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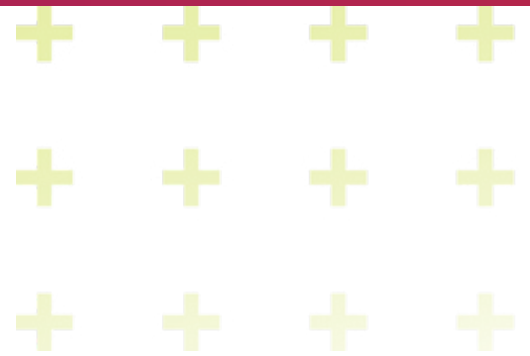
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This guide contains numerous links that can only be accessed in electronic format.

Please report any issues or questions to:
certify@careertech.ok.gov

okcareertech.org/educators/certifications

Unsure of how to begin
the certification process?
Start here:

Do you already have a standard teaching certificate and need to add an area?

Do you have a bachelor's degree from a regionally accredited university?

Are you a registered nurse?

Are you currently pursuing or interested in earning a bachelor's degree?

Are you a technology center instructor?

Adding a certification area to an existing standard teaching certificate . . .

A teacher that already has a standard teaching certificate and needs to add a certification may do so by passing a test (OSAT/NOCTI) and submitting an OSDE add area form. Professional development or coursework may be required to add certifications that do not have a designated OEQA approved test or license.

A [provisional certification](#) may be needed for the specific area until it can be added to the standard certificate.

There is currently no OSAT or OEQA approved license for Health Occupations (7515). Adding Health Occupations examples:

A teacher may add health occupations (7515) to an existing standard certificate by completing CareerTech requirements of 12 credit hours of career technical education and/or 180 professional development hours with an ODCTE approved industry credential.

Individuals with a bachelor's degree and RN are eligible for a standard teaching certificate in school nurse. (Then complete CT requirements to add 7515.)

Individuals with at least 2 years of health care industry experience can obtain an alternative standard certificate in biological sciences (OSAT 010) and/or physical education/health/safety (OSAT 012) through the Alternative Placement Program. (Must have ODCTE approved industry credential and complete CT requirements to add 7515.)

OSAT Registration: <http://www.ceoe.nesinc.com/>

[OEQA Approved NOCTI / Exams](#)

[NOCTI Registration](#)

OSDE: [Add Area Form](#)

I have a bachelor's degree . . .

You could apply to the [Alternative Placement Program](#):

After being accepted into the program, a teacher may be eligible for initial alternative certification after passing the [OGET](#), [OSAT](#), and [background check](#).

The teacher will then have three years to complete a professional education component (semester hours and/or professional development *including 2 college credit courses: classroom management & pedagogical principals) and pass the OPTE in order to advance to an alternative standard certificate. Please see additional details on the OSDE website: [Alternative Placement Program](#)

[Provisional certification](#) may be needed until the initial Alternative Certificate is obtained.

[Alternative Certification PDF](#)

I am a registered nurse . . .

. And I have a bachelor's degree:

You are eligible for a standard teaching certificate in school nurse. If you have accepted a teaching position in health careers, you may be eligible for a provisional teaching certificate in health occupations.

Health Occupations certification (7515) may be added to the standard certificate by completing CareerTech requirements of 12 credit hours of career technical education and/or 180 professional development hours.

. And I'm working toward a bachelor's degree:

You may be eligible for a [provisional certification](#) in Health Occupations while you work on your bachelor's degree.

You could earn your bachelor's degree in a major of your choice. When you have earned the bachelor's degree, you qualify for the standard in school nurse. Then add health occupations by completing CareerTech requirements of 12 credit hours of career technical education and/or 180 professional development hours.

Please note:

There is a \$50 fee for the standard teaching certificate in school nurse. The provisional certification fee is also \$50. You will have two different certificates: standard in school nurse and provisional in health occupations until you can add health occupations to your standard certificate. OPTE is required to add additional areas beyond health occupations.

I do not have a bachelor's degree . . .

Provisional teacher certification is needed for individuals who have accepted a position as a teacher in a CareerTech program and do not have the appropriate teaching certification. The [provisional certification](#) process allows for a teacher to earn a bachelor's degree and complete requirements to obtain a standard certificate through one of the options below. ([Click here for more on the provisional certification process.](#))

You Could obtain your bachelor's degree. This path is for a teacher that wants to earn a degree in Education. The teacher would continue with the provisional process until the degree is earned and a standard certification is recommended by the university. A minimum 2.5 GPA is required. ([More information on OEQA approved programs.](#))

University Teacher Prep Programs for Career & Technology Education – Graduates from these programs may be directly recommended to OSDE for standard certification.

[Oklahoma State University](#)

OSU offers Career & Technology Education certifications in Agriculture & Family & Consumer Sciences.

A foreign language and portfolio are required in order for OSU to recommend for a standard teaching certificate.

[Northwestern Oklahoma State](#) and [Oklahoma Panhandle State](#) offer certifications in Agriculture.

[UCO Career, Technical & Workforce Development degree program](#) note: Once the degree is obtained from UCO, the teacher would need to apply to the Alternative Placement Program (OSDE) for standard certification.

You could earn a bachelor's degree from a regionally accredited university in the major of your choice, then apply to the [Alternative Placement Program](#). ([More information on Alternative Certification.](#))

OEQA Approved University Programs

A standard teaching certificate may be obtained by successful completion of a university education program.

The listed universities can recommend graduates for a standard teaching certificate in an area in which they complete requirements within an [OEQA approved teacher preparation program](#).

These universities can recommend for the following Career and Technology Education areas of certification:

Oklahoma State University:

Agriculture, Family & Consumer Sciences

Northwestern Oklahoma State University: Agriculture

Oklahoma Panhandle State University: Agriculture

Why it may be right for you:

These programs provide courses that are tailored specifically to Career & Technology Education. Some courses allow for a cohort experience to help build a support system for new teachers.

Things to remember: A foreign language and portfolio are required. If you already have some college hours complete, you may want to check with the university to see how many hours will transfer toward your bachelor's degree.

The OEQA approved preparation program link above also provides the approved programs for principal (building level) and superintendent (district level) certification.

Alternative Placement Program

Requirement: bachelor's degree from a regionally accredited university

Note: A teacher who already has a bachelor's degree and will be applying to the Alternative Placement Program may need immediate [provisional certification](#) until they have earned initial certification in the Alternative Placement Program.

Effective November 1, 2016:

- Major is not required to align with teaching area.
- 2.5 GPA is no longer required under the "2 years of qualified work experience" option.
- [Approved NOCTI exams/licenses](#) will work in the place of an [OSAT](#).
- **2 college credit courses required:** classroom management & pedagogical principals.

The following courses will satisfy this requirement: Please note, this is not a complete list of courses that will satisfy the requirement.

- University of Central Oklahoma: [CTWD4253 - Safety, Org, & Mgmt of CTWD](#);
[CTWD4853 - Instructional Strategies](#)

- University of Phoenix: [EDUC521 - Classroom Management for Educators](#);
[TCH510 - Secondary Teaching Methods](#)

Alternative Placement Program Prerequisites:

- Bachelor's degree from regionally accredited university
- Must have 2 years field experience in the subject area, or have a major that corresponds to a certification area, or a minor (or 15+ relevant credit hours) in a field that corresponds to a certification area.

After being accepted into the program, a teacher may be eligible for initial alternative certification after passing the [OGET](#), [OSAT](#), and [background check](#). The teacher will then have three years to complete a professional education component (semester hours and/or professional development *including 2 college credit courses: classroom management & pedagogical principals) and pass the [OPTE](#) in order to advance to an alternative standard certificate.

Please see additional details on the OSDE website: [Alternative Placement Program Alternative Certification PDF](#) (contains links)

Why it may be right for you:

This program provides flexibility in choice of major and institution. Allows three years for completion of professional education requirement and OPTE.

Things to remember: Two applications are required - each application fee is \$50. Three exams are required and cost approximately \$150 each. Two college credit courses are required.

Technology Center Certificate

Eligibility: Recommendation for the Technology Center Certificate is available to instructors at technology centers that have an associate's degree or higher from a regionally accredited college or university. Certification areas include Trade and Industrial Education, CareerTech Business, Occupational Family & Consumer Science, CareerTech Health Occupations, and CareerTech Marketing.

Requirements for a Technology Center Certificate:

- Official transcript with date conferred for associate's degree or higher
- Approved industry credential, [NOCTI](#) or [OSAT](#)
- Complete divisional New Teacher Academy
- Two years of full time field experience in subject area
- Background check for certification
- 15 credit hours in professional education courses and/or 225 approved ODCTE professional education clock hours

ODCTE approved professional education hours include [CareerTech Professional Development opportunities](#), [Oklahoma Summit](#) (CareerTech Summer Conference), and teacher in-service trainings.

Upon completion of requirements, qualifying technology center instructors with an **associate's degree** will receive a "Career Tech Standard" certificate. The certificate can be renewed every five years with standard renewal fee. Submission of further credit hours or professional development hours are not required for renewal of the certificate. The Career Tech Standard certificate can only be used for teaching in an Oklahoma Technology Center. There are limitations to adding different certification areas to the certificate.

Qualifying technology center instructors with a **bachelor's degree or higher** will receive a "Standard" certificate. The standard certificate is not limited to technology centers and additional areas may be added via testing. Technology center instructors currently seeking certification via the Alternative Placement Program may want to consider this route, as both options result in a standard certificate.

Provisional – Technology Center Certificate

Instructors that qualify for a provisional teaching certificate may choose the "Provisional – Technology Center Certificate" certification plan as they work to complete plan requirements.

If you would like to change your certification plan, please complete a new [certification plan form](#) and email to certify@careertech.ok.gov

If you are eligible to apply for a Technology Center Certificate, please submit a [recommendation form](#) to certify@careertech.ok.gov

Provisional Teacher Certification is required for individuals who have accepted a position as a teacher in a CareerTech program that do not have the appropriate teaching certification. The provisional certification will allow individuals time to obtain a standard certificate in the appropriate area.

Eligibility

Individuals must have at least two years of full time field experience in the subject area in which they have been employed to teach. One year of field experience with an industry certificate will also be accepted.

Provisional I Application:

- [Statement of Qualifications](#)
- [Verification of Employment](#)
- [CareerTech Certification Plan](#)
- Documentation of Industry Certificate (required for health occupations and cosmetology)

Mail official¹ transcripts to:

ODCTE

Attn: Teacher Certification

1500 W. 7th Ave

Stillwater, OK 74074

***Electronic transcripts are accepted if emailed directly from the university to certify@careertech.ok.gov*

Complete a *Teacher Certification background check:

<http://sde.ok.gov/sde/background-check-teaching-certificate>

*The background check for employment will not be accepted for this process.

[\(more information on background check requirements\)](#)

Provisional Renewal (Year 1) - The Provisional I Certificate will expire on June 30. In order to apply for renewal prior to expiration, the individual must pass the appropriate OSAT or NOCTI exam and attend New Teacher Academy at ODCTE. There is no fee for renewal of a Provisional I Certificate.

- Register for an [OSAT](#) or [NOCTI](#) ([list of approved NOCTI/ licenses](#))
- [New Teacher Academy](#) (website updated for registration beginning in May / New Teacher Academy is a three day workshop held in July in Stillwater)

When all information has been received and processed, the certificate will be renewed for another year.

¹ Transcripts are considered official if received in a sealed envelope from the university.

Provisional I Subsequent Renewals

The Provisional I Certificate will need to be renewed annually before June 30. In order to qualify for renewals, the individual must successfully earn 6 credit hours of coursework towards the degree program (annually from year 2 through year 5). This process will result in the individual having at least 24 credit hours upon the completion of year 5 and qualifying for Provisional II certification.

Provisional I - Renewal Checklist (Years 2-5)

Mail official transcripts documenting 6 credit hours earned annually, before June 30 each year.

***Electronic transcripts are accepted if emailed directly from the university to*

certify@careertech.ok.gov

Provisional II Application:

An individual may apply for the Provisional II Certificate when the following have been completed:

- 24 credit hours earned toward degree plan
(Does not include hours awarded for occupational competency or advanced standing.)
- Successfully complete OSAT or NOCTI exam
- [Request for Recommendation for Certificate Advance](#)

Provisional II Renewal (every 5 years)

The Provisional II Certificate will be valid for five years. In order to apply for renewal prior to expiration, the individual must successfully earn 15 credit hours toward the approved degree plan every five years. Renewal should continue until a bachelor's degree has been earned.

Mail official transcripts documenting 15 credit hours.

***Electronic transcripts are accepted if emailed directly from the university to*

certify@careertech.ok.gov

Frequently asked questions:

The deadline to submit my transcripts for provisional renewal is June 30. I'm taking a summer class and will not have my transcript until August. What do I need to do? It is possible that you will start the school year in August without certification. This could mean that you wouldn't get paid at the certified teacher rate. Please keep in mind that obtaining a transcript for a completed class may not be available immediately. For this reason, putting off enrollment in courses required for renewal is not recommended.

I was hired in August and missed out on New Teacher Academy in July. My provisional certificate will expire before the next NTA in July. Will this create an issue with renewing my provisional certificate? Even though your certificate will be expired until you attend NTA, renewing will not be a problem. Once you have completed NTA (and other first year renewal requirements) your certificate will be renewed for another year. Renewals are processed the last week of July or the first week of August in this scenario.

Certification Plan Descriptions

Provisional - Seeking Education Degree

This path is for a teacher that wants to earn an education degree. The teacher would continue with the provisional process until the degree is earned and a standard certification is recommended by the university. A minimum 2.5 GPA is required.

[\(See approved university programs\)](#)

Provisional – Health Occupations: RN seeking degree

This path would allow for a teacher with a registered nurse credential to work towards a bachelor's degree. Once the bachelor's degree is earned, the teacher is eligible for a standard teaching certificate in school nurse. Health Occupations (7515) may then be added to the standard certificate by completing CareerTech requirements of 12 credit hours of career technical education and/or 180 professional development hours.

[\(See RN - Health Occupations\)](#)

Provisional – Technology Center Certificate

This path is for Technology Center instructors that have or are working toward an associate's degree or higher from a regionally accredited college or university. This is an option for the following certification areas: Trade and Industrial Education, CareerTech Business, Occupational Family & Consumer Science, CareerTech Health Occupations, and CareerTech Marketing.

15 credit hours in professional education courses or 225 clock hours ODCTE approved professional education required.

Provisional - Alternative

This path is for a teacher that has field experience in a subject area and is working towards earning a degree or already has a degree. Once a bachelor's degree (from regionally accredited university) is obtained, the teacher would apply to the Alternative Placement Program.

A teacher who already has a bachelor's degree and will be applying to the Alternative Placement Program may need immediate provisional certification until they have completed the initial certification in the Alternative Placement Program. [\(See Alternative Placement Program\)](#)

Provisional – Standard: Adding a certification area to an existing standard certificate.

[OSDE: Adding Areas Form](#)

A provisional certification would be needed for the specific area until it can be added to the standard certificate. A teacher that already has a standard teaching certificate and needs to add a certification may do so by taking a test (OSAT/NOCTI). Professional Development or coursework may be required to add certifications that do not have a designated OEQA approved test or license. [\(See Adding a Certification Area\)](#)

This would be the plan for (provisional) health occupations teachers that have a bachelor's degree + RN, qualifying for a standard certificate in school nurse.

Emergency – (SDE): Must be eligible for Alternative Placement and pass OSAT within first year.

School administrator must apply. Applicant would need to apply to the Alternative Placement Program in order to obtain an alternative standard certificate. [OSDE: Emergency Certification](#)

Background Checks for Certification

****Background checks “for employment” will not be accepted for certification.**

Background checks for certification: OSDE will accept credit card payments that have been made online prior to coming to OSDE or the applicant may pay with a business check, personal check, or money order at the fingerprint location. The payment should be made payable to Idemia. NO CASH ACCEPTED. Cost for background check for certification is \$53.94. Credit card payable online by visiting www.identogo.com or to charge by telephone, call (877) 219-0197 for a confirmation number. Please remember to bring your confirmation number with you to OSDE.

Fingerprint options:

Go to OSDE -

Fingerprints may be taken electronically at the Oklahoma State Department of Education, Teacher Certification, Room 212, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma
Hours: Monday through Friday, 8:00 a.m. to 4:00 p.m. See payment requirements above.
(This option eliminates any issue of rejected prints due to poor quality.)

Go to a satellite site - <https://www.identogo.com/>

Fingerprints may be taken at satellite sites located around the state. These sites are by appointment only. Call (877) 219-0197 to make an appointment or schedule via website: <https://www.identogo.com/>. Payment can be made during your appointment or online when scheduling.

NOTE: If you print at a satellite site, please notify Heather.Hays@sde.ok.gov. Provide your name, date printed and site location.

Go to a sheriff’s office or police department -

You may have a fingerprint card taken at your local sheriff’s office or police department to send to the Oklahoma State Department of Education (OSDE) for scanning and submission to the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI). See payment requirements above.

Background check form: <http://sde.ok.gov/sde/documents/2015-04-08/national-criminal-history-record-check-form>

(If your school wants a copy of the background check, then both boxes can be checked on the background check form - for certification **and** employment.)

Mail fingerprint cards and money order or credit card receipt/confirmation number to:

**Oklahoma State Department of Education
Teacher Certification, Room 212
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599**

Frequently Asked Questions

Do I need to be certified if I only teach adults? CareerTech does not require certification if you only teach adults. However, your technology center may require certification. If you choose to seek certification, then it is recommended that you complete the provisional process without any lapse (letting your provisional expire). Re-issuing an expired provisional certificate may not be possible.

The deadline to submit my transcripts for provisional renewal is June 30. I'm taking a summer course and will not have my transcript until August. What do I need to do? It is possible that you will start the school year in August without certification. This could mean that you wouldn't get paid at the certified teacher rate. Please keep in mind that obtaining a transcript for a completed course may not be available immediately. For this reason, putting off enrollment in courses required for renewal is not recommended.

I have my provisional certification and I'm working on completing my bachelor's degree. Do I need to complete the career technical education (CTED/CTWD) courses (basic 15) first? Your provisional certification can be renewed by completing courses toward your degree. The courses do not have to be in career technical education. Although the basic 15 courses are recommended, your degree choice will determine if they are required.

Do I need provisional certification if I have applied to the Alternative Placement Program? If you are currently teaching and OSDE has not yet issued the "Initial Alternative Certificate," then provisional certification would be needed.

Do I need to major in Career Technical Education? If your certification area is accepted through the Alternative Placement Program, then your major doesn't have to be in career technical education. Even if your desired certification isn't offered through the Alternative Placement Program, you may be able to obtain an alternative standard certificate in a related area and add the desired certification later.

I have been told that obtaining my CTWD bachelor's degree at UCO is no longer an option for certification. Is that true? An individual graduating with a bachelor's degree in CTWD from UCO will need to apply to the Alternative Placement Program to obtain an alternative standard teaching certificate. Courses in the CTWD program (4853 - Methods of Teaching & 4253 Safety, Org. & Mgmt. of CTWD) will satisfy the Alternative Placement Program requirement for the two college credit courses: pedagogical principles and classroom management.

How do I get a standard certification in Health Occupations?

[\(See Health Occupations certification.\)](#) [\(See paths to Health Occupations Certification document.\)](#)

When should I apply to the university to enroll for courses? The application process will take more than a month. You should apply early enough to allow for delays.

Technology Center Administrator Credential

Standard Credential Requirements:

- Valid [administrator's certificate](#) (secondary principal or superintendent) issued by OSDE
- Five years of experience as a teacher, administrator or supervisor of approved ODCTE program

Five Year Provisional Credential Requirements:

- Valid [administrator's certificate](#) (secondary principal or superintendent) issued by OSDE

At least three years of experience in one of the following:

- Career and technology education teacher of approved ODCTE program
- Administrator supervising and evaluating teachers of an approved ODCTE program
- Employment at an Oklahoma technology center
 - letter of endorsement from current technology center superintendent required
- Employment at Oklahoma Department of Career and Technology Education
 - letter of endorsement from current ODCTE state director required

Applicant has five years from the date the provisional credential is issued to complete Technology Center Administrator Plan requirements. The requirements will be determined based on the applicant's previous coursework. A maximum of nine college semester hours and/or 135 ODCTE approved professional development clock hours from the following areas are required to advance to a standard credential:

- History and Philosophy of Career and Technology Education.
- Technology Center Finance.
- Career and Technology Education Curriculum.
- Career and Technology Education Program Planning and Development.

Approved ODCTE professional development hours from the four areas listed will be accepted if the hours were completed after September 11, 2016.

Application requirements

- Signed & completed [Technology Center Administrator Credential Application](#)
- Copy of all official transcripts (undergraduate and graduate).
- Current resume, including all work experience.
- Letter of endorsement from superintendent, if applicable.

[Administrator Professional Development Reporting Form](#)

[TechCAP](#) completion counts for 120 PD hours

RESOURCES

Provisional Certification Application Documents

[Provisional Certification Checklist](#)

[Statement of Qualifications \(Form 8\)](#)

[CareerTech Certification Plan](#)

[Certification Plan Options](#)

[Verification of Employment Form](#)

[Request for Recommendations to Advance Certificate Level \(Prov I to Prov II, Prov II to Standard\)](#)

Background check form: <http://sde.ok.gov/sde/sites/ok.gov.sde/files/AppCriminalHist.pdf>

Alternative Certification Documents/Links:

[Alternative Placement Program \(OSDE site\)](#)

[Alternative Placement PDF \(contains links to further information\)](#)

Administrator Credential Documents

[Technology Center Administrator Credential Application](#)

[Administrator Professional Development Reporting Form](#)

[ODCTE Administrator Credential Professional Development](#)

[Technology Center Administrator Credential Plan Example](#)

[OSDE Administrator certificate](#)

[OEQA approved teacher and administrator preparation programs](#)