

APPLICATION FOR OKLAHOMA SCHOOL LICENSE



GENERAL CERTIFICATION INFORMATION

The two main classes of teaching credentials offered in Oklahoma are **License** and **Certificate**. This application is used for applicants qualifying for a **LICENSE**.

A **LICENSE** is a five-year credential that is initially issued to educators who completed a teacher education program after February 1, 1982, and who have zero years of certified teaching experience in a state or regionally accredited school.

The applicant will participate in the Resident Teacher Program during the initial year of teaching in Oklahoma. A resident teacher committee consisting of a mentor teacher, an administrator, and a faculty member at an institution of higher education will provide guidance and assistance and will ultimately make a recommendation regarding certification.

CERTIFICATES are issued to educators with at least one year of verified teaching experience under a valid teaching credential in a state or regionally accredited school. A **LICENSED** teacher may not move to a certificate until successfully completing the Resident Teacher Program. 70 O.S. § 6-190

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>>

LICENSURE FEES:

- The processing fee for the Oklahoma license is \$50 and is valid for five years.
- 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**. The fee for requesting licensure is nonrefundable.

FINGERPRINTING INFORMATION:

The law applies only to individuals applying for their **first** Oklahoma license. It does not apply to renewals. If you have questions concerning whether this law pertains to your eligibility for licensure, contact the Professional Standards Section at (405) 521-3337, or <<http://www.sde.state.ok.us>>.

PROCESSING INSTRUCTIONS

Mail application packet to:
Oklahoma State Department of Education
Professional Standards Section - Room 212
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599
Telephone: (405) 521-3337
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:

- | | | |
|--|---|--|
| <input type="checkbox"/> Official transcripts? | <input type="checkbox"/> Completed application? | <input type="checkbox"/> Signature/ |
| <input type="checkbox"/> \$50 processing fee? | <input type="checkbox"/> Additional information as required? | <input type="checkbox"/> Date in Part V? |
| | <input type="checkbox"/> Completed fingerprint cards and fee? | |

To facilitate timely processing, all necessary materials should be submitted at one time in a single packet.

Additional instructions are continued on the back of this page.

INSTRUCTIONS

(Continued)

PROVISIONAL LEVEL I CAREER AND TECHNOLOGY EDUCATION APPLICANTS

If the Provisional Level I Career and Technology license is requested, the signature of the employing district superintendent is also required. Applications must be filed through the appropriate program administrator at the Oklahoma Department of Career and Technology Education, 1500 West Seventh Avenue, Stillwater, Oklahoma 74074-4364, telephone (405) 377-2000. (See Part III.)

OUT-OF-STATE APPLICANTS

Applications may be approved by the Oklahoma State Department of Education if applicant holds full, valid, out-of-state licensure. For additional information and eligibility options, refer to "Certification: Out-of-State Applicants" information on the Oklahoma State Department of Education Web site <<http://www.sde.state.ok.us>>.

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

IMPORTANT NOTICE

Effective November 1, 2001, 70 O.S. § 6-190 requires applicants for **initial** Oklahoma teacher licensure to have on file with the Oklahoma State Board of Education a current Oklahoma State Bureau of Investigation criminal history record AND Federal Bureau of Investigation fingerprint-based criminal history record.

Effective May 31, 2001, 68 O.S. § 238.1 requires that all license/certificate holders be in compliance with Oklahoma state income tax laws **before** a teaching license or 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 license/certificate 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.

PART IV: EDUCATIONAL INFORMATION

Teaching Experience: If you have teaching experience in an Oklahoma nonpublic school or in an out-of-state school system, complete a "Proof of Teaching Experience" form and an "Application for Oklahoma School Certificate" in place of this license application. Forms and applications may be downloaded from the Oklahoma State Department of Education Web site at: <<http://www.sde.state.ok.us>>.

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

Type of License or Certificate	Issue Date	Expiration Date	Name When Certificate Was Issued

PART V: 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 _____