dakota State Library
 - Format: Correspondence Course
 - Cost: None
 - Materials/Supplies: Perkins Braille loaned for duration of the course
Purchase Braille paper
Postage

 - Contact: Connie Sullivan
South Dakota Braille and Talking Book Library/SD State Library
800 Governors Drive
Pierre, SD 57501
Phone: 1-800-423-6665

 - Determination of proficiency: Final Examination
 - Certification: State Library certifies satisfactory completion of the course *

- 2) National Library Service for the Blind and Physically Handicapped
 - Format: Correspondence Course
 - Cost: None
 - Materials/Supplies: Provide your own Perkins Braille
Purchase Braille paper
Postage

 - Contact: National Library Service/Braille Development Division
Library of Congress
Washington, DC 20542
Phone: 202-707-9307

 - Determination of proficiency: Final Examination by NLS
 - Certification: NLS certifies (Nationally recognized certification) *

3) Hadley School for the Blind

- Format: Correspondence Course for Professionals **
- Only Braille course in this sequence is “Braille Reading for Family Members” which covers basic Grade II Braille
- Cost: None
- Materials/Supplies: Provide your own Perkins Braille
Purchase Braille paper
Postage

- Determination of proficiency: none
- Certification: none *

** Hadley also offers courses in use of the abacus, Nemeth code, the human eye, independent living, introduction to personal computers, self-esteem and diabetes.

4) Northern State University

- Format: semester course
- Cost: tuition for three credit course
- Materials/Supplies: Perkins Braille loaned by SDSBVI
Braille paper provided by SDSBVI

- Contact: Marje Kaiser, Supt. SDSBVI or Dean North, Instructor
423 17th Avenue SE
Aberdeen, SD 57401
Phone: 626-2580 / 1-888-275-3814
- Determination of proficiency: Final Examination; satisfactory completion of the coursework
- Certification: On university transcript*

5) Other options are sometimes available through the National Federation of the Blind of South Dakota or other teachers.

- **NOTE: To meet South Dakota standards for “proficiency in Braille ” all applicants for certification as a *Braille Instructor* must pass a Braille examination which is administered through the South Dakota State Braille and Talking Book Library**

Braille Proficiency Test

SDCL 13-37-31 addresses the competency of Braille instructors and directs the Department of Education to develop the rules governing the competency according to education or experience. The rules (24:02:01:09:27) require a demonstration of proficiency in reading Braille, six hours of specific coursework and recommendation for certification by the South Dakota School for the Blind and Visually Impaired. The following process will be used to determine competency.

1. Braille competency testing will be required to verify Braille proficiency prior to initial certification and for recertification after five years.
2. The Braille Competency tests will be developed by the National Library Service certified transcribers, subject to approval by the South Dakota School for the Blind and Visually Impaired and the Braille and Talking Book Library. There will be several versions of the test.
3. Anyone wishing to take the Braille Competency Test will contact Connie Sullivan who will make arrangements for the test.
4. The tests will be delivered to the designated proctor at one of four sites: the South Dakota Braille and Talking Book Library in Pierre, the South Dakota School for the Blind and Visually Impaired in Aberdeen, the South Dakota School for the Deaf in Sioux Falls or the Deveraux Library on the SDSM&T campus in Rapid City.
5. The completed tests will be sealed by the proctor and returned to Connie Sullivan at the Braille and Talking Book Library. Connie will send the tests, identified by number only, to the NLS certified transcribers, who will grade the tests. The results will be noted as pass/fail. Those who do not satisfactorily complete the test will be told which areas need more work. The test results will be returned to Connie.
6. Connie will notify the test taker. She will also send a letter to the South Dakota School for the Blind and Visually Impaired verifying Braille proficiency.
7. The applicant for a Braille teacher endorsement must provide the following to the SDSBVI: one page application form and official transcripts of university courses. The Department of Education will require the completed Teacher Certification form and money order for processing fee.
8. The SDSBVI will gather the pertinent materials, verify them and send it to the Department of Education. The SDSBVI will notify the applicant when the information has been submitted to the Department of Education.

TITLE: Braille Instructor

A: POSITION PURPOSE:

Throughout the student's K-12 school years, the Braille Instructor will perform tasks related to (1) production of specialized materials for visually impaired learners and (2) providing assistance to the classroom teacher in delivery of compensatory skills instruction to visually impaired student(s).

B: DISTINGUISHING FEATURE:

The Braille Instructor must have expert knowledge in literary Braille, elementary Nemeth, the ability to communicate (oral and written) with the teacher and student(s) and to provide Braille reading and writing instruction to the student(s).

C: MINIMUM QUALIFICATIONS:

1. High school graduation or GED equivalent.
2. Braille Instructor Endorsement
3. Basic computer knowledge and ability to type at least 40 wpm.
4. Knowledge of literary Braille code, usage and formatting rules.
5. Knowledge of elementary level Nemeth code.
6. Proficiency displayed in making tactile graphs and maps.
7. Proficiency in the use of computer Braille transcribing program(s).

D: PERFORMANCE RESPONSIBILITIES:

1. Demonstrates an understanding of the impact of vision loss across development stages and an overview of needed compensatory skills for the student(s).
2. Assist in implementation of orientation and mobility activities as prescribed by the O & M specialist.
3. Transcribe student worksheets, etc, as needed into literary Braille.

4. Transcribe student(s) brailled materials back to print for the classroom teacher to check the student(s) work.
5. Transcribe math materials to Nemeth code.
6. Use additional transcribing skills such as literary braille code (18 contractions), rules for usage and format, formatting rules for transcription, graphics and design for tactile drawings, and foreign language codes.
7. Use additional technology and computer skills such as scanning documents, use of transcription software, printing documents in Braille or ink print, fax/modem, CD-ROM, access on-line services, database searching, and use of new software.
8. Seek certification in literary braille from Library of Congress (optional).
9. Provide input for IEP development/evaluation and provide requested information to the family.
10. Performance of other duties may be required, but these should be kept to a minimum to allow for adapting materials to braille and preparation of tactile materials.

E: FUNCTIONS:

Have all instructional (print) materials in braille. This includes worksheets, handouts, tests, and the ordering of braille textbooks. The transcribing of braille also includes proofing the materials for accuracy and transcribing braille materials back to print. Adapt any visual materials that can be put in tactile form such as maps, graphs, science diagrams, etc.

Teach the Nemeth code, literary braille code, braille writer, abacus, slate and stylus, and handwriting skills including the use of guides.

Teach organizational skill to the student, including labeling of items in braille, organizing lockers or work areas, etc.

Instruct the student(s) in the correct usage of technology so he/she may use it independently.

F: CHALLENGES:

Act as a sighted guide on field trips with assistance for O & M specialist, assist in "hands on" demonstrations in the classroom such as labs, describe videos to the student that have

little dialog, and trouble shoot any visual materials to enable the student to understand the concepts.

Instruct the student in how to obtain leisure reading materials and descriptive videos. Order any of those materials for the classroom/library, when appropriate. Help the parents obtain the information. Prepare or obtain manipulative to aid in the instruction of concepts. This will include budgeting and ordering of all materials for the student. Keep a "library" of manufacturers and distributors that carry products for visually impaired students.

G: CONTROL ON ACTIONS:

Research and order computer or speech technology for the visually impaired student.

Reinforce O & M skills. Do an orientation of the school building and playground. This might include braille maps, labeling in braille of classroom numbers and restroom, lunch line item, etc. Make sure the student is comfortable in getting from place to place independently.

Assist the classroom teacher in the education of the blind student. This might include helping to administer braille tests that take longer than the allowed time or require manipulative or tactile materials. The student should be in the classroom for the testing with other students; however, it may take the visually impaired student longer to complete the test. Always remember independence is the student's goal. Look at the situations and ask "how can I adapt this with independence in mind?"

H: PERFORMANCE MEASUREMENT:

1. Keep your braille skills up to date by obtaining the latest BANA (Braille Authority of North America) changes.
2. Renew braille certification every five years.
3. Attending annual workshops that are provided to update braille and technology skills.
4. Accuracy and timeliness with which requests for information are filled. Locates and orders braille materials and equipment as approved by the school to ensure the reading and educational needs of the visually impaired student are met.
5. Join and be an active member of the SD Braillists Association.

A Brailleist's Pledge of Professional Ethics

Braille literacy could not happen without quality Braille to read. One might wonder where quality Braille comes from. The answer, of course, is that quality Braille is created by a professional Brailleist.

The National Braille Association has developed a Code of Ethics for Brailleists. This pledge can be used by anyone who produces Braille – ranging from the beginner just learning Braille and Braille production software to the most experienced transcriber fluent in specialty codes.

I pledge to:

- **prepare Braille materials in an accurate, timely manner without personal interjection,**
- **refrain from using any information obtained in the performance of my duties in a manner that would be detrimental to the agency or person for whom the materials were transcribed,**
- **treat all material transcribed as confidential, unless the material is publicly available or an agreement has been obtained in writing that the information may be disclosed,**
- **conduct business in a professional manner with dignity, respect, and courtesy,**
- **accept assignments as dictated by my knowledge of the subject matter, Braille skill competency level, and ability to complete the assignment on a mutually agreeable date, and**
- **continuously develop the highest levels of knowledge and skills through professional development in my chosen specialty.**

Prepared by the National Braille Association, 3 Townline Circle, Rochester, NY 14623-2513. www.nationalbraille.org



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APPLICATION FOR K-12 BRAILLE EDUCATION ENDORSEMENT

NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

HOME TELEPHONE _____ WORK TELEPHONE _____

E-MAIL _____

EMPLOYER _____

This application is _____ Initial _____ Renewal

Initial Endorsement (Must Include the Following))

- _____ 1. Letter certifying Braille Competency
- _____ 2. College transcripts showing satisfactory completion of:
 - A. Introduction to Teaching Students Who Are Blind
 - B. Instructional Aids & Appliances for Students Who Are Blind
 - C. Methods of Teaching Elementary Reading
- _____ 3. Completion of required South Dakota Department of Education Forms
- _____ 4. Check or Money Order made out to the Department of Education for the required fee

Renewal (Must Include Official Documentation)

- _____ 1. Completion of six semester hours or nine quarter hours from a postsecondary institution OR
- _____ 2. Six renewal credits approved by the DOE OR
- _____ 3. Nine hours of continuing education credits (CEUs) OR
- _____ 4. Any combination of the above equivalent to six credit hours

ATTACH THE REQUIRED DOCUMENTATION:

For University credit, include an official transcript. For the Braille Competency, include a letter from the South Dakota Braille and Talking Book Library verifying satisfactory test results.

This application form and documentation should be sent to:
Braille Instructor Certification, % Dr. Marje Kaiser, Superintendent, South Dakota School for the Blind and Visually Impaired, 423 17th Ave. SE, Aberdeen, SD 57401.

The Department of Education Initial Certification or Renewal Form and a money order or check (made out to the DOE) for the proper amount must be included. Once the application has been reviewed, all materials will be sent to the Office of Accreditation and Teacher Quality. You will be notified when your materials are sent.

For specific questions relating to certification, email certification@state.sd.us.

**Welcome to the
South Dakota State Library
Braille Transcribing Correspondence Course**

Mail all exercises to:

Connie Sullivan, Program Assistant
Braille & Talking Book Library
800 Governors Drive
Pierre, SD 57501-2294

IMPORTANT

Please read all information prior to beginning with the lessons.

The Braille pages should never be folded or rolled. Enclose them in a padded envelope or a large envelope with firm cardboard sheets (the size of Braille paper) on the top and bottom to protect the Braille dots. **DO NOT USE FREE MATTER POSTAGE.** You must pay postage for the exercises being returned for grading.

The first five lessons must be submitted in hard copy braille; no electronic files will be accepted. The first five lessons will include some slate-and-stylus work. Beginning with lesson six you may begin using Perky Duck and send in electronic files to connie.sullivan@state.sd.us to complete your lessons. For a free download of Perky Duck go to <http://www.duxburysystems.com/products.asp>.

The instructor will prepare a written report pointing out any errors and citing sections of the instruction manual that should be studied again. Lessons are graded beginning with 100 points and then the following deductions applied for errors. A grade of 80 points must be obtained to pass a lesson.

If a lesson receives a failing grade three times the individual will be required to retake the course from the beginning. If you are working with a student in a school system the school will be notified of the failure. You can repeat the course as many times you want with the understanding that the school will be notified each time a lesson is failed three times.

You are required to submit one lesson per month.

- | | |
|---|----------|
| 1. Text omitted or repeated | 3 points |
| 2. Contractions omitted or misused | 2 points |
| 3. Incorrect division of words | 2 points |
| 4. Letters inserted or omitted | 2 points |
| 5. Spacing errors | 2 points |
| 6. Format irregularities | 2 points |
| 7. Omitted or inserted punctuation or composition signs | 2 points |

- 8. Erasures detectable by touch 2 points
- 9. Characters misformed (including added or omitted dots) 1 point

The South Dakota Braille Proficiency Test can be taken two times. This is a proctored test. You will need to provide Connie Sullivan with the name of the school official that will be the proctor, the mailing address and telephone number of that individual. If you are working with a student the school will be notified of your passing or failing of the proficiency test.

If at some point you decide to take a Braille course from another source you are free to do so the Braille that is on loan to you must be return. Please remember that no matter what Braille course you take, unless it is the course from Northern State University or the South Dakota State Library you will be required to take the South Dakota Braille Proficiency Test for state certification.

This course was prepared by Pheasantland Braille & Tactile Graphics, in conjunction with the South Dakota State Library, Braille & Talking Book Section, using materials compiled from many sources. All questions can be answered with a familiarity of the current editions of the Instruction Manual for Braille Transcribing, English Braille American Edition 1994 Revised 2002, and Nemeth Braille Code.

Braille paper is not provided by the Braille & Talking Book Library. For cost and ordering information on unpunched Braille paper, size 11 x 11.5 contact the address below.

American Thermoform Corporation
1758 Brackett Street
La Verne, CA 91750

Phone (909) 593-6711 or (800) 331-3676
Email: atc@atcbrlequ.com

South Dakota Braille Transcribing Correspondence Course

To enroll complete this application from and send it to:

Connie Sullivan, Program Assistant
Braille & Talking Book Library
800 Governors Drive
Pierre SD 57501

Please enroll me in the South Dakota Braille Transcribing Correspondence Course. The Braille (cost of \$900.00) and material are on loan to you as long as you keep your lessons current.

I will be working with a student in the school district of _____

Name: _____

School Address: _____

City zip

E-mail _____

Phone: _____

Home Address: _____

City zip

E-mail: _____

Phone: _____



south dakota
DEPARTMENT OF EDUCATION

South Dakota State Library

800 Governors Drive
Pierre, SD 57501-2294

T 605.773.3131
800.423.6665
www.sdstatelibrary.com

South Dakota Braille Transcribing Correspondence Course

To enroll complete this application form and send to:

Connie Sullivan, Program Assistant
Braille & Talking Book Library
800 Governors Drive
Pierre SD 57501

Please enroll me in the South Dakota Braille Transcribing Correspondence Course. The Braille you will be using was purchased by the Braille & Talking Book Library at a cost of \$900.00. The Braille and materials are on loan to you as long as you keep your lessons current.

Name: _____

I will be working with a student in the school District: _____

Students name: _____

School Address: _____

School e-mail: _____

School phone #: _____

Home address: _____

Home e-mail: _____

Home phone #: _____

Office of Accreditation & Teacher Quality

Teacher Certification forms and Certificate Renewal forms may be downloaded from the Department of Education Web Site at <http://doe.sd.gov/teachers/index.asp>

Which Application Do I Need ?

If you are applying for a South Dakota Teaching certificate you will need to complete one of the following applications:

1) Never held a South Dakota teaching certificate (new to the profession or out-of-state)

- [Initial Certification Application](#)
 - Application fee
 - Conduct review statement
 - University sign off
 - Official transcripts
 - Copy of Praxis test scores
 - Verification of years of experience in a previous district if you are an existing teacher/administrator from out of state (a letter from a previous employee)

2) Have a previous South Dakota teaching certificate (current or lapsed) and need to renew

- [Renewal Certification Application](#)
 - Application fee
 - Conduct review statement
 - Official transcripts, CEU verification, or DOE renewal certificates

3) Have a current South Dakota certificate and want to add a professional preparation (program or major), advanced degree, or National Board Certification that has been completed from a university (Example: K-12 Principal, School Counselor, etc.)

- [Professional Preparation Application](#)
 - Application fee
 - Official transcripts to verify program completion
 - University sign-off form
 - Copy of Praxis test scores if applicable
 - Three years of verified experience in an accredited K-12 school, one year of which included classroom teaching experience or direct services to students.

4) Have a current South Dakota certificate and want to add an endorsement (Less than a major)

- [Endorsement Certification Application](#)
- Application fee
- Official transcripts to verify endorsement completion IF there is no test OR
- Copy of Praxis test scores if there is a validated test
- Verification of three years of direct services to students if applying for any of the administrative endorsements

5) Have not completed a traditional teacher education program but have at least a bachelor's degree and are interested in teaching

- [Alternative Certification Application](#)
 - Application fee
 - Conduct review statement
 - Official transcripts indicating bachelors degree
 - Copy of school contract of employment

6) Have completed the alternative certification program requirements and are applying for a five year South Dakota teaching certificate

- [Alternative Certification Application to a five year certificate](#)
 - Application fee
 - Conduct review statement
 - Official transcripts for courses taken to meet the alternative certification requirements
 - Copy of Praxis test scores
 - Written recommendation from your mentor

For Additional Information Contact These Resources

Dr. Marje Kaiser, Superintendent
South Dakota School for the Blind and Visually Impaired
423 17th Avenue SE
Aberdeen, SD 57401-7699
605-626-2580 or 1-888-275-3814
E-mail: kaiserm@sdsbvi.northern.edu
<http://sdsbvi.northern.edu>

Connie Sullivan, Program Assistant
Braille and Talking Book Library
South Dakota State Library
800 Governors Drive
Pierre, SD 57501-2294
605-773-3131 or 1-800-423-6665
E-mail: connie.sullivan@state.sd.us
www.sdstatelibrary.com/b&tb

Indira Dillon, South Central Outreach Vision Consultant
South Dakota School for the Blind and Visually Impaired
PO Box 1046
Mitchell, SD 57301-1046
Office: 605-995-8191
Cell: 605-941-3868
E-mail: indira.dillon@sdsbvi.northern.edu

Marva Gellhaus, Eastern Outreach Vision Consultant
South Dakota School for the Blind and Visually Impaired
423 17th Avenue SE
Aberdeen, SD 57401
Office: 605-626-2580 or 1-888-275-3814
Cell: 605-380-8926
E-mail: marva.gellhaus@sdsbvi.northern.edu

Riki Nitz, Western Outreach Vision Consultant
South Dakota School for the Blind and Visually Impaired
3618 Canyon Lake Drive Suite #104
Rapid City, SD 57702-3129
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