## Oklahoma Application for Certificate to Teach Four-Year-Olds and Younger



Name							FEE	:		
rume		Las	t	First	Middle	Maiden				
Addre	ss			Street or Dur	al Route Number					
				Street of Kura	ai Route Number					
			City		State	Zip Code				
	(	) ytime Tele	phone Nui	mber	( )Evening Te	lephone Number				
	(	)	•							
	Other n	umber wh	ere you ca	n be reached?	E-ma	ail Address				
Socia	Social Security Number:									
If you	If your name has changed since your last certificate, please check.   LEAVE THIS SPACE BLANK									ANK
PART I: HEAD START PROGRAM EXPERIENCE  List last five (5) years of experience as an educator in the Head Start Program										
Ве	gan	End	1		Location of Head	Start Dragram		Administr	ratar in Cl	horas
Month	Year	Month	Year		Location of Head	Start Flogram		Adminisu	ator in Ci	narge
PAR	ΓII: CR	IMINAI	L HISTO	ORY DISCLO	SURE STATEMEN	NT				
						required to answer eac				
		ring the preceding ten-year period, have you been convicted of a felony?								
	_	ring the preceding ten-year period, have you been convicted of a crime involving moral turpitude?								
c	ontendere	e you ever been convicted in Oklahoma, whether upon a verdict or plea of guilty or upon a plea of nolo rendere (no contest), or received a suspended sentence for a crime or an attempt to commit a crime which								
		considered sexually related in nature?								
a	attempted crime which was considered sexually related in nature in any other state or jurisdiction?								_ No	
S	5. Have you ever had adverse action taken against any educator certificate or license in Oklahoma or any other state or jurisdiction? Yes No							_ No		
6. Is	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?								_ 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?										
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 O	klahoma St	ate Departi	nent of Ed		authority to require state	and national (fingerprint-b	based) felo	ony background check	ks on any a	
Are y	ou a Unit	ed States	citizen?	•••••						No
If the applica validity of a no	answer is a ation before y of the do ncitizen's	no, the following the contraction of the contractio	lowing ap oma teach on proving sence, ther	plies to you. Noting credential malawful presence the teaching cre	oncitizens of the United ay be issued or reissued. If the documentation pedential shall have the sa	I States are required to su The Oklahoma teaching or oroving lawful presence do me validity period as the t	ibmit doc credential oes not ha eaching c	umentation proving may be issued/reissuve an expiration date redential of a U.S. cit	lawful pres led for no lo that affect tizen.	ence with the onger than the is the duration
		F	alsificat w	ion of any in ithdrawal, o	nformation pertai or revocation of th	ning to certification e Oklahoma teachi	ı can re ng cred	esult in denial, lential.		
				, , , , ,						
Sig	nature o	of Appl	icant					Date		

## Certificate to Teach Four-Year-Olds and Younger **GENERAL INFORMATION**

- 1. The applicant shall have been an early childhood educator with the Head Start Program and have been employed in such experience for a period of at least five years.
- 2. The applicant shall hold a bachelor's degree.
- 3. The applicant shall have a current Child Development Associate (CDA) credential.
- 4. The applicant shall pass the state Oklahoma General Education Test and the Oklahoma Subject Area Test for early childhood education. The state agency with authority and responsibility for teacher testing is the Oklahoma Commission for Teacher Preparation (OCTP). For information regarding testing registration, contact the Oklahoma Commission for Teacher Preparation at (405) 525-2612, 3545 NW 58<sup>th</sup> Street, Suite 200, Oklahoma City, Oklahoma 73112, <www.ok.gov/octp>.
- 5. The applicant has on file with the State Board of Education a current Oklahoma criminal history check (initial credential only). This applies only to individuals applying for their **first** certificate. It does not apply to renewals. Fingerprint instructions and cards are enclosed for new applicants only.

## PROCESSING INSTRUCTIONS

- 1. Pass the Oklahoma General Education Test and the Oklahoma Subject Area Test for early childhood Request a test bulletin from the Oklahoma Commission for Teacher Preparation at education. (405) 525-2612.
- 2. Complete the application and enclose the following:
  - verification of at least five years of experience as an early childhood educator with the Head Start Program,
  - a copy of your valid CDA credential, and
  - \$50 processing fee (check, cashier's check, or money order) made payable to the State Department of Education.
- 3. If the Professional Standards office does not have an official transcript with your bachelor's degree posted, enclose the official transcript.
- 4. Submit fingerprint cards and criminal record search fee, if applicable. (See #5 above.)

Mail application packet to:

Oklahoma State Department of Education Professional Standards Section – Room 212 2500 North Lincoln Boulevard Oklahoma City, OK 73105-4599 Telephone: (405) 521-3337

Oklahoma State Department of Education Web site: <a href="http://www.sde.state.ok.us">http://www.sde.state.ok.us</a>

Submit all materials including fee and official transcripts of any college coursework to be applied toward the

Did you include:		
	Copy of valid CDA credential? Official transcripts if applicable? \$50 processing fee?	<ul><li>Verification of Head Start experience?</li><li>Completed application?</li><li>Signature/date in Part II?</li></ul>
	Completed fingerprint cards and crimina	ll record search fee, if applicable.