



**Application for Highly Qualified Credential for  
ADJUNCT TEACHERS**

<p>Name _____</p> <p style="text-align: center;">Last                      First                      Middle                      Maiden</p> <p>Address _____</p> <p style="text-align: center;">Street or Rural Route Number</p> <p>_____</p> <p style="text-align: center;">City    State    Zip Code</p> <p>( _____ ) _____                      ( _____ ) _____</p> <p style="text-align: center;">Daytime Telephone Number                      Evening Telephone Number</p> <p>( _____ ) _____                      _____</p> <p style="text-align: center;">Other number where you can be reached?                      E-Mail Address</p> <p>Social Security Number:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table> <div style="border: 1px solid black; width: fit-content; padding: 2px; margin-left: auto;"> <p>Highest Degree Conferred</p> </div>											<p><b>FEE:</b></p> <div style="border: 1px solid black; height: 200px; width: 100%; background-color: #f0f0f0;"></div> <p style="text-align: center; font-weight: bold; margin-top: 10px;">LEAVE THIS SPACE BLANK</p>

**PART I: SUBJECT AREA REQUESTED**

**PART II: EDUCATIONAL INFORMATION**

College(s) Attended: \_\_\_\_\_

College Degree(s) \_\_\_\_\_

Year of Degree(s): \_\_\_\_\_

Signature of principal verifying adjunct teacher has a bachelor's degree:

Print	Signature
School Site	School District

**INSTRUCTIONS**

The applicant must complete Parts I, II, and III and enclose a \$25 processing fee (nonrefundable). Make check, cashier's check or money order payable to the Oklahoma State Department of Education.

MAIL TO: Professional Services Division  
Oklahoma State Department of Education  
2500 North Lincoln Boulevard, Room 212  
Oklahoma City, OK 73105-4599  
(405) 521-4527

**PART III: CRIMINAL HISTORY DISCLOSURE STATEMENT**

Pursuant to legislation, Title 70 O.S. 1991, §§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. 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.

Falsification of any information on this application can result in denial, withdrawal, or revocation of the Oklahoma teaching credentials.

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 an unexpired United States Citizenship and Immigration Services (USCIS) employment authorization document with the application before an Oklahoma teaching credential may be issued. Also include a copy of your social security card.

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

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

