

OTHER COURSES/ASSIGNMENTS

Certain assignments are not specifically listed on programs of studies. An alphabetical listing of compiled samples of these areas with guidelines or procedural suggestions is listed below.

Questions regarding any assignments not addressed may be referred to the Professional Standards Section, at (405) 521-3337, for assistance.

ASSIGNMENT	CODE/CERTIFICATION
ACADEMIC COMMITMENT TO EDUCATION	Any certificate - Academic Commitment to Education program encourages high school students, especially minorities, to consider a career in education.
ACADEMIC TEAM	Any certificate
ACTIVITY AUDIO VISUAL	Any certificate
ADULT EDUCATION	Any certificate
ATHLETIC DIRECTOR	All athletic directors shall be employed by the school district and shall hold a valid teaching certificate. Their names shall appear on the class schedule.
CHARACTER EDUCATION	Any certificate
COMMUNICATION SKILLS	Any certificate
CRITICAL THINKING SKILLS	Any certificate
DEAN OF STUDENTS	Any certificate
ENGLISH AS A SECOND LANGUAGE	8011 English as a Second Language or any certificate
EVEN START	1001 or 1003 Early Childhood Education or 1501 or 1600 Elementary Education or any family and consumer sciences/home economics certification
GIFTED/TALENTED	(Resource Teacher) 8017 Gifted/Talented or any current certificate. If the assignment is subject-specific rather than as resource, teacher certification in the specific subject is required. † ✓ Must Meet Highly Qualified Requirements – See page 29 and 31.
HONORS COURSES	Teacher must be certified to teach in the subject area of the course. † ✓ Must Meet Highly Qualified Requirements – See page 29 and 31.
IN-SCHOOL SUSPENSION	Any certificate or teacher assistant

**OTHER COURSES/ASSIGNMENTS
(continued)**

ASSIGNMENT	CODE/CERTIFICATION
LEADERSHIP	Any certificate
LEADERSHIP EDUCATION ACHIEVEMENT PROGRAM (LEAP)	Any certificate
LIFE SKILLS	Any certificate
PERSONAL FINANCIAL LITERACY	Any appropriate certificate. Beginning with students entering the seventh grade in the 2008-2009 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall fulfill the requirements for a personal financial literacy passport (70 O.S. § 11-103.6h). Professional development training in personal financial literacy is available through the State Department of Education.
PREP CLASS FOR ACT, SAT, PSAT, or NMQT TEST	Any certificate
SAFETY EDUCATION	Any certificate
SERVICE LEARNING	Any certificate
STUDENT SUPERVISION	Any certificate
STUDY HALL	Any certificate
STUDY SKILLS	Any certificate
TECHNOLOGY CENTER DIRECTOR (Noninstructional)	Certification is not required
WORK SUPERVISION	Any certificate

ADMINISTRATIVE ASSIGNMENTS

ASSIGNMENT	CODE/CERTIFICATION
Superintendent*; Assistant Superintendent	0501 Superintendent
Career and Technology Education Superintendent*; Assistant Career and Technology Education Superintendent	0501 Superintendent**
Elementary Superintendent*	0501 Superintendent or 0502 Elementary Superintendent
Principal; Assistant Principal; Teaching Principal	
Early Childhood (Grades PK-3)	0505 Elementary Principal
Grade 4	0505 Elementary Principal
Grade 5	0505 Elementary Principal or 0504 Middle Level Principal
Grades 6-8	0505 Elementary Principal or 0504 Middle Level Principal or 0503 Secondary Principal
Grade 9	0503 Secondary Principal or 0504 Middle Level Principal
Grades 10-12	0503 Secondary Principal
Career and Technology Education Principal or Director; Assistant Career and Technology Education Principal or Director	0503 Secondary Principal**

*District superintendents employed for the first time in an Oklahoma school district are required to complete 11 days (66 hours) of specific training during the first year of employment. The superintendent certificate shall be considered invalid for the second year if this requirement is not fulfilled. Contact the Professional Services Division of the Oklahoma State Department of Education for information, (405) 521-4311.

**Contact the Oklahoma Department of Career and Technology Education, (405) 377-2000, regarding qualifications defined in the Rules for Career and Technology Education.

OKLAHOMA TITLE I PARAPROFESSIONAL (Teaching Assistant)

The *No Child Left Behind Act of 2001* requires teacher assistants who are employed in Title I schools to meet federal requirements.

Those requirements are: **(ANY ONE OF THE OPTIONS WILL MAKE HIGHLY QUALIFIED.)**

- Have a high school diploma or a General Educational Development (GED) diploma
PLUS
 - Option A:** Hold an associate's (or higher) degree
 - OR**
 - Option B:** Completed at least two years (48 credit hours) of study at an institution of higher education
 - OR**
 - Option C:** Passed the Oklahoma General Education (OGET) Test (The state agency with authority and responsibility for administering the OGET is the Oklahoma Commission for Teacher Preparation)
 - OR**
 - Option D:** Pass the Education Testing Service (ETS) Parapro Assessment Test (Passing score is 455) or the WorkKeys® Assessment

OKLAHOMA TITLE I PARAPROFESSIONAL (Optional)

Oklahoma teaching assistants may apply to the Professional Standards Section, Oklahoma State Department of Education for a Title I Paraprofessional Credential by meeting the following requirements:

- Have on file with the State Board of Education a current Oklahoma criminal history record from the Oklahoma State Bureau of Investigation as well as a national fingerprint-based criminal history record provided by the Federal Bureau of Investigation.
- Submit proof of having met Option A, B, C, OR D listed above.
- Submit an Oklahoma Title I paraprofessional credential application. (Application form may be found on the State Department of Education Web site at <www.sde.state.ok.us>.
- Submit \$10 processing fee.

SUBSTITUTE TEACHERS

(70 O.S. § 6-105)

HIGHLY QUALIFIED TEACHER

According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) **must be highly qualified by June 30, 2006**. This includes **long-term substitute teachers listed as the teacher of record for a core academic subject**.

• LENGTH OF ASSIGNMENT

- A substitute teacher may not be employed for a total period of time in excess of 90 school days during a school year except in the following situations:
A substitute teacher holding an expired certificate or who has a bachelor's level college degree may be employed for 100 school days.
A substitute teacher holding a valid certificate may be employed unlimited days during the school year.

SUGGESTION: Teachers may wish to renew their expired certificates.

- A substitute teacher may not be employed in the same assignment for more than 20 school days during a school year unless the substitute teacher holds a valid certificate for the grade and subject matter of the assignment.

FREQUENTLY ASKED QUESTION: Can the 20 days be exceeded if the days are not consecutive?

ANSWER: No

SPECIAL EDUCATION SUBSTITUTE TEACHERS

• EXCEPTION TO LENGTH OF ASSIGNMENT FOR SPECIAL EDUCATION SUBSTITUTE TEACHERS

Substitute teachers who do not hold a valid certificate and who are employed to teach special education for students with physical disabilities or students with mental retardation shall not be subject to the restrictions on total time a substitute teacher may be employed or the restrictions on time in the same assignment if no certified teachers are available to teach such students and the students would be denied instruction in special education if the substitute teacher were not employed.

• INSERVICE TRAINING FOR SPECIAL EDUCATION SUBSTITUTE TEACHERS

Beginning with the 2007-2008 school year, any substitute teacher employed to teach special education for the same assignment for more than fifteen (15) consecutive or thirty (30) total school days during a school year who does not hold a valid certificate to teach special education shall be required to complete inservice training as prescribed by the State Board of Education. The training shall be provided at no cost to the substitute teacher.

For information related to training, contact the Oklahoma State Department of Education, Special Education Services at (405) 521-4873.

- **SALARY/CONTRACTS**

- Payment of salary to a substitute teacher shall have no effect on the amount of salary to which the absent regular teacher is entitled under the applicable leave plan.
- Any substitute teacher employed in any school system on a monthly or annual basis shall hold a certificate and have a contract written in the manner and under the same conditions as for regular teachers.

FREQUENTLY ASKED QUESTION: Does this apply to duration of need assignments such as maternity leave?

ANSWER: Yes, if the assignment is for one month or longer.

Note: (70 O.S. § 6-101.23) No teacher shall be hired on a temporary contract by a school district for more than three semesters, except for a:

1. Teacher hired to replace a teacher who is on an approved leave of absence and who is expected to return to employment with the school district; or
2. Teacher who is a retired member of the Teachers' Retirement System of Oklahoma.

- **FELONY RECORD SEARCH**

If applying for employment as a substitute teacher in more than one district, a person shall not be required to have more than one felony record search for the school year. Upon request of the substitute teacher, that felony record search may be sent to any other school district in which the substitute teacher is also applying to teach. (70 O.S. § 5-142 and 142.1)

FREQUENTLY ASKED QUESTION: Are substitute teachers required to have felony record searches for employment?

ANSWER: This is a district option. It depends on the school district's policy.

ADJUNCT TEACHERS

HIGHLY QUALIFIED TEACHER

According to the *No Child Left Behind Act of 2001* teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by **June 30, 2006**. These individuals **must hold a bachelor's degree and apply to the Oklahoma State Department of Education for a credential to be highly qualified.** Application for Highly Qualified Credential for Adjunct Teachers form is available on the State Department of Education Web site at <<http://www.sde.state.ok.us>>, Professional Standards Section, under 'Other Forms.' **For adjunct teachers who do not require highly qualified status, contact SPR directly.**

	Law	Rule
1. The local school district shall determine the specific qualifications, duties, and responsibilities of adjunct teachers.		X
2. Adjunct teachers shall not be required to meet certification requirements but must be approved by the local board of education.	X	
3. If employed to teach a core academic subject, and thus requiring highly qualified status, a copy of the approved local board minutes must be sent to the State Department of Education (SDE), an application for an SDE credential, and a \$25 fee. The certification is valid for one school year. CORE ACADEMIC SUBJECTS ARE: English, reading, language arts, mathematics, foreign languages, civics and government, economics, history, geography and the arts (art and/or music)		X
4. The SDE shall have on file a national criminal history check of any person approved for adjunct employment.		X
5. Formal notification of the employment of adjunct teachers shall be provided to the State Department of Education within thirty (30) days of the date of employment.		X
6. An adjunct teacher shall be limited to teaching ninety (90) clock hours per semester.	X	
7. Hours taught while serving as an adjunct teacher shall not count towards teaching experience for purposes of meeting certification or recertification requirements, career teacher status, or retirement benefits.		X
8. Adjunct teachers employed to coach school athletic teams shall have successfully completed a course in the care and prevention of athletic injuries. OAC 210:35-5-45 (b) (2), February 2007		X

**SUBCHAPTER 29. ALTERNATIVE EDUCATION ACADEMIES,
GRANT PROGRAMS AND SCHOOLS, AND RESIDENTIAL TREATMENT FACILITIES**

O.S. 70 § 1210.565 and O.S. 70 § 1210.567

HIGHLY QUALIFIED TEACHER

According to the *No Child Left Behind Act of 2001* teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by **June 30, 2006**. For highly qualified requirements see page 102.

Certification Rules and Criminal Record Search	Law	SDE Rule	Implementation
Persons providing counseling or social services are not required to be certified as school counselors.	X For academies and SDE grants only		Limited to alternative education academies and other grant programs funded through the SDE.
Teachers must be certified but are not restricted to grade-specific or subject-specific areas. Driver/safety education teachers must have 8009 Driver/Safety Education certification.	X		Available to all categories
Administrators must be certified but are not restricted to specific grade levels. (OAC 210:35-29-6)		X	Available to all categories
A criminal record search must be conducted on all personnel currently employed or to be employed in alternative education academies, programs and schools. (OAC 210:35-29-6)		X	Available to all categories

HIGHLY QUALIFIED TEACHER

According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education, and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified **in each core academic subject taught** by June 30, 2006.



Alternative Education (Grades 6-12)

Alternative Education teachers to be highly qualified must have:

- At least a bachelor's degree **AND**
- Any Oklahoma teaching certificate. 70 O.S. § 1210.567
- +
- Passed a state certification test at the appropriate grade level and in a specific core academic subject taught.
- OR**
- Completed an undergraduate academic major or coursework equivalent to an undergraduate academic major (24 semester hours of subject-specific coursework) in specific core academic subject taught as documented by the teacher's official transcript.
- OR**
- Completed a graduate degree in specific core academic subject taught.
- OR**
- Certification through National Board for Professional Teaching Standards in specific core academic subject taught.
- OR**
- Demonstrated competency in each core academic subject taught based on a High Objective Uniform State Standard of Evaluation (HOUSSE).
 - Middle Level/Secondary HOUSSE, see page 34.

Specialist Certification

Specialist certification (library-media specialist, school counselor, school psychometrist, school psychologist, speech-language pathologist, and reading specialist) requires a graduate program meeting the professional education association standards specific to the profession. Contact the Oklahoma Commission for Teacher Preparation* for the universities offering these programs and for information regarding the required competency examination(s).

- The **Nationally Certified School Counselor (NCSC)** credential fulfills the testing and program requirements for school counselor certification. Individuals holding this credential may apply directly to the Oklahoma State Department of Education. Enclose verification or a copy of your NCSC credential.
- The **Nationally Certified School Psychologist (NCSP)** credential fulfills the testing and program requirements for school psychologist certification. Individuals holding this credential may apply directly to the Oklahoma State Department of Education. Enclose verification or a copy of your NCSP credential.
- The **Certificate of Clinical Competence (CCC)** from the American Speech-Language-Hearing Association (ASHA) fulfills the testing and program requirements for speech-language pathologist certification. Individuals holding this credential may apply directly to the Oklahoma State Department of Education. Enclose verification or a copy of your ASHA CCC.

How do I qualify for certification?

Application for certification in the specialist areas listed above should be initiated through the director of teacher education at the recommending higher education institution.

* For information regarding the required examination(s) or for information regarding which universities offer specific programs, contact the Oklahoma Commission for Teacher Preparation, 3545 NW 58th Street, Suite 200, Oklahoma City, Oklahoma 73112, (405) 525-2612. Web address: <<http://www.ok.gov/octp>>.

How to Add Specialist Areas to Teaching Certificates

ADDING MASTER'S DEGREE-LEVEL SPECIALIST AREAS

- Library-Media Specialist
- School Psychologist
- School Psychometrist
- School Counselor
- Speech-Language Pathologist*
- Reading Specialist

Completed graduate program meeting the professional education association standards specific to the profession.

+

Pass the Oklahoma Subject Area Test

+

Submit certification application to the director of teacher education at recommending institution.

+

Director of teacher education at the higher education institution submits a certification application to the Professional Standards Section of the State Department of Education

=

Certificate with New Area(s) Issued

*Speech-language pathologists must have completed a teacher education program and passed the professional education test in order to test for additional subject areas.

How to Add Subject Areas to Teaching Certificates

Adding Subject Area - *EXCEPT* -

- **Early Childhood**
- **Elementary Education**
- **Special Education**

Adding Subject Areas

- **Early Childhood**
- **Elementary Education**
- **Special Education**

HOUSE BILL 2747 – 70 O.S. § 6-187.C.2

Teachers Certified Before July 1, 2010 in Subject Area Below	PASS TEST IN	Subject Area Below by July 1, 2012 to Add Area to Certificate
Elementary Education	may test in	Early Childhood Education Subject Area Test
Early Childhood Education	may test in	Elementary Education Subject Area Test
Any Certificate Acquired through a Traditional Teacher Preparation Program (Alternative Certification not Included)	may test in	Special Education Subject Area Test(s) -Mild moderate and/or severe/profound
Any Certificate Acquired through the Troops to Teachers Program	may test in	Special Education Subject Area Test(s) -Mild moderate and/or severe/profound
Teachers testing after July 1, 2012, must still meet the definition of highly qualified special education teacher to serve students at the respective level. Registry training may be required to serve specific special education populations.		

Pass the Oklahoma Subject Area Test

+

Submit Application for Adding Areas to Certificate by Testing to the Professional Standards Section of the State Department of Education.
<<http://www.sde.state.ok.us>>

OR

Complete University Program

+

Pass the Oklahoma Subject Area Test

+

Submit certification application to the director of teacher education at recommending institution.

+

Director of teacher education at the higher education institution submits a certification application to the Professional Standards Section of the State Department of Education

=

Certificate with New Area(s) Issued



**TRADITIONAL ADMINISTRATOR CERTIFICATION REQUIREMENTS FOR INDIVIDUALS
SEEKING ADMINISTRATOR CERTIFICATION THROUGH AN
OKLAHOMA HIGHER EDUCATION INSTITUTION**

70 O.S. § 6-189 (HOUSE BILL 1477)

Effective July 1, 2007

PRINCIPAL

Hold a standard master's degree

+

Completion of a building-level leadership skills program in education administration that is Oklahoma approved

+

Passing score on Principal Oklahoma Subject Area Tests (Common core and principal specialty area)

+

A minimum of two (2) years of successful teaching experience in public or private schools accredited by the State Board of Education or by the proper accrediting authority of another state of the United States
HB 2296 – Effective May 6, 2010

=

**State Department of Education
Issues Standard Certificate**

SUPERINTENDENT

Hold Principal Certification

OR

Completion of a building-level leadership skills program in education administration that is Oklahoma approved, and includes a standard master's degree

+

Passing score on Superintendent Oklahoma Subject Area Test

+

Completion of a district-level leadership skills program in education administration that is Oklahoma approved

+

A minimum of two (2) years of administrative experience in public or private schools accredited by the State Board of Education or by the proper accrediting authority of another state of the United States
HB 2296 – Effective May 6, 2010

=

**State Department of Education
Issues Standard Certificate**



ALTERNATIVE ADMINISTRATOR CERTIFICATION REQUIREMENTS FOR INDIVIDUALS SEEKING ADMINISTRATOR CERTIFICATION THROUGH AN OKLAHOMA HIGHER EDUCATION INSTITUTION

70 O.S. § 6-189 (HOUSE BILL 1477)

Effective July 1, 2007

FOR PRINCIPAL AND/OR SUPERINTENDENT

Hold a standard master's degree

+

Have two years of relevant work experience in a supervisory or administrative capacity

+

Have passing scores on the required administrator subject area test(s)

+

Have on file with the director of teacher education at an Oklahoma accredited institution of higher education a declaration of intent to earn standard certification through completion of an approved alternative administrative preparation program within three years.

=

State Department of Education issues an initial alternative administrative credential valid for three years (nonrenewable)

+

Completion of an alternative administrative preparation program

=

State Department of Education Issues Standard Certificate for Principal or Superintendent as Applicable

DEFINITIONS

Adjunct Teacher (70 O.S. § 6-122.3) - A person with distinguished qualifications in a specific field. (See page 103)

Deregulation/Statutory Waiver (70 O.S. § 3-124) - The purpose of the Educational Deregulation Act is to ensure that local schools have the necessary freedom to innovate and improve education systems in order to maximize student learning and performance. The law allows school districts to develop, make application for and implement educational improvement plans which would exempt the school districts from specified educational-related statutory regulations (**statutory waiver**) and State Board of Education rules (**deregulation**). The plans submitted by school districts and approved by the State Board of Education should emphasize innovation, flexibility, and collaboration at the local school level, accountability at the state and local level, dissemination of results, and strict emphasis on improved student achievement.

Emergency Certificate (70 O.S. § 6-187) - Gives the State Board of Education authority to issue emergency certificates.

- Minimum standards for issuing an emergency certificate include a bachelor's degree from an accredited institution of higher education and academic preparation in the desired subject area.
- May be issued in situations in which the teacher is already certified in another subject.
- May be issued in situations in which the teacher lacks some of the elements needed for certification in the requested subject area.
- District superintendents must submit notarized affidavits and supporting documentation to verify efforts to employ an acceptable teacher appropriately certified for the position, including frequent visits to <<http://www.Teachers-Teachers.com>> to assist in the efforts.

Alternative Placement Program (70 O.S. § 6-122.3) - Provides an opportunity for degreed individuals with relevant work experience to teach in Oklahoma accredited schools.

- Law requires a minimum of bachelor's degree with a major in a field that corresponds to an area of certification offered through the State Department of Education Alternative Placement Program (limited to secondary, PK-12, and career-technology education certification).
- Law requires passing the competency examinations in general education and subject area(s) before receiving a provisional certificate. The professional education examination may be taken after receiving a provisional certificate, but would be required for a five-year standard certificate. The state agency with authority for teacher assessment is the Oklahoma Commission for Teacher Preparation.
- Applicants must also apply to and receive a favourable recommendation for certification from the Teacher Competency Review Panel (TCRP).
- The State Board of Education must approve recommendations from the TCRP for the State Department of Education to issue a provisional certificate.