Online Emergency Request Process

STEP 1 (District)

Log in to Accreditation/HQT – ONLY the Superintendent can log in to access the application request.

Under Accreditation/HQT – Click \*District Superintendent

Along the tab bar – Click \*Requests

You now have access to the online request.

If the applicant is already an educator, you will need to locate them by entering their teacher number. If they do not have a teacher number, you will need to locate them by social security number or create an educator.

You will then continue by completing each field on the first screen and then click next at the bottom.

On the second screen you will upload official transcripts and a current resume if this is a first time emergency request and this person has never been certified.

Once you submit the request, you should see their name in your district list of requests.

STEP 2 (applicant)

Now, your applicant must go online and either create an account at [www.ok.gov/sde/teacher-certification](http://www.ok.gov/sde/teacher-certification) and apply for the emergency request or if they already have an account, just log in and apply. First time requests will pay a $50 application fee. Renewals will have no fee, but must apply.

PLEASE REMEMBER, THE DISTRICT MAKES THE REQUEST AND THE APPLICANT MUST APPLY FOR THE REQUEST.

THEY WILL NOT BE CONSIDERED FOR THAT MONTH’S AGENDA IF THE APPLICANT HAS NOT APPLIED FOR THE REQUEST BY THE DEADLINE.

Please contact Teacher Certification if you have any questions at (405) 521-3337.

The deadline for June is the 15th.