



# Non-Traditional Special Education Provisional Certificate Application

Name \_\_\_\_\_  
Last First Middle Maiden

Address \_\_\_\_\_  
Street or Rural Route Number

City State Zip Code

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Daytime Telephone Number Evening Telephone Number

( ) \_\_\_\_\_ \_\_\_\_\_  
Other number where you can be reached? E-mail Address

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**LEAVE THIS SPACE BLANK**

## CRIMINAL HISTORY DISCLOSURE STATEMENT

Pursuant to legislation, 70 O.S. §§ 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 judgement 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 any other professional licensure, 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 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", please 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: Non-citizens of the United States are required to submit documentation proving lawful presence with the application before an Oklahoma teaching credential may be issued or reissued. The Oklahoma teaching credential may be issued/reissued for no longer than the validity of the documentation proving lawful presence. If the documentation proving lawful presence does not have an expiration date that affects the duration of a non-citizen's lawful presence, then the teaching credential shall have the same validity period as the teaching credential of a U.S. citizen.

Are you a United States military spouse?.....Yes\_\_\_ No\_\_\_

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## GENERAL INFORMATION

A Non-Traditional Special Education Provisional Certificate, valid for one year, is issued to applicants who meet the following requirements:

- Provide an official transcript showing at least a bachelor's degree from a regionally accredited college or university. (If not already on file with the OSDE.)
- Submit a certificate of completion issued by an Oklahoma State Board of Education approved boot camp provider
- Must have on file with the Oklahoma State Board of Education (OSBE) a fingerprint-based Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI) (70 O.S. § 6-190; OAC 210:20-9-91) If you already have a certification background check on file another one is not required to obtain this certificate.
- Application and \$50 fee

### RENEWAL REQUIREMENTS

- This one-year provisional credential is renewable for **two** additional one year periods upon proof from an accredited institution of higher education that the individual has completed at least six credit hours of prescribed coursework toward completion of an approved special education program or a master's degree in special education. NOTE: The renewals do not require a fee.

Individuals may apply for a standard certificate when all prescribed coursework, is completed, Oklahoma Professional Teaching Exam (OPTE) or Praxis Performance Assessment for Teachers (PPAT), Oklahoma Subject Area Test (OSAT) in either Mild-Moderate Disabilities or Severe/Profound Multiple Disabilities are passed and a new application is submitted with a \$50 fee.

The state agency with authority and responsibility for teacher testing is the Office of Educational Quality and Accountability (OEQA). For information regarding testing registration, contact OEQA at (405)522-5399 | [www.ok.gov/oeqa/](http://www.ok.gov/oeqa/)

## PROCESSING INSTRUCTIONS

### Mail application packet to:

Oklahoma State Department of Education  
Teacher Certification Section - Room 212  
2500 North Lincoln Boulevard  
Oklahoma City, Oklahoma 73105-4599

Telephone: (405) 521-3337  
Oklahoma State Department of Education Web site:  
<<https://sde.ok.gov/teacher-certification>>

Did you include:

- |   |  |
|---|--|
| <input type="checkbox"/> Official transcripts if applicable                                     | <input type="checkbox"/> Completed application with \$50 fee?                        |
| <input type="checkbox"/> Boot Camp Completion Certificate                                       | <input type="checkbox"/> Signature/date on Criminal<br>History Disclosure Statement? |
| <input type="checkbox"/> Completed fingerprinting and criminal record search fee if applicable. |  |

Note: If you have a Master's degree in special education contact OEQA to see if the special education OSAT may be waived. Also, enclose an official transcripts and college letter confirming 18 total credit hours or a master's degree.