



**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 education. Request a test bulletin from the Oklahoma Commission for Teacher Preparation at (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: <<http://www.sde.state.ok.us>>

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:

- |                          |  |                          |  |
|--------------------------|--|--------------------------|--|
| <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. |                          |  |