

Initial Certification Application process:

1. Must have all papers into Teacher Education Services office:
 - OGET test results
 - OSAT (major) test results
 - Additional OSAT test results
 - OPTE test results
2. Grades post the Tuesday after graduation, degrees post shortly thereafter.
3. Once degrees post the Certification Coordinator will provide you with the college recommendation for your teacher certification.
5. You will be emailed with directions to complete application process on State Department website www.ok.gov/sde
6. Once you have completed the online application with the SDE and paid for your certification you can access your Teacher number by returning to your account on the SDE website.
7. Your teacher certificate will be mailed to you from the State Department of Education.
8. Your UCO and other transcripts will be sent to State Department of Education.

Add areas: testing after 60 days of initial certification

- a. Go on SDE website and request adding \$25.00 fee

Add area: completing Master program

(Principal, Counselor, Reading, Librarian)

Complete Master program and request college recommendation from Kristy Farris.

College verification: Moving out of state? Email or mail request form to me.

Fax: 405-974-3878

Scan/Email: kfarris2@uco.edu

Mail: University of Central Oklahoma

100 N. University Drive

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