

Information Packet for the Oklahoma Alternative Placement Program

70 O.S. § 6-122.3

The Oklahoma Alternative Placement Program provides an opportunity for individuals with degrees to teach in Oklahoma accredited schools. There are four stages in the process. This packet is designed to guide you through the four stages of the application process by outlining information and instructions. It is important to complete all requirements of each step before moving to the next step. The fifth stage of the process occurs after receiving a license.

- ➡ 1. Determining eligibility and applying for acceptance into the program - page 2
- ➡ 2. Completing testing requirements (The state agency with responsibility for teacher certification testing is the Oklahoma Commission for Teacher Preparation [OCTP].) - page 3
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- ➡ 5. After receiving the initial certificate, completing requirements for an Alternative standard certificate - page 5

Please use the appropriate checklist when submitting your application.

Initial Eligibility Application	Upgrade to Alternative Standard Certificate
<input type="checkbox"/> Application form with Parts I, II, III, and IV completed.	<input type="checkbox"/> Application for of Oklahoma Alternative Standard Certificate.
<input type="checkbox"/> Official transcripts from each accredited higher education institution attended. (Accreditation must be recognized by the Oklahoma State Regents for Higher Education.)	<input type="checkbox"/> Official transcripts of any coursework you have completed since you submitted your last application. (Accreditation of the higher education institution must be recognized by the Oklahoma State Regents for Higher Education.)
<input type="checkbox"/> Current résumé indicating date prepared and including subject-related post baccalaureate work experience with corresponding dates and telephone numbers of references for verification of experience.	<input type="checkbox"/> If you have completed clock hours as part of the professional education component of the Oklahoma Alternative Placement Program, please submit official verification from your school district.
<input type="checkbox"/> \$50 fee by check, cashier’s check, or money order made payable to the Oklahoma Alternative Placement Program.	<input type="checkbox"/> \$50 certificate processing fee made payable to the Oklahoma State Department of Education.

Informational inquiries may be made to the Teacher Certification Section, (405) 521-3337, OR visit the Oklahoma Department of Education Web site at <www.ok.gov/sde>.

IMPORTANT NOTICE

Tax compliance Title 68 O.S. § 238.1 (effective May 31, 2001) requires that all license/certificate holders be in compliance with Oklahoma state income tax laws before a teaching license or certificate can be RENEWED.

The Department of Education is mandated to provide to the Oklahoma Tax Commission a list of individuals who are applying for license/certificate renewal.

The Tax Commission will contact any person who appears to be in noncompliance.

Please contact the Oklahoma Tax Commission's Professional Compliance Unit, (405) 522-6800, with any questions.

1. Determining Eligibility



Oklahoma law requires the following:

- A minimum of a baccalaureate degree with a retention GPA of 2.5 (on a 4.0 scale) from an institution whose accreditation is recognized by the Oklahoma State Regents for Higher Education;
- A major in a field of study that corresponds to an area of certification listed in Part I of the Oklahoma Alternative Placement Program application; **(Degrees in liberal arts, general studies...etc., that do not correspond with an area of certification will not qualify unless the university academic vice president or registrar will provide a letter verifying a major or equivalent coursework in a certification area.)**

NOTE: Anyone who has been denied admittance to an approved teacher education program, or enrolled in and subsequently failed required teacher education courses necessary to meet the minimum requirements of a teacher education program, is not eligible for the Oklahoma Alternative Placement Program.

- At least two (2) years of work experience which is related to the subject area of specialization if the person has only a baccalaureate degree with no post-baccalaureate work in a related area. (HB 3259 – Effective July 1, 2010)

TO DO

- Complete the Application for Evaluation of :
 - **Official** transcripts from each university and college attended;
 - Current résumé indicating date prepared and including subject-related work experience with corresponding dates and telephone numbers of references for verification of experience;
 - \$50 evaluation fee by check, cashier's check, or money order made payable to the Oklahoma Alternative Placement Program.
- Mail to: Oklahoma Teacher Certification
2500 North Lincoln Boulevard, Room 212
Oklahoma City, OK 73105

Your materials will be evaluated and you will be notified of your eligibility status in a written memorandum from a certification specialist and provided with further direction.

- Please allow up to six weeks for written notification of your eligibility status.

2. Complete Testing Requirements



INFORMATION

- Once your eligibility for the program has been verified in a written memorandum from an Oklahoma Alternative Placement Program specialist, the law requires passing the
 - Oklahoma General Education Competency Test (**OGET**) and
 - Oklahoma Subject Area Competency Test (**OSAT**) in your degree field.

PLEASE DO NOT TAKE ANY OF THE EXAMINATIONS UNTIL YOU HAVE BEEN DETERMINED ELIGIBLE IN A WRITTEN MEMORANDUM FROM AN OKLAHOMA ALTERNATIVE PLACEMENT SPECIALIST TO SEEK CERTIFICATION THROUGH THE ALTERNATIVE PLACEMENT PROCESS.

- The state agency with responsibility for teacher certification testing is the Oklahoma Commission for Teacher Preparation (OCTP).

NOTE: In addition to the Oklahoma General Education Test and Oklahoma Subject Area Test(s), the OCTP administers an Oklahoma Professional Teaching Examination. The law does not require the Oklahoma Professional Teaching Examination to be passed prior to receiving a license, but it does have to be passed within three years before a standard teaching certificate can be granted.

TO DO

- To register for the appropriate competency examinations, contact the Office of Educational Quality and Accountability, the state agency with statutory authority and responsibility for teacher testing (70 O.S. § 6-184), 840 Research Parkway, Suite 455, Oklahoma City, Oklahoma 73104, (405) 522-5399, <<http://www.ok.gov/oeqa>>.
- Pass the OGET and the appropriate OSAT after admission to the program has been granted.

PLEASE DO NOT TAKE ANY OF THE EXAMINATIONS UNTIL YOU HAVE BEEN DETERMINED ELIGIBLE IN A WRITTEN MEMORANDUM FROM AN OKLAHOMA ALTERNATIVE PLACEMENT SPECIALIST TO SEEK LICENSURE THROUGH THE ALTERNATIVE PLACEMENT PROCESS.

3. Complete Fingerprinting Requirements



INFORMATION

- *Effective November 1, 2001, Oklahoma statute 70 O.S. § 6-190 requires applicants for Oklahoma teacher licensure to have on file with the Oklahoma State Board of Education a current OSBI criminal history AND Federal Bureau of Investigation fingerprint-based criminal history record.*

TO DO

- Complete an OSBI and FBI background check. You may have your prints live-scanned in our office between 8-4 Monday through Friday or contact our office for fingerprint cards. NOTICE: Fingerprints are valid for a maximum of one year.

4. Applying for initial Alternative Certificate.

Send Application for initial certificate and \$50 fee by check, cashier's check or money order payable to OSDE.

5. After receiving a certificate, complete requirements for a standard

INFORMATION

TO DO

- The law requires participants in the Oklahoma Alternative Placement Program to declare the intention to earn a standard certificate by means of the Alternative Placement Program in not more than three (3) years. Steps to move from a license to a certificate include the following:
 1. Complete a professional education component (college semester hours or Oklahoma State Department of Education-approved professional development clock hours) [70 O.S. § 6-122.3]). How many semester hours/clock hrs. needed depends on degree level and professional education courses you may already have on your college transcript.

Minimum requirements are as follows:

Degree	Professional Education Requirements
Baccalaureate	18 semester hours or 270 clock hours
Master's	12 semester hours or 180 clock hours
Doctorate	12 semester hours or 180 clock hours

2. Pass the Oklahoma Professional Teaching Examination (OPTE). To register, contact the Office of Educational Quality and Accountability, the state agency with statutory authority and responsibility for teacher testing (70 O.S. § 6-184), 840 Research Parkway, Suite 455, Oklahoma City, Oklahoma 73104, (405) 522-5399, <<http://www.ok.gov/oeqa>>.

The OCTP will notify the Oklahoma State Department of Education when you pass the examination.

70 O.S. § 6-122.3
Alternative Certification Process

Candidate submits Alternative Certification Evaluation Application with official transcripts, resume' and \$50 fee.

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Candidate must have:

1. At least a bachelor's degree from an regionally accredited university in an area of certification offered in the Alternative program, with a retention GPA minimum of 2.5 (on a 4.0 scale).
2. At least two years experience in their degree field or post-baccalaureate coursework in a related field.

Applicant will receive official notice of their eligibility from the Teacher Certification Section

If approved, follow next steps listed below

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Candidate Passes OGET and an OSAT in their degree field

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Applicant completes OSBI and FBI background check required by law

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Applicant submits Application for initial Alternative Certificate and \$50

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Initial Alternative Certificate

Upon Employment

Within three years of obtaining certification the applicant must:

- Pass the Oklahoma Professional Education Examination (OPTE)
- Complete a professional education component of between 6-18 semester hours or 90 to 270 clock hours as outlined in a plan approved by the Oklahoma State Department of Education and on file with the institution of higher education.

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Alternative Standard Certificate

PART IV: CRIMINAL HISTORY DISCLOSURE STATEMENT AND STATEMENT OF INTENT

Pursuant to legislation, Title 70 O.S. 1991, § 3-104 and 3-104.1, every applicant is required to answer each of the following questions:

1. During the preceding ten-year period, have you been convicted of a felony? Yes ___ No ___
2. During the preceding ten-year period, have you been convicted of a crime involving moral turpitude? Yes ___ No ___
3. Have you ever been convicted in Oklahoma, whether upon a verdict or plea of guilty or upon a plea of nolo contendere (no contest), or received a suspended sentence for a crime or an attempt to commit a crime which is considered sexually related in nature? Yes ___ No ___
4. Have you ever been convicted, received a suspended sentence, or received a deferred judgment for a crime or attempted crime which was considered sexually related in nature in any other state or jurisdiction? Yes ___ No ___
5. Have you ever had adverse action taken against any educator certificate or license in Oklahoma or any other state or jurisdiction? Yes ___ No ___
6. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency in Oklahoma or any other state or jurisdiction? Yes ___ No ___
7. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in Oklahoma or in any other state or jurisdiction? Yes ___ No ___

If the answer to any of the preceding questions is “Yes,” state on a separate sheet of paper the nature of the charge and in what court or jurisdiction you were charged/convicted. You may be required to obtain and provide to the Oklahoma State Department of Education, official certified copies of all court and/or police records.

The Oklahoma State Department of Education has the authority to require state and national (fingerprint-based) felony background checks on any applicant. If a background check is required, it will be at the applicant’s expense.

Are you a United States citizen? Yes ___ No ___

If the answer is no, the following applies to you.

Noncitizens of the United States are required to submit an unexpired United States Citizenship and Immigration Services (USCIS) employment authorization document with the application before an Oklahoma teaching credential may be issued. Also include a copy of your social security card.

Falsification of any information pertaining to certification can result in denial, withdrawal, or revocation of the Oklahoma teaching credential.

Signature of Applicant _____ Date _____

FOR STATE DEPARTMENT OF EDUCATION USE ONLY

This is to certify that this applicant for certification through the Oklahoma Alternative Placement Program is required to obtain the number of professional education hours listed below as a part of the requirements of the program. The evaluation is based on the degree level presented for review.

Degree	Professional Education Requirements
Baccalaureate	18 semester hours or 270 clock hours
Master’s	12 semester hours or 180 clock hours
Doctorate	12 semester hours or 180 clock hours

Suggested Professional Education Courses

- | | | | |
|--------------------------|------------------------|--------------------------|---|
| Classroom Management | Educational Technology | Foundations of Education | Reading in the Content Area |
| Developmental Psychology | Evaluation | Psychology of Learning | Substance Abuse Symptoms Identification |
| | | | Teaching Methods |



Initial Alternative Certification Application

(Supplement to application for Oklahoma Alternative Placement Application)

IMPORTANT: This form is to be submitted **AFTER** passing the Oklahoma General Education Test (OGET) and the Oklahoma Subject Area Test (OSAT).

I. INFORMATION UPDATE

<p>Name _____ <div style="display: flex; justify-content: space-around; width: 100%; font-size: small;"> Last First Middle Maiden </div> </p> <p>Address _____ <div style="display: flex; justify-content: center; width: 100%; font-size: small;"> Street or Rural Route Number </div> </p> <p>_____ City State Zip code</p>	<p style="text-align: center;">Social Security Number:</p> <table border="1" style="margin: 0 auto; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25px; height: 25px;"> </td> </tr> </table> <p>() _____ Daytime Telephone Number</p> <p>() _____ Evening Telephone Number</p> <p>_____ E-Mail Address</p>										
Teaching area to be assessed:											

II. CRIMINAL HISTORY DISCLOSURE STATEMENT AND STATEMENT OF INTENT

Pursuant to legislation, 70 O.S. 1991, § 3-104.1, every applicant is required to answer each of the following questions:

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2. During the preceding ten-year period, have you been convicted of a crime involving moral turpitude? Yes ___ No ___
3. Have you ever been convicted in Oklahoma, whether upon a verdict or plea of guilty or upon a plea of nolo contendere (no contest), or received a suspended sentence for a crime or an attempt to commit a crime which is considered sexually related in nature? Yes ___ No ___
4. Have you ever been convicted, received a suspended sentence, or received a deferred judgment for a crime or attempted crime which was considered sexually related in nature in any other state or jurisdiction?..... Yes ___ No ___
5. Have you ever had adverse action taken against any educator certificate or license in Oklahoma or any other state or jurisdiction? Yes ___ No ___
6. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency in Oklahoma or any other state or jurisdiction? Yes ___ No ___
7. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in Oklahoma or in any other state or jurisdiction?..... Yes ___ No ___

If the answer to any of the preceding questions is "Yes," state on a separate sheet of paper the nature of the charge and in what court or jurisdiction you were charged/convicted. You may be required to obtain and provide to the Oklahoma State Department of Education, official certified copies of all court and/or police records.

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Are you a United States citizen? Yes ___ No ___

If the answer is no, the following applies to you: Noncitizens of the United States are required to submit an unexpired United States Citizenship and Immigration Services (USCIS) employment authorization document with the application before an Oklahoma teaching certificate may be issued. Also include a copy of your social security card.

Falsification of any information pertaining to certification can result in denial, withdrawal, or revocation of the Oklahoma teaching certificate.

Signature of Applicant _____ Date _____

IMPORTANT NOTICE

Effective November 1, 2001, Oklahoma statute 70 O.S. § 6-190 requires applicants, for initial licensure, to have on file with the Oklahoma State Board of Education a current Oklahoma State Bureau of Investigation (OSBI) criminal history AND Federal Bureau of Investigation (FBI) fingerprint-based criminal history record. If you have not yet submitted completed fingerprint cards, enclose them (UNFOLDED) with the \$59 fee (made payable to L-1 by check, money order, cashier's check or credit card (please see below if paying with credit card*)) at this time. Results will be considered current for one year from the report date.

*If paying by credit card you have two options. You may pay online by visiting www.L1enrollment.com or by telephone at 1(877)-219-0197. Please be sure to include your confirmation number when sending your fingerprints in.

Application Instructions

Please make sure you have included the following:

- \$50 fee (check, money order, or cashier's check) made payable to the Oklahoma State Department of Education (OSDE)
- Fingerprint cards and \$59 fee, (for more information please look under "IMPORTANT NOTICE")
- If you answered yes to any of the criminal history questions please provide all official certified copies of court documents/police records also

Submit all items to the following:

Teacher Certification
2500 N. Lincoln Boulevard Room 212
Oklahoma City, OK 73105-4599
(405) 521-3337