APPLICATION FOR OKLAHOMA SCHOOL LICENSE

This priority processing application must be submitted by the higher education institution. Hand carrying or mailing by the applicant is not permitted.

Name

Address

City

State

Zip Code

Daytime Telephone Number

Evening Telephone Number

Electronic Mail Address

Other number where you can be reached?

Social Security Number

PART I: LICENSURE AREAS REQUESTED

Elementary Education, Mathematics, etc.

PART II: RECOMMENDATION FROM THE DIRECTOR OF TEACHER EDUCATION

Oklahoma Graduates Only

I certify that this applicant has fulfilled the requirements of (Name of Higher Education Institution)’s approved program.

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<th>Highest Degree (Code)</th>
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Gifted and Talented enrichment area to be added to certificate

Signature of Official Higher Education Institution Representative

Date

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

Oklahoma Graduates Only

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

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

Please circle the occupational division for which you are applying.

Signature

(ODCTE State Program Administrator or Representative)

Date

IMPORTANT – Criminal history disclosure statement and processing instructions on reverse.
PART IV: 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.

IMPORTANT: Application will not be processed if not signed and dated IN THE PRESENCE OF a Notary!

Signature of Applicant ________________________ Date ________________________

Subscribed and Sworn before me this ______ day of ________________________

Notary

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 one-year credential that is ISSUED TO EDUCATORS WHO COMPLETED A TEACHER EDUCATION PROGRAM AFTER February 1, 1982, and who have zero years of teaching experience in a state or regionally accredited school. The applicant will participate in the Residency Program during the initial year of teaching in Oklahoma. A residency committee consisting of a mentor teacher, an administrator, and teacher educator in 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 in a state or regionally accredited school.

INSTRUCTIONS TO APPLICANT

• This application is designed for priority processing and must be submitted by your higher education institution. Hand carrying or mailing by the applicant is not permitted.
• Submit all materials, including $10 processing fee and official transcripts of all college work, in one packet to the Teacher Education office of your higher education institution.
• Effective November 1, 2001, Oklahoma statute 70 O.S. § 6-190 required 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. Contact your university's teacher education office for the necessary fingerprint cards and instructions.

LICENSURE FEES

• The application fee for the Oklahoma license is $10.
• 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.

IMPORTANT NOTICE

Title 68 O. S. § 238.1 (effective May 31, 2001) 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 State Department of Education is mandated to provide to the Oklahoma Tax Commission the names of all applicants for a license/certificate or renewal of a license/certificate. 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.

Did you include the following?

- Official transcripts
- Completed application
- Additional information as required
- Notarized signature
- Completed fingerprint cards and criminal record search fee if not previously submitted.

January 2008