



Application for Certificate to Teach Infants, Toddlers, and Three-Year-Olds

Name _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Last First Middle Maiden </div> Address _____ <div style="display: flex; justify-content: center; width: 80%; margin: 0 auto;"> Street or Rural Route Number </div> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> City State Zip Code </div> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> (_____) _____ Daytime Telephone Number (_____) _____ Evening Telephone Number </div> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> (_____) _____ Other number where you can be reached? _____ E-mail Address </div> Social Security Number: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 150px; height: 20px;"><tr><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td></tr></table>											<div style="background-color: #cccccc; padding: 5px; border: 1px solid black;">FEE:</div> <div style="background-color: #cccccc; height: 200px; border: 1px solid black; margin-top: 5px;"></div> <div style="text-align: center; padding: 5px; border: 1px solid black;">LEAVE THIS SPACE BLANK</div>
If your name has changed since your last certificate, please check. <input type="checkbox"/>											

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 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 _____

Certificate to Teach Infants, Toddlers, and Three-Year-Olds
GENERAL INFORMATION

The Oklahoma State Department of Education (OSDE) shall issue a credential to teach infants and toddlers through age three (3) when the following requirements are met:

- Bachelor's degree in the area of Child Development or Family Relations with emphasis in the development of infants and toddlers through age three (3) from a regionally accredited higher education institution recognized by the Oklahoma State Board of Education.
- Pass the Oklahoma General Education Test (OGET)
- Pass the Federal Bureau of Investigation (FBI) Criminal History Check
- OSDE Issues Teacher Credential to be eligible for employment
- The OSDE shall issue a standard teaching certificate when the following requirements are met:
 - Complete three (3) semester hours in reading instruction from a regionally accredited higher education institution recognized by the Oklahoma State Board of Education.
 - Documentation of successful completion of 180 days of employment by the program/site director.

PROCESSING INSTRUCTIONS

1. Pass the Oklahoma General Education Test. Request a test bulletin from the Oklahoma Commission for Teacher Preparation at (405) 525-2612.
2. Complete the application and enclose the \$50 processing fee (check, cashier's check, or money order) made payable to the State Department of Education.
3. Enclose the official transcript with bachelor's degree posted.
4. Submit fingerprint cards and criminal record search fee, if applicable.

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:

_____ Official transcripts?

_____ \$50 processing fee?

_____ Completed fingerprint cards and criminal record search fee, if applicable?

_____ Completed application?

_____ Signature/date?