



Application to Add Registry to an Oklahoma Special Education Certificate



FEE:

PLEASE LEAVE THIS SPACE BLANK

Name Last First Middle Maiden
Street or Rural Route Number
City State Zip Code
Daytime Telephone Number Evening Telephone Number
Other number where you can be reached? Electronic Mail Address

Social Security Number: [grid]

If your name has changed since your last certificate, please check. [checkbox]

PART I: CERTIFICATE AREA(S) DESIRED I hereby apply for the following special education registry training area(s):

TYPE OF SPECIAL EDUCATION REGISTRY TRAINING (Autism, Deaf-Blindness, Multiple Disabilities, Other Health Impairment, Traumatic Brain Injury)

PART II: CRIMINAL HISTORY DISCLOSURE STATEMENT

Pursuant to legislation, Title 70 O.S. 1991, § 3-104 and 3-104.1, every applicant is required to answer each of the following questions:

- 1. During the preceding ten-year period, have you been convicted of a felony? Yes \_\_\_ No \_\_\_
2. During the preceding ten-year period, have you been convicted of a crime involving moral turpitude? Yes \_\_\_ No \_\_\_
3. Have you ever been convicted in Oklahoma, whether upon a verdict or plea of guilty or upon a plea of nolo contendere (no contest), or received a suspended sentence for a crime or an attempt to commit a crime which is considered sexually related in nature? Yes \_\_\_ No \_\_\_
4. Have you ever been convicted, received a suspended sentence, or received a deferred judgment for a crime or attempted crime which was considered sexually related in nature in any other state or jurisdiction? Yes \_\_\_ No \_\_\_
5. Have you ever had adverse action taken against any educator certificate or license in Oklahoma or any other state or jurisdiction? Yes \_\_\_ No \_\_\_
6. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency in Oklahoma or any other state or jurisdiction? Yes \_\_\_ No \_\_\_
7. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in Oklahoma or in any other state or jurisdiction? Yes \_\_\_ No \_\_\_

If the answer to any of the preceding questions is "Yes," state on a separate sheet of paper the nature of the charge and in what court or jurisdiction you were charged/convicted. You may be required to obtain and provide to the Oklahoma State Department of Education official certified copies of all court and/or police records. The Oklahoma State Department of Education has the authority to require state and national (fingerprint-based) felony background checks on any applicant. If a background check is required, it will be at the applicant's expense.

Are you a United States citizen? Yes \_\_\_ No \_\_\_

If the answer is no, the following applies to you: Noncitizens of the United States are required to submit an unexpired United States Citizenship and Immigration Services (USCIS) employment authorization document with the application before an Oklahoma teaching credential may be issued. Also include a copy of your social security card.

Falsification of any information pertaining to certification can result in denial, withdrawal, or revocation of the Oklahoma teaching credential.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## IMPORTANT NOTICE

Title 68 O.S. § 238.1 requires that all license/certificate holders be in compliance with Oklahoma state income tax laws **before** a teaching license or certificate can be **renewed**.

The Department of Education is mandated to provide to the Oklahoma Tax Commission a list of individuals who are applying for a license/certificate renewal.

The Tax Commission will contact any person who appears to be in noncompliance.

Please contact the Oklahoma Tax Commission's Professional Compliance Unit, (405) 522-6800, with any questions.

## INSTRUCTIONS TO APPLICANT

- Processing fee is \$25. Payment can be made by check, cashier's check, or money order payable to the Oklahoma State Department of Education.
- Include registry training completion record or copy of registry training certificate with application.
- Submit completed application and fee to:

Oklahoma State Department of Education  
Professional Standards Section - Room 212  
2500 North Lincoln Boulevard  
Oklahoma City, Oklahoma 73105-4599

Telephone: (405) 521-3337

Web site: <<http://www.sde.state.ok.us>>