

Application Packet for the Oklahoma Alternative Placement Program

70 O.S. § 6-122.3

The Oklahoma Alternative Placement Program provides an opportunity for individuals with degrees to teach in Oklahoma accredited schools. There are four stages in the process. This packet is designed to guide you through the four stages of the application process by outlining information and instructions. It is important to complete all requirements of each step before moving to the next step. The fifth stage of the process occurs after receiving a license.

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Please use the appropriate checklist when submitting your application.

Initial Application	Renewals
<input type="checkbox"/> Application form with Parts I, II, III, and IV completed.	<input type="checkbox"/> Application for Renewal of Oklahoma Alternative Certificate.
<input type="checkbox"/> Official transcripts from each accredited higher education institution attended. (Accreditation must be recognized by the Oklahoma State Regents for Higher Education.)	<input type="checkbox"/> Official transcripts of any coursework you have completed since you submitted your last application. (Accreditation of the higher education institution must be recognized by the Oklahoma State Regents for Higher Education.)
<input type="checkbox"/> Current résumé indicating date prepared and including subject-related post baccalaureate work experience with corresponding dates and telephone numbers of references for verification of experience.	<input type="checkbox"/> If you have completed clock hours as part of the professional education component of the Oklahoma Alternative Placement Program, please submit official verification.
<input type="checkbox"/> \$50 fee by check, cashier's check, or money order made payable to the Oklahoma Alternative Placement Program.	<input type="checkbox"/> \$50 certificate processing fee made payable to the Oklahoma Alternative Placement Program.

Informational inquiries may be made to the Teacher Certification Section, (405) 521-3337, OR visit the Oklahoma Department of Education Web site at <www.sde.state.ok.us>. Inquiries concerning the Teacher Competency Review Panel should be directed to (405) 521-3337.

IMPORTANT NOTICE

Tax compliance 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 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.

1. Determining Eligibility



Oklahoma law requires the following:

- A minimum of a baccalaureate degree with a cumulative GPA of 2.5 (on a 4.0 scale) from an institution whose accreditation is recognized by the Oklahoma State Regents for Higher Education;
- A major in a field of study that corresponds to an area of certification listed in Part I of the Oklahoma Alternative Placement Program application; (**Degree in liberal arts or general studies does not qualify unless the university academic vice president or registrar will provide a letter verifying a major or equivalent coursework in a certification area.**)

NOTE: Anyone who has been denied admittance to an approved teacher education program, or enrolled in and subsequently failed required teacher education courses necessary to meet the minimum requirements of a teacher education program, is not eligible for the Oklahoma Alternative Placement Program.

- At least two (2) years of work experience which is related to the subject area of specialization if the person has only a baccalaureate degree with no post-baccalaureate work in a related area. (HB 3259 – Effective July 1, 2010)

TO DO

- Complete the enclosed application and include the following:
 - **Official** transcripts from each university and college attended;
 - Current résumé indicating date prepared and including subject-related work experience with corresponding dates and telephone numbers of references for verification of experience;
 - \$50 evaluation fee by check, cashier's check, or money order made payable to the Oklahoma Alternative Placement Program.
- Mail to: Oklahoma Alternative Placement Program
2500 North Lincoln Boulevard, Room 212
Oklahoma City, OK 73105

Your materials will be evaluated and you will be notified of your eligibility status in a written memorandum from an Oklahoma Alternative Placement Program certification specialist and provided with further direction.

- Please allow up to six weeks for written notification of your eligibility status.

2. Complete Testing Requirements



INFORMATION

- Once your eligibility for the program has been verified in a written memorandum from an Oklahoma Alternative Placement Program specialist, the law requires passing the
 - General Education Competency Examination and
 - Subject Area Competency Examination(s) in your degree field.

PLEASE DO NOT TAKE ANY OF THE EXAMINATIONS UNTIL YOU HAVE BEEN DETERMINED ELIGIBLE IN A WRITTEN MEMORANDUM FROM AN OKLAHOMA ALTERNATIVE PLACEMENT SPECIALIST TO SEEK CERTIFICATION THROUGH THE ALTERNATIVE PLACEMENT PROCESS.

- The state agency with responsibility for teacher certification testing is the Oklahoma Commission for Teacher Preparation (OCTP).

NOTE: In addition to the Oklahoma General Education Test and Oklahoma Subject Area Test(s), the OCTP administers an Oklahoma Professional Teaching Examination. The law does not require the Oklahoma Professional Teaching Examination to be passed prior to receiving a license, but it does have to be passed within three years before a standard teaching certificate can be granted.

TO DO

- To register for the appropriate competency examinations, contact the Oklahoma Commission for Teacher Preparation, the state agency with statutory authority and responsibility for teacher testing (70 O.S. § 6-184), at 3545 NW 58th Street, Suite 200, Oklahoma City, Oklahoma 73112, (405) 525-2612, <<http://www.ok.gov/octp>>.
- Pass the Oklahoma General Education Test and the appropriate Oklahoma Subject Area Test(s) after admission to the program has been granted.

PLEASE DO NOT TAKE ANY OF THE EXAMINATIONS UNTIL YOU HAVE BEEN DETERMINED ELIGIBLE IN A WRITTEN MEMORANDUM FROM AN OKLAHOMA ALTERNATIVE PLACEMENT SPECIALIST TO SEEK LICENSURE THROUGH THE ALTERNATIVE PLACEMENT PROCESS.

3. Complete Fingerprinting Requirements



INFORMATION

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

TO DO

- Complete an OSBI and FBI background check. You may have your prints live-scanned in our office between 8-4 Monday through Friday or contact our office for fingerprint cards. NOTICE: Fingerprints are valid for a maximum of one year.

4. Apply to the Teacher Competency Review Panel (TCRP)



- The law requires that once the Oklahoma General Education Test and Oklahoma Subject Area Test(s) are passed, candidates for the Oklahoma Alternative Placement Program apply to the Teacher Competency Review Panel for evaluation of qualifications and career accomplishments. The TCRP requires a
 - résumé of experience,
 - written explanation of why the applicant wants to become a teacher, and
 - a personal interview.
- If after evaluation of qualifications and career accomplishments, the TCRP makes a favorable recommendation for licensure to the Oklahoma State Board of Education (OSBE), the recommendation will be made at the next OSBE meeting. The OSBE meets monthly.
- If the TCRP’s recommendation is not to license an applicant, the panel will state the reasons for the recommendation in a letter to the applicant; the applicant may submit a letter to the OSBE within 90 days of the panel’s recommendation to appeal the recommendation.

TO DO

- When you receive passing test scores for the Oklahoma General Education Test and Oklahoma Subject Area Test(s), contact the Oklahoma Teacher Certification office at (405) 521-3337, for the “Request for Teacher Competency Review Panel Assessment” form. The following items are required by the TCRP:
 - Current résumé indicating date prepared and including subject-related work experience with corresponding dates and telephone numbers of references for verification of experience,
 - A written explanation of why you want to become a teacher, and
 - Application fee of \$100 for the TCRP assessment. A check, cashier’s check, or money order should be made payable to the Oklahoma Alternative Placement Program.
- Mail to: Oklahoma Alternative Placement Program
2500 North Lincoln Boulevard, Room 212
Oklahoma City Oklahoma 73105

The TCRP will contact you to schedule an interview.

NOTE: Applicants will not be scheduled for the TCRP until background check is cleared.

5. After receiving a license, complete requirements for a standard certificate.



- The law requires participants in the Oklahoma Alternative Placement Program to declare the intention to earn a standard certificate by means of the Alternative Placement Program in not more than three (3) years. Steps to move from a license to a certificate include the following:
 - Complete a professional education component (college semester hours or Oklahoma State Department of Education-approved professional development) of a minimum of 12 semester hours or 180 clock hours and a maximum of 18 semester hours or 270 clock hours. The number of hours required is based on degree level and experience. (Refer to chart below for the formula in law [70 O.S. § 6-122.3]).

Degree	Professional Education Requirements
Baccalaureate	18 semester hours or 270 clock hours
Master's	12 semester hours or 180 clock hours
Doctorate	12 semester hours or 180 clock hours

- *Successfully complete the Resident Teacher Program. The Resident Teacher Committee (mentor teacher, administrator, and higher education representative) will provide guidance and assistance during your first year of teaching in an accredited Oklahoma school and will ultimately make a recommendation regarding certification.

*Waived for schools years 10/11 and 11/12

TO DO

- You will be provided with information regarding the professional education requirements at the time you are notified of your eligibility for the Alternative Placement Program.
- To register for the appropriate Oklahoma Professional Teaching Examination, contact the Oklahoma Commission for Teacher Preparation (OCTP), the state agency with statutory authority and responsibility for teacher testing (70 O.S. § 6-184), at 3545 NW 58th Street, Suite 200, Oklahoma City, Oklahoma 73112, (405) 525-2612, <<http://www.ok.gov/octp>>.

The OCTP will notify the Oklahoma State Department of Education when you pass the examination.

70 O.S. § 6-122.3

Alternative Certification Process

(Elementary-secondary, secondary, career-tech)

SENATE BILL 388 (Effective July 1, 2001)

Eligibility

Candidate has at least a bachelor's degree with a major in a field of study that corresponds to an area of certification offered through the Alternative Placement Program (see part I of application) and has at least a 2.5 cumulative GPA.

+

Candidate declares the intention to earn a standard certificate by means of the alternative program in not more than three years.

+

Candidate has at least two (2) years of work experience which is related to the subject area of specialization if the person has only a baccalaureate degree with no post-baccalaureate work in a related area – HB 3259 – Effective July 1, 2010.

+

Candidate Passes Oklahoma General Education Test
and
Oklahoma Subject Area Test(s) in their degree field

+

Candidate applies to Teacher Competency Review Panel (TCRP) for evaluation of qualifications and career accomplishments. Applicant must complete fingerprint requirements before TCRP.

+

TCRP makes favorable recommendation for licensure to the Oklahoma State Board of Education (OSBE)

or

If TCRP does not recommend for licensure, the applicant may appeal to the OSBE.

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Certificate

Upon Employment

Teacher successfully completes Resident Teacher Program (**waived for school years 2010-12**)

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Within three years of obtaining certification the applicant must:

- Pass the Professional Education Examination
- Complete a professional education component of between 6-18 semester hours or 90 to 270 clock hours as outlined in a plan approved by the Oklahoma State Department of Education and on file with the institution of higher education.

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Standard Certificate