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Oklahoma Application for Certificate to Teach Four-Year-Olds and Younger

Name _____
Last First Middle Maiden

Address _____
Street or Rural Route Number

City State Zip Code

() ()

Daytime Telephone Number

Evening Telephone Number

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Other number where you can be reached?

E-mail Address

Social Security Number: [][][] [][][] [][][][][]

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

FEE:

LEAVE THIS SPACE BLANK

Please Note: Under the *Oklahoma Open Records Act*, the address, telephone number, and email address you provide may be subject to disclosure if OSDE receives an Open Records Request for this information. Your Social Security Number is not an open record and will never be disclosed.

PART I: HEAD START PROGRAM EXPERIENCE

List last five (5) years of experience as an educator in the Head Start Program

Began		Ended		Location of Head Start Program	Administrator in Charge
Month	Year	Month	Year		

PART II: CRIMINAL HISTORY DISCLOSURE STATEMENT

Pursuant to legislation, 70 O.S. §§ 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, or any other professional licensure, 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 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.

Are you a United States military spouse? Yes ___ No ___

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 Four-Year-Olds and Younger

GENERAL INFORMATION

1. The applicant shall have been an early childhood educator with the Head Start Program and have been employed in such experience for a period of at least five years.
2. The applicant shall hold a bachelor's degree.
3. The applicant shall have a current Child Development Associate (CDA) credential.
4. The applicant shall pass the Oklahoma Subject Area Test for early childhood education. The state agency with authority and responsibility for teacher testing is the Office of Educational Quality and Accountability (OEQA). For information regarding testing registration, contact QEQA at (405) 522-5399 | www.ok.gov/oeqa/
5. The applicant has on file with the State Board of Education a current Oklahoma criminal history check (initial credential only). This applies only to individuals applying for their **first** certificate. It does not apply to renewals. Fingerprint instructions and cards are enclosed for new applicants only.

PROCESSING INSTRUCTIONS

1. Pass the Oklahoma Subject Area Test for early childhood education. Request a test bulletin from the Office of Educational Quality and Accountability at (405) 522-5399 | www.ok.gov/oeqa/
2. Complete the application and enclose the following:
 - verification of at least five years of experience as an early childhood educator with the Head Start Program, a copy of your valid CDA credential, and
 - \$50 processing fee (check, cashier's check, or money order) made payable to the State Department of Education.
3. If the Teacher Certification office does not have an official transcript with your bachelor's degree posted, enclose the official transcript.
4. Submit fingerprint cards and criminal record search fee, if applicable. (See #5 above.)

Mail application packet to:

Oklahoma State Department of Education
Teacher Certification Section – Room 212
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599
Telephone: (405) 521-3337

Oklahoma State Department of Education Web site: <https://sde.ok.gov/teacher-certification>

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:

<input type="checkbox"/> Copy of valid CDA credential?	<input type="checkbox"/> Verification of Head Start experience?
<input type="checkbox"/> Official transcripts if applicable?	<input type="checkbox"/> Completed application?
<input type="checkbox"/> \$50 processing fee?	<input type="checkbox"/> Signature/date in Part II?
<input type="checkbox"/> Completed fingerprint cards and criminal record search fee, if applicable.	