GENERAL CERTIFICATION INFORMATION

This application is used for applicants qualifying for a teaching certificate.

CERTIFICATES are issued to educators who have completed an approved teacher education program or hold a teaching credential from another state.

CERTIFICATION FEES:

- The application fee for an Oklahoma certificate is $50.
- All other transactions (adding new areas, duplicates, degree changes) are $25 per application.
- Payment may be made by check, cashier’s check, or money order payable to the Oklahoma State Department of Education (OSDE). The fee for requesting certification is nonrefundable.

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 58th Street, Suite 200, Oklahoma City, Oklahoma 73112, <http://www.ok.gov/octp>.

FINGERPRINTING INFORMATION:

All first-time credentialed Oklahoma teachers are required to have on file with the Oklahoma State Board of Education (OSBE) a current Oklahoma criminal history record from the Oklahoma State Bureau of Investigation (OSBI) as well as a national fingerprint-based criminal history record provided by the Federal Bureau of Investigation (FBI). (70 O.S. § 6-190; OAC 210:20-9-91)

This applies only to individuals applying for their first Oklahoma credential. It does not apply to renewals.

If you have questions concerning whether this law pertains to your eligibility for certification, contact the Professional Standards Section at (405) 521-3337 or <http://www.sde.state.ok.us>.

IMPORTANT NOTICE

Title 68 O.S. § 238.1 (effective May 31, 2001) requires that all certificate holders be in compliance with Oklahoma state income tax laws before a teaching 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 certification 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.

In the event an educator's certificate cannot be renewed due to failure to comply with Oklahoma's tax laws, the renewed certificate will be dated the date the State Department of Education receives notice from the Tax Commission that the educator has come into compliance.

Additional instructions are continued on the back of this page.
PART III: TO BE USED FOR CAREER AND TECHNOLOGY EDUCATION CERTIFICATE(S)

Industrial Education: Business; Marketing Education; Health Occupations.
The Oklahoma Department of Career and Technology Education. These occupational divisions are: Agricultural Education; Career and Technology Education.

Applications for career and technology education certificate(s) and/or endorsement(s) must be made through the appropriate state program administrator at the Oklahoma Department of Career and Technology Education, 1500 West Seventh Avenue, Stillwater, Oklahoma 74074-4364, telephone (405) 377-2000.

PART II: RECOMMENDATION FROM THE DIRECTOR OF TEACHER EDUCATION

PART I: CERTIFICATE AREA(S) REQUESTED

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

If you have an out-of-state teaching credential, please provide an additional copy.

Addressee's Name

Social Security Number:

Signature

(For Provisional Level I Career and Technology Certificate: Please enclose a copy of your current Oklahoma registered nurse’s license.)

Signature of Official Higher Education Institution Representative

Daytime Telephone Number

Evening Telephone Number

Complete educational information and criminal history disclosure statement on reverse.

APPLICATION FOR OKLAHOMA SCHOOL CERTIFICATE

Certificate Superintendent

Grade Level

(Secondary, Elementary, Mathematics, Superintendent, Nurse, Library Media Specialist, etc.)

Degree Highest Degree

Degree Date

College Code (Recommending)

College Code (Degree)

Public School District

State Zip Code

Maiden Name

Evening

Oklahoma Graduates Only

Out-of-State Applicants

Applications may be approved by the Oklahoma State Department of Education if applicant holds a full out-of-state credential; the higher education institution (Part II) or Oklahoma State Department of Career and Technology Education (Part III) signature is not required. For additional information and eligibility options, refer to “Out-of-State Applicants” brochure or Oklahoma State Department of Education Web site, <http://www.sde.state.ok.us>, Site Index, Professional Standards. If you have a certificate issued by the National Board for Professional Teaching Standards, please enclose a copy.

 Enclose a copy of the front and back of your full out-of-state credential.

 Verification of out-of-state teaching experience is required by having districts complete a proof of teaching form. You may request a proof of teaching form from this office or access the Oklahoma State Department of Education Web site at <http://www.sde.state.ok.us>, Site Index, Professional Standards.

To receive credit for years of experience, please include a copy of your out-of-state certificate that was valid during the dates of service.

SCHOOL NURSE APPLICANTS

Please enclose a copy of your current Oklahoma registered nurse’s license.

PROCESSING INSTRUCTIONS

Mail application packet to:

Oklahoma State Department of Education, Teacher Certification Section - Room 212, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599. Telephone: (405) 521-3337. Oklahoma State Department of Education Web site: <http://www.sde.state.ok.us>

Submit all materials including fee in one packet. See next page for more information.

Did you include:

Completed application? Official transcripts?

$50 processing fee? Copy of out-of-state credential?

Proof of Teaching form? Signature/date in Part V?

Revised April 2015
APPLICATION FOR OKLAHOMA SCHOOL 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: _____ _____ _____ _____ _____

If you have an out-of-state certificate, please check. [ ]

If your name has changed since your last certificate, please check. [ ]

PART I: CERTIFICATE AREA(S) REQUESTED

(Elementary Education, Intermediate Mathematics, Superintendent, Nurse, Library Media Specialist, etc.)

PART II: RECOMMENDATION FROM THE DIRECTOR OF TEACHER EDUCATION

Oklahoma Graduates Only

FOR COLLEGE USE ONLY

Certificate Area | Grade Level | Certificate Area | Grade Level
----------------|------------|-----------------|------------
- 7             | - 7        | - 7             | - 7        |
- 7             | - 7        | - 7             | - 7        |
- 7             | - 7        | - 7             | - 7        |

Highest Degree (Code) ____________
Degree Date ________________
College Code (Degree) __________
College Code (Recommending) ____________

Signature of Official Higher Education Institution Representative __________________________ Date __________

PART III: TO BE USED FOR CAREER AND TECHNOLOGY EDUCATION CERTIFICATE(S)

Oklahoma Graduates Only

Applications for career and technology education certificate(s) must be made through the appropriate state program administrator at the Oklahoma Department of Career and Technology Education. These occupational divisions are:

- Agricultural Education
- Career and Technology Business
- Marketing Education
- Career and Technology Home Economics/Family and Consumer Sciences
- Trade and Industrial Education
- Health Occupations Education

Please check (√) the occupational division for which you are applying.

For Provisional Level I Career and Technology Certificate in: ____________________________ (Certificate Area)

Signature __________________________ Date __________

(District Superintendent or Official Representative)

Signature __________________________ Date __________

(Oklahoma Department of Career and Technology Education state program administrator or representative)

IMPORTANT

Complete educational information and criminal history disclosure statement on reverse.
**PART IV:**

I hold or have held an OKLAHOMA CERTIFICATE(S):

<table>
<thead>
<tr>
<th>Type of Certificate</th>
<th>Issue Date</th>
<th>Expiration Date</th>
<th>Name When Certificate Was Issued</th>
</tr>
</thead>
</table>

Do you have a certificate issued by the National Board of Professional Teaching Standards? Yes _____ No _____

If yes, please enclose verification or a copy.

**PART V:**

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. Have you ever had adverse action taken against any educator certificate 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 ____________________

Revised April 2015