

## Application for Oklahoma Paraprofessional to Apply for Teaching Certificate

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

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

\_\_\_\_\_ City State Zip Code

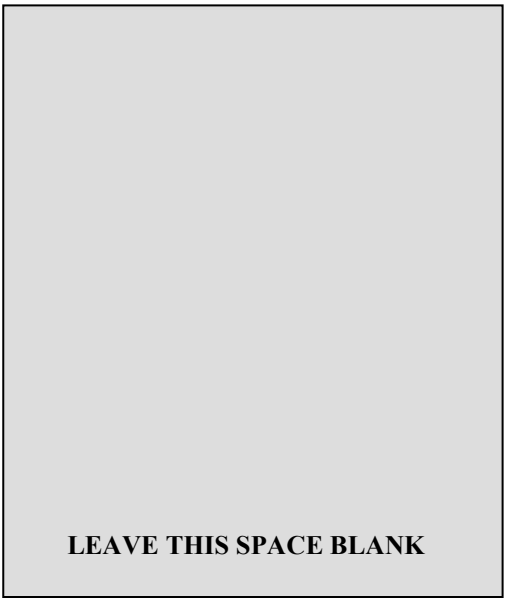
( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Daytime Telephone Number Evening Telephone Number

( ) \_\_\_\_\_ \_\_\_\_\_  
Other number where you can be reached E-mail Address

Social Security Number:

Number of Years Experience as a  
Teacher Assistant in Public Schools:  
(Must have at least one year) \_\_\_\_\_

Highest  
Degree  
Conferred



**LEAVE THIS SPACE BLANK**

### CRIMINAL HISTORY DISCLOSURE STATEMENT

Pursuant to legislation, 70 O.S. 1991, § 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 license 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 educator 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 \_\_\_\_\_

Mail application to: Oklahoma State Department of Education, Teacher Certification Section,  
2500 North Lincoln Boulevard, Room 212, Oklahoma City, OK 73105-4599

# Career Development Program for Paraprofessionals to Become a Certified Teacher

TEACHER CERTIFICATION SECTION  
(405) 521-3337

## WHO IS ELIGIBLE?

### A teaching assistant with at least one year of experience in a public school

A public school paraprofessional is an employee of a school district whose position is either instructional in nature, or who delivers other direct services to students and/or their parents. A public school paraprofessional serves in a position for which a teacher or another professional has the ultimate responsibility for the design, implementation, and evaluation of the individual educational programs or related services and student performance. 70 O.S. § 159.1

The Oklahoma State Department of Education (OSDE) shall issue a one-year provisional certificate, renewable for up to three years, for early childhood, or elementary education, or special education to a paraprofessional who meets the following requirements:

Bachelor's Degree from an Accredited College (cumulative GPA 2.5 req.)

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At Least one year of continuous employment as a paraprofessional in a Public School accredited by the State Board of Education in the Area being pursued.

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- Pass the General Education Test (OGET), Oklahoma Professional Teaching Exam (OPTE), and Oklahoma Subject Area Test (OSAT) in Early Childhood Education, or Elementary Education, or Special Education
  - **OSAT must be in the area your public school experience was earned.**
- Pass the Federal Bureau of Investigation (FBI) criminal history record check

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**OSDE Issues provisional certificate to be Eligible for Employment** (with app & \$10 fee)  
(Valid for One Year – May Be Renewed Up to Three Years)

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Within three (3) years, complete twelve (12) semester hours of professional education coursework from a higher education institution accredited by the Oklahoma Commission for Teacher Preparation with an approved program in the certification area held. The twelve (12) semester hours must include a minimum of three (3) semester hours in reading instruction.

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After one year of continuous employment in a Public School accredited by the State Board of Education in the area earned, submit 2 favorable recommendations for a standard certificate, one from the district board of education and one from the chair/director of education from the program the 12 hrs. were completed.

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**Standard Teaching Certificate** (with app and \$50 fee)