

I hold an out-of-state credential. How do I get a license/certificate in Oklahoma?

If you hold a full teaching credential in any state, you are eligible for Oklahoma certification in equivalent subject areas with the possibility of having to take Oklahoma tests.

Please submit the following materials to the Professional Standards Section of the Oklahoma State Department of Education.

[Application for Oklahoma School License](#) if you completed a teacher education program after February 1, 1982, and do not have at least one year of teaching experience. You will be required to participate in the Resident Teacher Program.

[Application for Oklahoma School Certificate](#) if you completed a teacher education program prior to February 1, 1982, or if you completed a teacher education program after that date and have at least one year of teaching experience.

- Official copies of all college transcripts. Transcript must denote degree earned and the date degree was conferred. (no photocopies)
- [Proof of Teaching](#) form and copy of teaching certificate valid during dates of experience listed, if applicable.
- Copy of all teaching certificates. (Copy the back if it holds any valid information.)
- A \$50 processing fee (check, cashier's check, or money order) payable to the Oklahoma State Department of Education.
- Submit fingerprint cards and a \$58 fee for a criminal history record search or, for faster and more accurate results, you may have your fingerprints laser-scanned at the Oklahoma State Department of Education (OSDE), Room 212, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma, for a \$58 processing fee. Fingerprints are scanned at the OSDE between the hours of 8:00 a.m. and 3:30 p.m. For additional information refer to [Fingerprint Information](#).

You will be issued a five year provisional certificate in order to complete the Oklahoma testing requirements (general education, subject area, and professional education competency examination) and complete one year of successful employment in an Oklahoma accredited school. When you have successfully completed your first year of teaching in Oklahoma, submit the [Verification of Employment](#) form.

If you have passed teacher test(s) in another state, you may request a review of these test(s) for comparability to Oklahoma test(s) by the [Oklahoma Commission for Teacher Preparation](#) (OCTP). They will determine if any of the out-of-state tests are comparable and inform the Professional Standards Section which test(s) are acceptable. For more information you may contact the OCTP at <http://www.ok.gov/octp> and search for Teacher Certification.

If you graduated after February 1, 1982, and have **zero years of experience**, you will be issued an Oklahoma license in order to complete the Resident Teacher Program required of beginning teachers. You will not be issued a five year standard until all tests have been completed and the Resident Teacher Committee has made their recommendation for certification to the Oklahoma State Board of Education.

For more information refer to the brochure entitled [Out of State Applicants](#).

Oklahoma Teacher Certification Out-of-State Applicants[Self-Determination Eligibility Guide](#)[Troops to Teachers Registration Application](#) (pdf)

If you hold a valid teaching credential in any state, you are eligible for Oklahoma certification in equivalent subject areas. If you do not have a valid certificate but (1) have previously held a certificate out of state, (2) have a master's degree and (3) have accumulated an additional 15 or more semester hours in a teaching field, you are also eligible for Oklahoma certification in equivalent subject areas. Based on evaluation of submitted material (detailed below), you may be granted one of the following Oklahoma teaching credentials.

- Five-year **Standard** Certificate - if you have completed all Oklahoma requirements including testing.
- Two-year **Provisional II** Certificate

If you have completed all Oklahoma requirements, including testing, except for a two- semester-hour course in education of the exceptional child (statutory requirement). Completion of the exceptional child course would be required for the Standard Certificate.

- or -

This certificate may be issued immediately even if all Oklahoma requirements have not been completed. During its validity you would need to pass the certification test(s) and complete a two-semester-hour course in education of the exceptional child (statutory requirement) if you have not already met these requirements. Certification is ultimately contingent upon successful employment (district-level evaluation) for one year in an accredited Oklahoma school district. During this year an administrator will provide supervision and a teacher or appropriate colleague will provide assistance as needed.

If you are subject to the **Residency Program**, a one-year **license** may be issued based on one of the above certificates.

Please submit the following materials to this office in one packet. A certification specialist will evaluate your materials to determine for which certificate/license you qualify. If you have more than one option, the specialist will contact you.

1. Application (Included inside Oklahoma Teacher Certification Testing Program Registration Bulletin)
Complete the Application for Oklahoma School **Certificate/Endorsement** if you completed a teacher education program prior to February 1, 1982, or if you completed a teacher education program after that date and have at least one year of teaching experience in a state or regionally accredited school.
Complete the Application for Oklahoma **License/Endorsement** if you completed a teacher education program after February 1, 1982, and do not have at least one year of teaching experience in a state or regionally accredited school.
2. **Official transcripts** - Submit **official** transcripts (not photocopies) of all college coursework.
3. **Proof-of-teaching forms** - Verify out-of-state experience by having districts complete a proof-of-teaching form.
4. **Teaching certificate** - Enclose a photocopy of each valid teaching certificate you hold. Please include a copy of the back of the certificate if it contains any codes or definitions.
If you are exempt from testing, you will need proof of certification prior to October 1, 1986.
5. **Fee** - Submit \$30 if you are applying for a certificate and \$10 if you are applying for a license.