

Oklahoma State Department of Education

HQT – Teacher Assignment System



National Certification Statement of Eligibility Superintendent Guide

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National Certification Statement of Eligibility

NBPTS Educators

Effective March, 2012, the Oklahoma Legislature authorized a bonus to all teachers who hold a valid **National Board for Professional Teaching Standards** certificate who meet specific requirements identified by Oklahoma State Law (70 O.S. § 6-204.2) and State Department of Education rules.

Individuals who may qualify for the bonus are:

- classroom teachers, librarians, and counselors who hold a valid National Board for Professional Teaching Standards certificate;
- employed full-time in an Oklahoma public school on January 1, 2012.

In order to receive the bonus, you must be able to verify:

- your NBPTS certificate is valid;
- you were employed full-time in the public schools of Oklahoma on January 1, 2012, and are carried on the school personnel report submitted to the State Department of Education; and
- you work with children.

Prior to the bonus being awarded, the following documentation must be submitted to the State Department of Education by May 1, 2012.

- a copy of your current NBPTS certificate, **if the SDE does not already have a copy;**
- Statement of Eligibility must be completed online verifying that you work with children and were employed on a full-time basis in Oklahoma public schools as of January 1, 2012.

The certificate, if necessary, can be submitted to Bunny Farley, 2500 North Lincoln Boulevard, Suite 212, Oklahoma City, OK 73105 or FAX'd to her at (405) 522-1520.

Any questions may also be directed to her at (405) 521-4527.

Nationally Certified School Psychologists, Speech Language Pathologists and Audiologists

Effective March, 2012, the Oklahoma Legislature authorized a bonus to school psychologists, speech language pathologists and audiologists who meet specific requirements identified by Oklahoma State Law (70 O.S. § 6-206) and State Department of Education rules.

Individuals who may qualify for the bonus are:

- school psychologists who have been designated as nationally certified by the National School Psychology Certification Board by January, 2011; or
- speech language pathologists or audiologists who hold a Certificate of Clinical Competence awarded by the American Speech Language Hearing Association by January, 2011.

In order to receive the bonus, you must be able to verify:

- your national certification has been attained and has not lapsed;
- you were employed in the public schools of Oklahoma (can be in multiple school districts) on January 1, 2012, and carried on the school personnel report submitted to the State Department of Education; and
- you work with children.

Prior to the bonus being awarded, the following documentation must be submitted to the State Department of Education by May 1, 2012:

- a copy of your current and valid national certification card, **if the SDE does not already have a copy**; and
- Statement of Eligibility must be completed online verifying that you work with children and were employed in an Oklahoma public school on January 1, 2012.

The certification card, if necessary, can be submitted to Bunny Farley, 2500 North Lincoln Boulevard, Suite 212, Oklahoma City, OK 73105, or FAX'd to her at (405) 522-1520.

Any questions may also be directed to her at (405) 521-4527.

Getting Started

Access the Oklahoma Department of Education webpage at <http://www.ok.gov/sde/>

From the home page, click on the **School District Reporting Site (SDRS)** link.

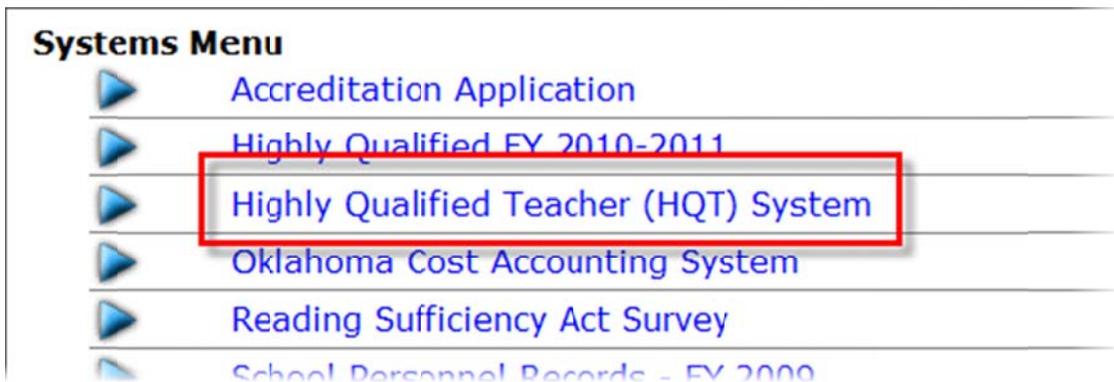


School District Reporting Site

- Log into the School District Reporting Site to view your assigned systems menu.

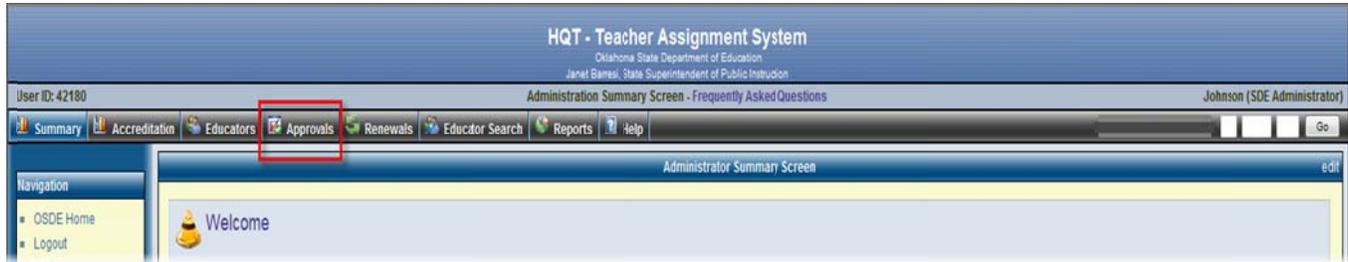


- Click on the **Highly Qualified Teacher (HQT) System**.



From the Highly Qualified Teacher (HQT) System

- Click on the Approvals tab



Approvals

From the Approvals tab you will have a list of educators that are eligible for the stipend. Above the list is a brief description of what type of educators qualify and what you as Superintendent need to do in order for the educators to receive this bonus.

There is a link if you need a printable list of your teachers.

Site Classes - Approval Level: SDE Administrator

Pending Approvals for:

National Certification Approvals **Highly Qualified Applications Approvals**

This is a list of Teachers, School Psychologists, and Speech Pathologist from your District that require approval to receive the stipend for Nationally Certified Teachers. Please review each educators information by clicking the 'Approve' link on the right. For a printable list of you teachers [click here](#)

Individuals who may qualify for the bonus are:

- school teachers who have been designated as nationally certified by the National Board of Certified Teachers
- school psychologists who have been designated as nationally certified by the National School Psychology Certification Board
- speech pathologists or audiologists who hold a Certificate of Clinical Competence awarded by the American Speech Language Hearing Association.

In order for educators to receive the bonus Superintendents must:

- verify a current and valid National Certification has been attained and has not lapsed and is on file with the State Department of Education Certification office
- verify educator is currently employed full-time in the public schools of Oklahoma; (can be in multiple school districts) and reported on the school personnel report submitted to the State Department of Education you are currently working with children.
- Complete this Statement of Eligibility verifying that you are currently working with children and were employed on a full-time basis in Oklahoma public schools as of January 1, 2012.

If you believe an educator missing from this list is in error, either the SDE Certification Office records do not reflect National Certification data (NoNBPTS, or ASHA on File in CECS) or SPR Records do not reflect an educator that works with students (may be coded as administration in SPR).

National Certification Statement of Eligibility											
View Teacher	Type	ExpiresDate	Teachernumber	First Name	Last Name	FTE	JobCode	Job Description	Approved By	Approved Date	Action
View Teacher	NBTPS	2017				1.000	210	TEACHER			Approve

From the list you will be able to quickly see:

- Type of certification
- Expiration date
- Teacher number
- First and Last name
- FTE amount
- Job code
- Job description

After you have approved a teachers eligibility it will list:

- Approved by
- Approved date
- Action

National Certification Statement of Eligibility											
View Teacher	Type	ExpiresDate	Teachernumber	First Name	Last Name	FTE	JobCode	Job Description	Approved By	Approved Date	Action
View Teacher	NBTPS	2017				1.000	210	TEACHER			Approve
View Teacher	NBTPS	2016				1.000	213	RESOURCE TEACHER			Approve
View Teacher	NBTPS	2012				1.000	210	TEACHER			Approve
View Teacher	NBTPS	2012				1.000	210	TEACHER			Approve
View Teacher	NBTPS	2020				1.000	210	TEACHER			Approve
View Teacher	NBTPS	2018				1.000	210	TEACHER			Approve
View Teacher	NBTPS	2021				1.000	203	COUNSELOR			Approve
View Teacher	ASHA NOT ON FILE					1.000	353	SPEECH PATH/THERAPST			Approve
View Teacher	ASHA NOT ON FILE					1.000	353	SPEECH PATH/THERAPST			Approve
View Teacher	ASHA NOT ON FILE					1.000	353	SPEECH PATH/THERAPST			Approve
View Teacher	ASHA NOT ON FILE					1.000	353	SPEECH PATH/THERAPST			Approve
View Teacher	ASHA	2012				1.000	353	SPEECH PATH/THERAPST			Approve
View Teacher	ASHA	2012				1.000	353	SPEECH PATH/THERAPST			Approve
View Teacher	ASHA	2012				1.000	353	SPEECH PATH/THERAPST			Approve

To the left of each educator is a link, **view educator** to view teaching assignments and certification information.

To the right of each educator is the **Approve** link.

If a teacher has both a valid **National Certification Type** and meets the required **FTE** amount, the certification type and amount will show in **green**.

The first check box is your electronic signature stating you verify this educator holds a valid National Certified credential and is eligible.

The second check box is your electronic signature stating you verify this educator is working with children and meets the FTE requirements.

- Click the **box** next to each statement
- Click **Approve Eligibility**

com this list is in error, either the SDE Certification Office records do not reflect National

National Certification Statement of Eligibility

Teacher Name:
Teacher Number:
National Certification on File : **NBPTS**
National Certification Status: **NBPTS VALID**

As Superintendent, I verify that this teacher is Nationally Certified and is eligible.

Dist	School	Site	Job	Job Description	FTE
		160	210	TEACHER	0.122
		160	210	TEACHER	0.878

Valid Job Codes:(201,203,205,206,208,210,213,309,343,353,415)

Total FTE: **1.000**

As Superintendent, I verify that this teacher is working with children and that the FTE is correct and is eligible.

Please provide a reason if educator not eligible:

2015 44726 lenat Feldt 1.000 210 TE

If the educator is on the eligible list but is currently not meeting the requirements their approval screen will show as this.

National Certification Type and/or the required **FTE** amount will show in **red**.

- You as Superintendent will not be able to check these boxes until their records have been updated with the State Department of Education.
- Click **Cancel** to exit approval screen

National Certification Statement of Eligibility

Teacher Name:
Teacher Number:
National Certification on File: **NBPTS**

National Certification Status: **NBPTS ON FILE EXPIRED**

- If No NATIONAL CERTIFICATION ON FILE or shows as INVALID an updated National Certificate must be sent or faxed(405-522-1520) to the OSDE Certification Office c/o Bunny Farley.
- Statements of Eligibility can not be approved or accepted until all records are current and updated.

As Superintendent, I verify that this teacher is Nationally Certified and is eligible.

Dist	School	Site	Job	Job Description	FTE
		710	210	TEACHER	0.354
		710	210	TEACHER	0.146

Valid Job Codes: (201,202,205,206,208,210,212,208,242,252,415)

Total FTE: **0.500**

- FTE does not equal 1.0. Contact your School Personnel Records Personnel if this in error.
- Statements of Eligibility can not be approved or accepted unless FTE data reflects a full time educator.

As Superintendent, I verify that this teacher is working with children and that the FTE is correct and is eligible.

To reject eligibility enter a reason in the text box below:

If the educator meets the requirements for being Nationally Certified but does not meet the FTE requirements by:

- No longer working there
- Does not work full time with children

In this case:

- Provide a reason for the educator being not eligible
- Click **OK**

National Certification Statement of Eligibility

Teacher Name:
Teacher Number:
National Certification on File : **NBPTS**
National Certification Status: **NBPTS VALID**

As Superintendent, I verify that this teacher is Nationally Certified and is eligible.
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Dist	School	Site	Job	Job Description	FTE
		130	210	TEACHER	0.231
		160	210	TEACHER	0.037
		160	105	ASST/VICE PRINCIPAL	0.223

Valid Job Codes: (201, 203, 205, 206, 208, 210, 213, 303, 343, 353, 415)

Total FTE: 0.268

- FTE does not equal 1.0. Contact your School Personnel Records Personnel if this in error.
- Statements of Eligibility can not be approved or accepted unless FTE data reflects a full time educator.

As Superintendent, I verify that this teacher is working with children and that the FTE is correct and is eligible.
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To reject eligibility enter a reason in the text box below:

After you have approved an educator it will show you approved it and the time stamp of the approval.

A notification will be sent to the educator in their online file to validate their National Certification Statement of Eligibility.

National Certification Statement of Eligibility											
View Teacher	Type	ExpiresDate	TeacherNumber	First Name	Last Name	FTE	JobCode	JobDescription	Approved By	Approved Date	Action
View Teacher	NBTPS	2014				1.000	210	TEACHER		4/12/2012 9:29:54 AM	SUPT. APPROVED
View Teacher	NBTPS	2013				1.000	210	TEACHER		4/12/2012 9:29:46 AM	SUPT. APPROVED
View Teacher	NBTPS	2018				1.000	210	TEACHER		4/12/2012 9:29:39 AM	SUPT. APPROVED
View Teacher	NBTPS	2018				1.000	210	TEACHER		4/12/2012 9:29:32 AM	SUPT. APPROVED
View Teacher	NBTPS	2012				1.000	210	TEACHER		4/12/2012 9:29:25 AM	SUPT. APPROVED
View Teacher	NBTPS	2012				1.000	210	TEACHER		4/12/2012 9:29:18 AM	SUPT. APPROVED
View Teacher	NBTPS	2012				1.000	210	TEACHER		4/12/2012 9:29:12 AM	SUPT. APPROVED
View Teacher	ASHA	2012				1.000	353	SPEECH PATH/THERAPST		4/12/2012 9:29:03 AM	SUPT. APPROVED
View Teacher	ASHA NOT ON FILE					0.640	353	SPEECH PATH/THERAPST			Approve