

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 Oklahoma Subject Area Test for early childhood education. 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/
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 Subject Area Test for early childhood education. Request a test bulletin from the Office of Educational Quality and Accountability at (405) 522-5399 | www.ok.gov/oeqa/
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 Teacher Certification 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
Teacher Certification Section – Room 212
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599
Telephone: (405) 521-3337
Oklahoma State Department of Education Web site: <https://sde.ok.gov/teacher-certification>

Submit all materials including fee and official transcripts of any college coursework to be applied toward the credential in one packet. Complete packets will receive priority service.

Did you include:

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|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Copy of valid CDA credential? | <input type="checkbox"/> Verification of Head Start experience? |
| <input type="checkbox"/> Official transcripts if applicable? | <input type="checkbox"/> Completed application? |
| <input type="checkbox"/> \$50 processing fee? | <input type="checkbox"/> Signature/date in Part II? |
| <input type="checkbox"/> Completed fingerprint cards and criminal record search fee, if applicable. | |