



# Application for Adding Areas to Existing Certificate

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

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

City State Zip Code

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

( ) \_\_\_\_\_ \_\_\_\_\_  
Other Telephone Number E-Mail Address

Social Security Number

If your name has changed since your last license/certificate, please check.

Highest Degree Conferred: \_\_\_\_\_

FEE:

LEAVE THIS SPACE BLANK

Please Note: Under the *Oklahoma Open Records Act*, the address, telephone number, and email address you provide may be subject to disclosure if OSDE receives an Open Records Request for this information. Your Social Security Number is not an open record and will never be disclosed.

## INSTRUCTIONS TO APPLICANT

### 1. Adding New Areas

New subject areas may be added to a certificate by passing the appropriate subject area test(s), according to the competency-based licensure and certification system mandated in 70 O.S. § 6-187.

**EXCEPTIONS: Effective November 1, 2009, early childhood, elementary education and special education cannot be added to a certificate by testing only unless the individual has met the requirements outlined in HB 2747.** The applicant must meet a full university program. **Specialist certification** (library media specialist, school counselor, school psychometrist, school psychologist, speech-language pathologist, reading specialist and administrator\*) requires a graduate program meeting the professional education association standards specific to the profession.

A recommendation from the Oklahoma university/college whose program you completed is required along with passing test scores. **Part II** of this application should be completed by the official higher education representative from your university's teacher education office.

Note: Individuals who completed another state's specialist program should submit verification of state-approved Teacher Education Program for non-Oklahoma college/university.

\* **Traditional Principal Certification:** Individuals who hold a master's degree in education administration with emphasis in building-level leadership skills and have two years of successful teaching experience in an accredited public or private school are eligible to apply. Those already holding an area of principal certification may apply directly to the Professional Standards Section.

\* **Traditional Superintendent Certification:** Individuals who hold a master's degree in education administration with emphasis in district-level leadership skills and have two years of administrative experience in an accredited public or private are eligible to apply.

\* **Alternative Administrator Certification for Superintendents and Principals (Effective July 1, 2007):** For an initial three-year credential, a designated teacher education representative from the university must complete **PART II** of this application and check the box verifying the applicant is being recommended for Alternative Administrator Certification. (The alternative administration credential is **non-renewable** and is **\$50.**)

### 2. All Applicants

- The processing fee is \$25 except where otherwise noted. Payment can be made by check, cashier's check, or money order payable to the Oklahoma State Department of Education (OSDE).
- If you have completed a higher degree since the last time you applied for licensure/certification, enclose an official transcript with this application.
- Do NOT submit this application until you have received a passing score on the competency examination.

**Mail application packet to:** Oklahoma State Department of Education  
Teacher Certification, Room 212  
2500 North Lincoln Boulevard  
Oklahoma City, Oklahoma 73105-4599  
Telephone: (405) 521-3337

**PART I: NEW CERTIFICATE AREA(S) DESIRED**

(Examples: English, Biological Sciences, Intermediate Mathematics, Library Media Specialist, etc.)

**PART II: RECOMMENDATION FROM THE DIRECTOR OF TEACHER EDUCATION**

Oklahoma Graduates Only  
FOR COLLEGE USE

Required for EARLY CHILDHOOD, ELEMENTARY EDUCATION, SPECIAL EDUCATION, and SPECIALIST CERTIFICATION (library media specialist, school counselor, school psychometrist, school psychologist, speech-language pathologist, reading specialist, and administrator).

Certificate Area	Grade Level	Certificate Area	Grade Level
_____	- 7 _____	_____	- 7 _____
_____	- 7 _____	_____	- 7 _____
_____	- 7 _____	_____	- 7 _____

Highest Degree (Code) .....	_____
Degree Date .....	_____
College Code (Degree) .....	_____
College Code (Recommending) ..	_____

Alternative administrator certification: Please check ( )

Signature of Official Higher Education Institution Representative \_\_\_\_\_

Date \_\_\_\_\_

**PART III: CRIMINAL HISTORY DISCLOSURE STATEMENT**

Pursuant to legislation, 70 O.S. §§ 3-104 and 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 judgment 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," 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: Noncitizens 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 noncitizen's lawful presence, then the teaching credential shall have the same validity period as the teaching credential of a U.S. citizen.

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

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

**TAX COMPLIANCE**

Effective May 31, 2001, 68 O.S. § 238.1 requires that all license/certificate holders be in compliance with Oklahoma state income tax laws BEFORE a teacher license or certificate can be RENEWED.

The Department of Education is mandated to provide to the Oklahoma Tax Commission a list of individuals who are applying for license/certificate renewal.

The Tax Commission will contact any person who appears to be in noncompliance.

Please contact the Oklahoma Tax Commission's Professional Compliance Unit, (405) 522-6800, with any questions.