

OUT OF COUNTRY



PROOF OF TEACHING EXPERIENCE

NOTE: This form should be used to verify experience outside the U.S., not to include Department of Defense.

Teacher's Name:	Social Security Number:					
	Oklahoma State Board of Education to completed. This form will be used for				_	erience, ALL
	USE A SEPARATE LINE F	OR EACH SO	CHOOL YEAR	AND COMPLETE ALL CO	LUMNS	
		Dates of	of Service		Full/Part Time	Days
Country	School District or Institution	From	Through	Position Held	(% of day)	Worked
	 OF TEACHING CREDENTIAL(S)					
holding valid certificati	O.S. § 18-114.14, teaching credit can be go ion or its equivalent. For the purpose of ag experience. Nothing in this section shourposes.	state salary inci all prohibit boa	rements and retires	nent, no teacher shall be granted from crediting more years of expe	credit for more than five	(5) years of out-
Name of Educational Institution			_	Telephone Number		
Physical Address						
		REC	COGNITION			
	chool was recognized as an educ d above. NOTE: Verification le			_	y of stated country	for the
No, the sc	chool was NOT recognized for the	ne years liste	d above.			
		CERTIF'	YING OFFIC	IAL		
Print Name and Title of Certifying Official			_	Certifying Official Email Address		
	, 6			, <u>6</u>		
Signature			_	Date		

Verification Process for Out-of-Country Teaching Experience

All items below are necessary for this agency to adhere to law when determining whether prior service qualifies as an allowable teaching year. <u>If any item is incomplete, your request will not be processed.</u>

- 1) Properly completed Out-of-Country Proof of Teaching Experience form (form and instructions attached).
- 2) Copy of teaching credential(s) to cover all years being verified. If certificates are/were not issued in said country, teacher must provide a letter from governing body (i.e., Ministry of Education) stating this as fact and verifying the "teacher" status of applicant during said years.
- 3) Letter from governing body verifying that school was accredited/endorsed/recognized by approved entity.

Law also requires requesting teacher to have any/all forms, in a language other than English, analyzed by an evaluation service and submitted in the English translation. (70 O.S. § 18-114-14)

C. Any of the degrees referred to in this section shall be from a college recognized by the State Board of Education. The Board shall accept teaching experience from out-of-state school districts that are accredited by the state board of education or appropriate state accrediting agency for the districts. The Board shall accept teaching experience from out-of-country schools that are accredited or otherwise endorsed by the appropriate national or regional accrediting or endorsement authority. Out-of-country certification documentation in a language other than English shall be analyzed by an educational credential evaluation service in accordance with industry standards and guidelines and approved by the State Department of Education. The person seeking to have credit granted for out-of-country teaching experience shall be responsible for all costs of the analysis by a credential evaluation service. The Board shall accept teaching experience from primary and secondary schools that are operated by the United States Department of Defense or are affiliated with the United States Department of State.

Submit completed form, along with all required documents, to:

If applying for Oklahoma certification, mail documents to:

Oklahoma State Department of Education Attn: Teacher Certification 2500 N Lincoln Blvd, Suite 212 Oklahoma City, OK 73105

If Oklahoma certification is currently held, mail documents to:

Oklahoma State Department of Education Attn: School Personnel Records 2500 N Lincoln Blvd, Suite B10 Oklahoma City, OK 73105