
CERTIFICATION GUIDE FOR SCHOOL STAFF ASSIGNMENTS

JULY 2010

Revisions from July 2009 to July 2010 are highlighted

Updated for Highly Qualified Teacher Assignments



**Professional Services Division
Professional Standards Section**



OKLAHOMA

STATE DEPARTMENT *of* EDUCATION



JANET BARRESI
STATE SUPERINTENDENT
of PUBLIC INSTRUCTION

The Certification Guide for School Staff Assignments is a document to assist employers in matching the certification or qualifications appropriate for specific staff assignments. In addition, the No Child Left Behind requirements for highly qualified teachers are indicated with a check mark. This guide is available on the State Department of Education Web site at <<http://www.sde.state.ok.us>>.

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CERTIFICATE AREAS

General Information

In compliance with law and after receiving extensive input from educators and representative organizations, in 1997 the State Board of Education adopted licensure and certification competencies. As part of the process, certification subject areas were reduced; many of the areas are more encompassing and allow more flexibility.

Individuals certified in the previous system (prior to 1997) are not required to add the newer areas; they are still appropriately certified for the subjects listed on their certificates.

OKLAHOMA TEACHER CERTIFICATION PROCEDURES

Oklahoma State Board of Education (OSBE) ▪ American Board for Certification of Teacher Excellence (ABCTE) ▪ Oklahoma Commission for Teacher Preparation (OCTP)
 Oklahoma General Education Test (OGET) ▪ Oklahoma Subject Area Test (OSAT) ▪ Oklahoma Professional Teaching Exam (OPTE)

Row Identifier	(Column 1) Traditional Oklahoma Program Teaching Certificate ALL AREAS (Applicants certified in another state refer to # 16 of the FAQ's) Law: 70 O.S. § 6-195	(Column 2) Alternative Placement Teaching License Effective 11-01-09** Law: 70 O.S. § 6-122.3	(Column 3) **ABCTE Middle and Secondary Level Certificate Areas Law: SB 582 – Eff. 7-1-2009	(Column 4) Teach for America Initial Application to Teach for America Law: 70 O.S. § 6-195	(Column 5) Four-Year-Olds and Younger Certificate Law: 70 O.S. § 11-103.7	(Column 6) Career Development Program for Paraprofessionals to be Certified Teachers Law: 70 O.S. § 6-127A	(Column 7) **Troops to Teachers Defense Authorization Act Public Law 102-484
Degree Requirement >	Bachelor's degree (Master's degree*)	-Bachelor's degree with a 2.5 grade point average -a major that corresponds to an Oklahoma teaching certificate. Excludes Early Childhood, Elementary Education, Special Education (Master's Degree*)	Bachelor's degree	Bachelor's degree	Bachelor's degree	Bachelor's degree	AD = Active Duty RC = Reserve Component
Preparation >	Have a certification recommendation from an Oklahoma institution of higher education	Verify 2 years work experience related to the subject area of specialization if the person has only a bachelor's degree with no post-baccalaureate work in the related area. Not required for Troops to Teachers (HB 3259- Effective 7-1-2010)	Accepted by the American Board for Certification of Teacher Excellence (ABCTE)	Accepted by Teach for America	Have 5 years experience with the Head Start Program	Have 1 year of experience as a teaching assistant in a public school in the area for which a teaching license is being pursued.	To qualify, a service member must meet one of the requirements below: AD-1 – Retired from active duty.
Credential Required for initial applicaton >			ABCTE Credential		Hold a current Child Development Associate (CDA) - 120 Clock Hours		AD-2 – Active duty member with approved date of retirement with one year or less remaining before retirement.
Testing >	Pass the OGET, appropriate OSAT(s), and the OPTE	Pass the OGET and desired OSAT(s) <u>except Early Childhood, Elementary Education, and Special Education</u>	Pass ABCTE desired middle level or secondary subject test and professional teacher test	Testing determined by Teach for America	Pass the OGET and the OSAT in Early Childhood Education	Pass the OGET, pass at least one subject area test: Early Childhood Education, or Elementary Education, or Special Education, and the OPTE	AD-3 – Separated on or after January 8, 2002, for a physical disability. Must register within four years after separation.
Requirement >	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	RC-1 – Retired from the Selected Reserve.
Additional Requirement >		Receive a recommendation for certification from the Oklahoma Teacher Competency Review Panel Receive OSBE Approval					RC-2 – Currently serving in the drilling reserves with ten or more years of creditable service toward retirement and committed to serving an additional three years.
Initial Credential >	OSDE Issues standard Certificate (Valid for 5 Years)	OSDE Issues Credential	OSDE Issues Middle Level or Secondary Level License (Valid for 1 Year)	OSDE Issues Credential (Valid for 2 Years)	OSDE Issues a Standard Certificate (Valid for 5 Years)	OSDE Issues License (1-year renewable for up to 3 years)	RC-3 – Drilling reservists retired or separated due to a physical disability on or after January 8, 2002. Must apply within four years after separation.
Additional Requirement >		Within three (3) years, pass the OPTE and complete a professional education component as follows: <ul style="list-style-type: none"> • With a bachelor's degree – 18 college credit hours or 270 clock hours • With a post-baccalaureate degree – 12 college credit hours or 180 clock hours 	Participate in ABCTE mentoring program—One Year www.abcte.org			Complete 12 semester hours professional education coursework from an accredited institution of higher education which has an accredited program related to license sought, including a minimum of 3 semester hours in reading instruction, from a higher education program accredited by the OCTP.	RC-4 – Served continuous six years on active duty on or after January 8, 2002, and committed to three years with a drilling reserve. Must apply within four years after separation.
Standard Certificate >		Apply for a Standard Certificate OSDE Issues a Standard Certificate (Valid for 5 Years)	Apply for a Standard Certificate OSDE Issues a Standard Certificate (Valid for 5 Years)	Apply for a Standard Certificate OSDE Issues a Standard Certificate (Valid for 5 Years)		Apply for a Standard Certificate OSDE Issues a Standard Certificate (Valid for 5 Years)	
Information >	Additional subjects may be added by testing except Early Childhood, Elementary, and Special Education Effective 11-1-09	With the exception of Early Childhood, Elementary, and Special Education, additional subjects in Middle and Secondary Level Only may be added by testing Effective 11-1-09			Additional subjects may not be added by testing	Additional subjects may be added by testing except Early Childhood, Elementary, and Special Education Effective 11-1-09	See Column 2 or 3 to Pursue the Non-Traditional Certification Process

*(Column 1) Library media specialist, school counselor, speech pathologist, school psychologist, psychometrist, administrator

*(Column 2) Library media specialist, school counselor, reading specialist

**No Early Childhood Education, Elementary Education or Special Education in Column 2, Column 3, and Column 7

OPTIONS FOR NON-TRADITIONAL TEACHER LICENSURE AND CERTIFICATION PROGRAMS

Oklahoma State Board of Education (OSBE) ▪ American Board for Certification of Teacher Excellence (ABCTE) ▪ Oklahoma Commission for Teacher Preparation (OCTP)
Oklahoma General Education Test (OGET) ▪ Oklahoma Subject Area Test (OSAT) ▪ Oklahoma Professional Teaching Exam (OPTE)

Row Identifier	(Column 1) Alternative Placement Teaching License Effective 11-01-09** Law: 70 O.S. § 6-122.3	(Column 2) **ABCTE Middle and Secondary Level Certificate Areas Law: SB 582 – Eff. 7-1-2009	(Column 3) Teach for America Initial Application to Teach for America Law: 70 O.S. § 6-195
	Contact: Oklahoma State Department of Education (405) 521-2062	American Board for Certification of Teacher Excellence <www.abcte.org>	Contact: Teach for America <www.teachforamerica.org>
Degree Requirement ➤	Bachelor's degree with a 2.5 grade point average and a major that corresponds to an Oklahoma teaching certificate other than Early Childhood, Elementary Education, Special Education (Master's Degree*)	Bachelor's degree	Bachelor's degree
Preparation ➤	Verify 3 years of subject-related experience after bachelor's degree OR college credit above a bachelor's degree Not required for Troops to Teachers	Accepted by the American Board for Certification of Teacher Excellence (ABCTE)	Accepted by Teach for America
Testing ➤	Pass the OGET and required OSAT that matches degree/major, <u>except Early Childhood, Elementary Education, and Special Education</u>	Pass ABCTE desired middle level or secondary subject test and professional teacher test	Testing determined by Teach for America
Requirement ➤	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check
Additional Requirement ➤	Receive a recommendation for certification from the Oklahoma Teacher Competency Review Panel Receive OSBE Approval		
Initial Credential ➤	OSDE Issues License	OSDE Issues Middle Level or Secondary Level License (Valid for 1 Year)	OSDE Issues License (Valid for 2 Years)
Residency Program ➤	Complete the Oklahoma Resident Teacher Program	Participate in ABCTE mentoring program – One Year	Complete the course-work and mentoring provided by Teach for America Program
Additional Requirement ➤	Within three (3) years, pass the OPTE and complete a professional education component as follows: • With a bachelor's degree – 18 college credit hours or 270 clock hours • With a post-baccalaureate degree – 12 college credit hours or 180 clock hours		
Standard Certificate ➤	Apply for a Standard Certificate OSDE Issues a Standard Certificate (Valid for 5 Years)	Apply for a Standard Certificate OSDE Issues a Standard Certificate (Valid for 5 Years)	Apply for a Standard Certificate OSDE Issues a Standard Certificate (Valid for 5 Years)
Information ➤	With the exception of Early Childhood, Elementary, and Special Education, additional subjects in Middle and Secondary Level only may be added by testing Effective 11-1-09		

*Library media specialist, school counselor, reading specialist

**No Early Childhood Education, Elementary Education or Special Education in Columns 1 and 2

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CERTIFICATION AREAS

(Listed Alphabetically)

ADMINISTRATIVE

- 0501 SUPERINTENDENT (PK-12 or ALL)
- 0502 ELEMENTARY SUPERINTENDENT (PK-8 or K-8)
- 0503 SECONDARY PRINCIPAL (6-12 or 7-12)
- 0504 MIDDLE LEVEL PRINCIPAL (5-8)
- 0505 ELEMENTARY PRINCIPAL (PK-8 or K-8)
- 0507 VOCATIONAL ADMINISTRATOR (9-12 Vocational)
- 0531 CURRICULUM ADMINISTRATOR (ALL) (Nonteaching)
- 8021 CURRICULUM SUPERVISOR (Same Level)

AGRICULTURE

- 3001 AGRICULTURE – GENERAL (7-12)
- 7550 AGRICULTURE EDUCATION (6-12)

ATHLETIC COACH

- 8003 ATHLETIC COACH (Same Level)

ART

- 2001 ART (PK-12)
- 2075 ART – JR. HIGH (6-8 Middle/Jr High Endorsement Only)

BUSINESS

- 3501 ACCOUNTING (7-12)
- 3503 BUSINESS ENGLISH (7-12)
- 3505 BUSINESS LAW (7-12)
- 3507 BUSINESS MACHINES (7-12)
- 3509 BUSINESS MATH (7-12)
- 3511 CAREER/OCCUP INFORM (7-12)
- 3513 COMP IN BUS/INFO PRO (7-12)
- 3515 ECONOMICS (7-12)
- 3517 FINANCE (7-12)
- 3519 GENERAL BUSINESS (7-12)
- 3521 MANAGEMENT (7-12)
- 3523 MARKETING (7-12)
- 3525 OFFICE PROC/MANAGE (7-12)
- 3527 SHORTHAND (7-12)
- 3529 TYPEWRITING (7-12)
- 3550 BUSINESS EDUCATION (6-12) (=All business areas including career/technology)

CAREER AND TECHNOLOGY EDUCATION

- 7501 MARKETING ED (6-12)
- 7501 DE/MARKETING (9-12 Vocational)
- 7503 OCCUPATIONAL AGRICULTURE (6-12 or 9-12 Vocational)
- 7505 OCCUPATIONAL HOME ECONOMICS (9-12 Vocational)
- 7507 TECHNICAL EDUCATION (9-12 Vocational)
- 7509 TRADE AND INDUSTRIAL (6-12 or 9-12 Vocational)
- 7511 VOCATIONAL AGRICULTURE (9-12 Vocational) (=Grammar/Composition, American Literature, English Literature, and World Literature)
- 7513 VOCATIONAL BUSINESS – OFFICE (9-12 Vocational)
- 7514 CAREER AND TECHNOLOGY BUSINESS (6-12)
- 7515 CAREER AND TECHNOLOGY HEALTH OCCUPATIONS (6-12 or 9-12 Vocational)
- 7517 VOCATIONAL HOME ECONOMICS (9-12 Vocational)
- 7559 OCCUPATIONAL FAMILY AND CONSUMER SCIENCE (6-12)
- 7575 CAREER AND TECHNOLOGY FAMILY AND CONSUMER SCIENCES (6-12)

COMPUTER SCIENCE

- 8007 COMPUTER SCIENCE (PK-12)
- 8019 ELEMENTARY KEYBOARDING (K-8)

DANCE

- 2020 DANCE (PK-12)

DRIVER/SAFETY EDUCATION

- 8009 DRIVER/SAFETY EDUCATION (6-12 or 7-12)

EARLY CHILDHOOD

- 1001 EARLY CHILDHOOD (N-K)
- 1002 SPECIAL EC KINDERGARTEN (K)
- 1003 EARLY CHILDHOOD (PK-3)
- 1004 FOUR-YEAR-OLDS AND YOUNGER (PK)

ELEMENTARY EDUCATION

- 1501 ELEMENTARY EDUCATION (1-8)
- 1600 ELEMENTARY EDUCATION (1-8) } Does not include 7-8 math

ENGLISH

- 4001 AMERICAN LITERATURE (7-12)
- 4003 ENGLISH LITERATURE (7-12)
- 4005 GRAMMAR & COMPOSITION (7-12)
- 4009 LIBRARY SCIENCE (7-12)
- 4011 NEWSPAPER (7-12)
- 4015 WORLD LITERATURE (7-12)
- 4017 YEARBOOK (7-12)
- 4075 LANGUAGE ARTS-JR. HIGH (6-8)
- 4050 ENGLISH (6-12)

(=Grammar/Composition, American Literature, English Literature, and World Literature)

ENGLISH AS A SECOND LANGUAGE

- 8005 BILINGUAL/MULTICULTURE (Same Level)
- 8011 ENGLISH AS A SECOND LANGUAGE (Same Level or PK-12)

FAMILY AND CONSUMER SCIENCES

- 4550 FAMILY AND CONSUMER SCIENCES (6-12)

FOREIGN LANGUAGE

- 2002 AMERICAN SIGN LANGUAGE (PK-12)
- 2025 CHEROKEE (PK-12)
- 2012 CHINESE (PK-12)
- 2027 CHOCTAW (PK-12)
- 2003 FRENCH (PK-12 or K-12)
- 3701 FRENCH (7-12)
- 2005 GERMAN (PK-12 or K-12)
- 3703 GERMAN (7-12)
- 2018 GREEK (PK-12)
- 2008 ITALIAN (PK-12)
- 2004 JAPANESE (PK-12)
- 2030 KIOWA (PK-12)
- 2007 LATIN (PK-12 or K-12)
- 3705 LATIN (7-12)
- 2010 NATIVE AMERICAN LANGUAGE (PK-12)
- 2006 RUSSIAN (PK-12 or K-12)
- 3709 RUSSIAN (7-12)
- 2011 SPANISH (PK-12 or K-12)
- 3711 SPANISH (7-12)
- 2016 TURKISH (PK-12)

GIFTED AND TALENTED

- 8017 GIFTED AND TALENTED (Same Level or PK-12)

HOME ECONOMICS

- 4501 HOME ECONOMICS-GEN (7-12)
- 4503 ADULT/FAMILY LIVING (7-12)
- 4505 CAREER EDUCATION (7-12)
- 4507 CHILD DEV/PARENT ED (7-12)
- 4509 CONSUMER EDUCATION (7-12)
- 4511 NUTRITION EDUCATION (7-12)
- 4513 TEXTILES/CLOTHING (7-12)

INDUSTRIAL ARTS

- 5001 DRAFTING TECHNOLOGY (7-12)
- 5003 ELECTRIC/ELECTRONICS (7-12)
- 5005 GEN INDUSTRIAL ARTS (7-12)
- 5007 GRAPHICS (7-12)
- 5009 METAL TECHNOLOGY (7-12)
- 5011 POWER TECHNOLOGY (7-12)
- 5013 WOOD TECHNOLOGY (7-12)

JOURNALISM

- 4007 JOURNALISM (7-12)
- 4101 JOURNALISM (6-12 or 7-12)

LIBRARY MEDIA

- 0513 LIBRARIAN (ALL)
- 0515 LIBRARY-MEDIA SPECIALIST (PK-12 or ALL)

MATHEMATICS

- 5501 ALGEBRA (7-12)
- 5503 ANALYSIS (7-12)
- 5505 CALCULUS (7-12)
- 5507 COMPUTER SCIENCE/APP (7-12)
- 5509 GENERAL MATHEMATICS (7-12)
- 5511 GEOMETRY (7-12)
- 5513 LINEAR ALGEBRA (7-12)
- 5515 STATISTICS (7-12)
- 5517 TRIGONOMETRY (7-12)

CERTIFICATION AREAS

(Listed Alphabetically)

MATHEMATICS (CONT.)

- 5550 ADVANCED/SECONDARY MATHEMATICS (6-12) (=Analysis, Calculus, Trigonometry, Statistics)
- 5552 INTERMEDIATE MATHEMATICS (6-12) (=Algebra, General Mathematics, Geometry) Not required if teacher holds advanced/secondary mathematics certification.
- 5575 MATH-JR HIGH (6-8 Middle/Jr. High Endorsement Only)

MIDDLE LEVEL

- 4150 ENGLISH (5-8)
- 5554 MATHEMATICS (5-8) (Not for H.S. Credit)
- 5555 MATHEMATICS (5-8) (For 7-8 H.S. Credit)
- 2050 MUSIC (5-8)
- 6055 SCIENCE (5-8)
- 6560 SOCIAL STUDIES (5-8)

MUSIC

- 2013 INSTRUMENTAL/GENERAL MUSIC (PK-12 or K-12)
- 2015 VOCAL/GENERAL MUSIC (PK-12 or K-12)
- 2085 MUSIC – JR HIGH (6-8 Middle/Jr High Endorsement Only)

OCCUPATIONAL THERAPY

- 7001 OCCUPATIONAL THERAPY (All Grades)

PHYSICAL EDUCATION/HEALTH/SAFETY

- 2017 HEALTH (PK-12)
- 2019 PHYSICAL ED/HEALTH/SAFETY (PK-12 or K-12)
- 2090 PHYSICAL ED-JR HIGH (6-8)

PHYSICAL THERAPY

- 7003 PHYSICAL THERAPY (All Grades)

ROTC

- 8015 ROTC (6-12 or 7-12)

READING

- 2021 READING SPECIALIST (PK-12 or K-12)

SCHOOL COUNSELOR

- 0524 ELEMENTARY COUNSELOR (K-8)
- 0525 SCHOOL COUNSELOR (PK-12 or ALL)
- 0526 SECONDARY COUNSELOR (7-12)

SCHOOL NURSE

- 7005 SCHOOL NURSE (PK-12 or ALL)

SCHOOL PSYCHOLOGIST

- 0517 SCHOOL PSYCHOLOGIST (PK-12 or ALL)

SCHOOL PSYCHOMETRIST

- 0519 SCHOOL PSYCHOMETRIST (PK-12 or ALL)

SCIENCE

- 6001 ANATOMY/PHYSIOLOGY (7-12)
- 6003 BIOLOGY (7-12)
- 6005 BOTANY (7-12)
- 6006 CHEMISTRY (6-12 or 7-12) (=Chemistry, General Science)
- 6009 EARTH SCIENCE (6-12 or 7-12) (=Earth, General Science)
- 6011 GENERAL SCIENCE (7-12)
- 6013 PHYSICAL SCIENCE (6-12 or 7-12) (Physical Science, General Science)
- 6015 PHYSICS (6-12 or 7-12) (Physics, General Science)
- 6017 ZOOLOGY (7-12)
- 6050 BIOLOGICAL SCIENCES (6-12) (=Anatomy/Physiology, Biology, Botany, General Science and Zoology)
- 6075 SCIENCE (6-8 Middle/Jr. High Endorsement Only)
- 8001 AERONAUTICS (7-12)

- 6007 COMPUTER APPLICATIONS (7-12)

SOCIAL STUDIES

- 6501 AMERICAN HISTORY (7-12)
- 6503 ANCIENT/MEDIEVAL HIST (7-12)
- 6505 BLACK HISTORY (7-12)
- 6507 CONSERV NAT RESOURCES (7-12)
- 6509 DEMOCRACY (7-12)
- 6511 ECONOMICS (7-12)
- 6513 GEOGRAPHY (7-12)
- 6515 INTERNATIONAL PROBLEMS (7-12)
- 6517 OKLAHOMA HISTORY (7-12)
- 6519 SOCIOLOGY/ANTHROPOLOGY (7-12)
- 6521 U.S. GOVERNMENT (7-12)
- 6523 WORLD HISTORY (7-12)
- 6550 U.S. HISTORY/OKLAHOMA HISTORY/GOVERNMENT/ECONOMICS (6-12)
- 6552 WORLD HISTORY/GEOGRAPHY (6-12)
- 6554 PSYCHOLOGY/SOCIOLOGY (6-12)
- 6575 SOCIAL STUDIES-JR HIGH
- 8013 PSYCHOLOGY (7-12)

SPECIAL EDUCATION

- 2501 EMOTIONALLY DISTURBED (N-12)
- 2503 HEARING IMPAIRED (N-12)
- 2505 LEARNING DISABILITY (N-12)
- 2507 MENTALLY HANDICAPPED (N-12)
- 2509 PHYSICALLY HANDICAPPED (N-12)
- 2511 VISUALLY HANDICAPPED (N-12)
- 2550 BLIND/VISUAL IMPAIRMENT (PK-12)
- 2552 DEAF/HARD OF HEARING (PK-12)
- 2556 MILD-MODERATE DISABILITIES (PK-12)
- 2558 SEVERE-PROFOUND, MULTIPLE DISABILITIES (PK-12)

SPECIAL EDUCATION REGISTRIES

NOTE: Registry training is no longer available for Other Health Impairment. (June 15, 2008)

- 9801 AUTISM (N-12)
- 9802 DEAF-BLINDNESS (N-12)
- 9803 MULTIPLE DISABILITIES (N-12)
- 9804 OTHER HEALTH IMPAIRMENT (N-12)
- 9805 TRAUMATIC BRAIN INJURY (N-12)

SPEECH/DRAMA/DEBATE

- 4013 SPEECH AND DRAMA – 1975 (PK-12)
- 4201 SPEECH AND DRAMA – 1984 (PK-12)
- 4250 SPEECH/DRAMA/DEBATE – 1997 (PK-12)

SPEECH-LANGUAGE PATHOLOGIST

- 0521 SPEECH/LANGUAGE PATHOLOGIST (PK-12 or ALL)
- 0523 SPEECH PATHOLOGIST (ALL)

TECHNOLOGY EDUCATION

- 8503 COMMUNICATION TECH (6-12)
- 8505 CONSTRUCTION TECH (6-12)
- 8507 MANUFACTURING TECH (6-12)
- 8509 ENG/PWR/TRANSP TECH (6-12)

TECHNOLOGY ENGINEERING

- 8501 GENERAL TECHNOLOGY ENGINEERING (6-12)
- 8550 TECHNOLOGY ENGINEERING (6-12)
- 8575 TECHNOLOGY ENGINEERING – JR HIGH (6-8 Middle/Jr High)
- 9001 TECHNOLOGY ENGINEERING /IA (6-12)*
- 9003 TECHNOLOGY ENGINEERING /IA (6-12)**

* METHOD I - COURSEWORK

** METHOD II - EXPERIENCE