

# **APPLICATION FOR ADDING AN AREA TO CERTIFICATION**

## **GUIDANCE & COUNSELING**

1. Please put fill out the Add an Area Application and send/bring to the UCO's TES Office  
- State Application to Add An Area (link below)

[http://sde.ok.gov/sde/sites/ok.gov.sde/files/Adding\\_Areas\\_Existing\\_Cert-%20fee-Online.pdf](http://sde.ok.gov/sde/sites/ok.gov.sde/files/Adding_Areas_Existing_Cert-%20fee-Online.pdf)

### **DO NOT CARRY TO OSDE**

As a UCO student you **MUST** have the Coordinator of Teacher Education fill out "Part II: Recommendation from the Director of Teacher Education" on the State Application to Add an Area.

**Submit the completed application packet in person or by mail.**

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2. Once the application packet has been verified, a recommendation will be provided by UCO's Coordinator of Teacher Certification to The State Department of Education.
3. An e-mail will be sent with step-by-step directions on how to pay for your certification on-line within the SDE website.
4. Your new certification will be mailed to you within 5-10 business days.

**Do not submit until you have passed your OSAT**