

**PROGRAM COMPLETERS APPLICATION PROCEDURES
FOR INITIAL TEACHER CERTIFICATION**

Information and applications regarding certification may be obtained from the University of Central Oklahoma Teacher Education Services, Coordinator of Teacher Certification located in the Education Building, Room 207.

To obtain certification, the individual must meet all of the following requirements:

- A. Complete all coursework identified for their degree program as listed in the undergraduate catalog or communicated through the academic advisor.
- B. Teacher Candidates must wait until their degree is posted to the transcript before the certification recommendation by UCO can be completed. If a bachelor's degree has been completed prior to seeking certification (seeking certification only), teacher candidates can apply after final grades are on the transcript.
- C. Teacher Candidates must have passed all appropriate exams – OGET, OSAT OPTE and ORT (for Special Education majors only), OPI (for foreign language majors only).
- D. Teacher Candidates should arrange FBI fingerprinting and background checks through the State Department of Education, 2500 N. Lincoln Blvd, Oliver Hodge Building.
- E. Once all documents have been verified and the UCO recommendation has been completed by the Coordinator of Teacher Certification, an email will be sent to the Teacher Candidate with instructions to pay on-line for their certification.
- F. Initial Teacher Certification is valid for 5 years and will be mailed directly to the address listed on the State Department website.