

Application for Renewal of Oklahoma Alternative License/Certificate



Name _____
Last
First
Middle
Maiden

_____ Street or Rural Route Number

_____ City _____ State _____ Zip Code _____

(_____) _____ (_____) _____
Daytime Telephone Number
Evening Telephone Number

(_____) _____ E-Mail Address _____
Other number where you can be reached

FEE: _____

Social Security Number:

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Name under which last certificate was issued: _____
Last
First
Middle
Maiden

Highest Degree Conferred

PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

1. Are you adding additional areas by testing at this time? Yes ___ No ___
2. Have you completed the Resident Teacher Program? Yes ___ No ___
3. Have you completed the professional education component? Yes ___ No ___

CRIMINAL HISTORY DISCLOSURE STATEMENT

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 _____

IMPORTANT NOTICE

Title 68 O.S. § 238.1 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 a 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.

**To facilitate timely processing, all necessary materials should be submitted at one time in a single packet.
Please refer to the checklist below when submitting your application.**

- Renewal application form completed and signed.
- 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.)
- If you have completed clock hours as part of the professional education component of the Oklahoma Alternative Placement Program, please submit official verification.
- \$50 certificate processing fee made payable to the Oklahoma State Department of Education (OSDE).

MAIL TO:

Oklahoma State Department of Education
Teacher Certification, Room 212
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599
Telephone: (405) 521-3337
Website: www.sde.ok.gov