



### 1. Career Development Program Path for Paraprofessionals to Attain Teacher Certification

#### Prerequisites:

- › Bachelor's degree with 2.5 or higher
- › One year experience in a public school as a paraprofessional in a special education setting

#### Next Steps:

1. Pass the Mild/Moderate or Severe/Profound OSAT
2. After passing the test, complete a background check (\$57.25)
3. Submit Application for Oklahoma Paraprofessional to Apply for Teaching Certificate (\$30)

#### Converting to a Standard Certificate:

Over a three year period:

- › Complete 12 hours of college credit, including a minimum of 3 hours in reading instruction, to be determined and approved by an institution of higher education which has an accredited program related to the certificate area sought.
- › Successfully complete the PPAT
- › Complete at least one full school year of teaching service in a public or private school accredited by the State Board of Education.
- › Submit Application for Oklahoma School Certificate, Official transcript reflecting completion of the 12 hours, two favorable recommendations for a standard certificate, one from the district board of education and one from the chair/director of education from the program where the 12 hours were completed and \$50

#### Adding Additional Certificates:

A certified teacher may take and pass specific additional subject area tests to add additional areas to the teaching certificate. See examples below:

In order to teach in an elementary or early childhood setting, certified special education teachers must demonstrate content mastery by passing the Elementary or Early Childhood tests. This will allow for instruction **ONLY** in a special education setting. This **cannot** be used for instruction in a general education setting.

At this time, under this pathway, there is not a way to add middle or secondary certifications. Subsequently, para to teacher route **cannot** teach in a content area in the middle or secondary setting.

However, other alternative routes may be layered with the para to teacher route, in order to gain middle or secondary subject area certification.



Above information is a summary only and is not meant to replace or supersede information from the Oklahoma State Department of Education Teacher Certification Office. For specific guidance click here <https://sde.ok.gov/career-development-program-path-paraprofessionals-attain-teacher-certification>

## 2. Non-traditional Route to Special Education Certification (Boot Camp)

**\*Boot camp has three attendance options, state-level, district-level, and higher education programs.**

### Prerequisites:

- › Bachelor degree with 2.75 or higher

### Next Steps:

1. Recommendation from a representative at a school district or an institution of higher education
2. Complete background check (\$57.25)
3. Commit to continued education at a master's degree level
4. Complete a 150 clock hour boot camp program that includes 120 hours of training and 30 hours of field experience
5. Submit certificate of completion of an approved boot camp and Provisional Certificate Application and \$50, resulting in a one-year provisional certificate
6. Renew the one year provisional certificate after year one through submission of proof from an accredited college of successful completion of at least 6 credit hours toward a special education master's degree No additional fee for this renewal
7. Renew the one year provisional certificate after year two through submission of proof from an accredited college of another successful completion of at least 6 credit hours toward a special education master's degree. No additional fee for this renewal.

### Converting to a standard certificate:

Over a three year period:

- › Pass the Mild/Moderate or Severe/Profound
- › Complete a 18 hours toward a master's degree in special education – college must verify
- › Successfully complete the PPAT
- › Submit application for a standard certificate (\$50)

### Adding additional certificates:

A certified teacher may take and pass specific additional subject area tests to add additional areas to the teaching certificate. See examples below:



In order to teach in an elementary or early childhood setting, certified special education teachers must demonstrate content mastery by passing the Elementary or Early Childhood tests. This will allow for instruction **ONLY** in a special education setting. This **cannot** be used for instruction in a general education setting.

In order to teach in a middle or secondary setting, a certified special education teacher must pass a corresponding middle or secondary subject area test to teach that content area. This certificate can be used in the general education or special education settings.

Above information is a summary only and is not meant to replace or supersede information from the Oklahoma State Department of Education Teacher Certification Office. For specific guidance click here <https://sde.ok.gov/non-traditional-route-special-education-teacher-certification>

### 3. Alternative Placement Program

**\* Note: Special Education is NOT available for initial certification through this route. You must be alternatively certified in a core area and then you may test to gain a special education certificate.**

#### Prerequisites:

- ▶ Bachelor's degree with 2.5 or higher

#### Next Steps:

1. Submit Alternative Placement Application, transcript, resume and \$50 for admission to the program
2. Based on review of your transcript and resume, you will be assigned the subject area where you may test
3. Take and pass the OSAT in the area you have been approved to seek
4. Complete a background check (\$57.25)
5. Submit a final Alternative Placement Application (\$50)

#### Converting to an alternative standard certificate:

Over a three year period:

- ▶ Complete 6-18 hours of college credit or 90-270 hours of professional development to be approved by the school district
- ▶ Successfully complete the PPAT
- ▶ Submit documentation of above items, Alternative Placement Renewal Application, (\$50)

#### Adding additional certificates:

A certified teacher may take and pass additional subject area tests to add specific additional areas to the teaching certificate. See examples below:

In order to teach in a special education setting, a certified teachers must pass the mild/moderate or severe/profound OSAT.



In order to teach in a middle or secondary setting, a certified special education teachers must pass a corresponding middle or secondary subject area test to teach that content area. This certificate can be used in the general education or special education settings.

In order to teach in an elementary or early childhood setting, certified special education teachers must demonstrate content mastery by passing the Elementary or Early Childhood tests. This will allow for instruction **ONLY** in a special education setting. This **cannot** be used for instruction in a general education setting.

Above information is a summary only and is not meant to replace or supersede information from the Oklahoma State Department of Education Teacher Certification Office. For specific guidance click here <https://sde.ok.gov/oklahoma-alternative-placement-program-teacher-certification>

#### 4. Troops to Teachers Oklahoma

**\* Note: Special Education is NOT available for initial certification through this route. You must be alternatively certified in a core area and then you may test to gain a special education certificate.**

##### Prerequisites:

- Current, separated and retired members of the Army, Air Force, Navy, Marine Corps, Coast Guard, Reserve components and National Guard are eligible for Troops to Teachers program services.
- A member selected to participate in the program before separation or retirement may continue to participate after separation or retirement as long as the discharge is characterized as honorable.
- See <https://www.proudtoserveagain.com/About/Eligibility> for more information

##### Next Steps:

1. Upload DD-214 (member copy 4, Approved Voluntary Retirement Document, NGB22 (National Guard ONLY), Reserve Yearly Point Summary)
2. Apply for Troops to Teachers <https://www.proudtoserveagain.com/>
3. Upload Submit Alternative Placement Application, transcript, resume and \$50 for admission to the program
4. Based on review of your transcript and resume, you will be assigned the subject area where you may test
5. Take and pass the OSAT in the area you have been approved to seek
6. After passing the test, complete a background check (\$57.25)
7. Submit documentation of the above items, a final Alternative Placement Application, (\$50)



### **Converting to an alternative standard certificate:**

Over a three year period:

- › Complete required college credit courses, including Classroom Management and General or Specific Pedagogical principals (Teaching Methods)
- › Successfully complete the PPAT
- › Submit documentation of above items, Alternative Placement Renewal Application (\$50)

### **Adding additional certificates:**

A certified teacher may take and pass specific additional subject area tests to add additional areas to the teaching certificate. See examples below:

In order to teach in a special education setting, a certified teacher must pass the mild/moderate or severe/profound OSAT.

In order to teach in a middle or secondary setting, a certified special education teachers must pass a corresponding middle or secondary subject area test to teach that content area. This certificate can be used in the general education or special education settings.

In order to teach in an elementary or early childhood setting, certified special education teachers must demonstrate content mastery by passing the Elementary or Early Childhood tests. This will allow for instruction **ONLY** in a special education setting. This **cannot** be used for instruction in a general education setting.

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## **5. Earn a Master's Degree in Special Education**

### **Prerequisites:**

- › Earn a master's degree in special education from an accredited college or university

### **Next Steps:**

1. Pass a special education OSAT (Mild/Moderate, Severe/Profound, or Special Education Comprehensive)

**NOTE:** A candidate with a master's degree in special education is eligible to forego taking the special education OSAT by submitting a transcript, university degree plan and course descriptions to the Office of Educational Quality and Accountability (OEQA). If approved, the candidate may be certified without taking a special education OSAT.

2. Apply for Oklahoma teaching certificate (\$50)
3. Include official transcript, and background check (\$50)
4. Pass the PPAT within three years



### **Adding additional certificates:**

A certified teacher may take and pass specific additional subject area tests to add additional areas to their teaching certificate. See examples below:

In order to teach in a middle or secondary setting, a certified special education teachers must pass a corresponding middle or secondary subject area test to teach that content area.

In order to teach in an elementary or early childhood setting, certified special education teachers must demonstrate content mastery by passing the Elementary or Early Childhood tests. This will allow for instruction **ONLY** in a special education setting. This **cannot** be used for instruction in a general education setting.

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### **6. Adding Special Education Certification to my Existing Standard Early Childhood or Elementary Teaching Certificate**

#### **Prerequisites:**

- › Completion of a traditional teacher education program at a 4 year university which included student teaching in Elementary or Early Childhood Education
- › Hold a current teaching certificate in Elementary or Early Childhood Education

#### **Next Steps:**

1. Take and pass the Mild/Moderate and/or Severe/Profound OSAT
2. Complete the Application for Adding Areas to Existing Certificate form
3. Apply through single sign on or mail form and \$25 processing fee to OSDE

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### **7. Adding Special Education Certification to my Existing Standard Middle/Secondary subject area Teaching Certificate**

#### **Prerequisites:**

- › Completion of a traditional teacher education program at a 4 year university which included student teaching in Middle or Secondary Education
- › Hold a current teaching certificate in a Middle or Secondary subject area

#### **Next Steps:**

1. Take and pass the Mild/Moderate and/or Severe/Profound OSAT
2. Complete the Application for Adding Areas to Existing Certificate form
3. Apply through single sign on or mail form and \$25 processing fee to OSDE



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### **8. Micro-Credential Route to Severe-Profound Certification (two-year provisional certificate)**

#### **Prerequisites:**

- › Hold a current Oklahoma Mild/Moderate Teaching Certificate

#### **Next Steps:**

1. Commit to completing a state-approved Micro-Credential Severe-Profound Endorsement Program within two years
2. Complete the Application to the Micro-Credential Severe-Profound Endorsement Program
3. Submit the OSDE program application for review
4. Submit the OSDE Special Education Provisional License Application to the Office of Certification (\$50)

#### **Converting to an alternative standard certificate:**

Over a two year period:

- › Complete the micro-credential program (this program is self-paced online modules)
- › Apply for standard certification in the endorsement area of severe-profound

The state content area assessment (OSAT) is not required.

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#### **Long-Term Substitute Teacher:**

In the event that a suitable special education certified candidate is not available, the district may choose to utilize a non-certified candidate as a long-term substitute. Some circumstances may apply a limit for the number of days a long-term substitute may serve (see link below). If a district elects to fill a vacant special education position in this way, the candidate must complete the long-term sub modules, as assigned by the State Department of Education-Special Education Services. Completion of these modules will allow the candidate to provide instruction and assign grades for any subject area in a special education setting. However, this will not allow the candidate to serve as the Special Education Teacher of Record, carry a special education caseload, write an IEP or sign an IEP as the special education teacher. These functions must be carried out by a certified special education teacher.

Above information is a summary only and is not meant to replace or supersede information from the Oklahoma State Department of Education Office of Teacher Certification. For specific guidance click here <https://sde.ok.gov/long-term-substitues-special-education>



### Emergency Certification in content areas:

In order to be certified in a content area, superintendents may request an emergency certification under certain conditions;

- › A suitable certificate candidate cannot be located
- › The district has supporting documentation of a job posting
- › Teacher candidate must apply for the emergency request
- › Submit a request to the Oklahoma School Board of Education at least 14 days prior to that month's State Board of Education Meeting
- › Have a cleared certification background check on file at the OSDE at least 7 days prior to that month's State Board of Education Meeting

Above information is a summary only and is not meant to replace or supersede information from the Oklahoma State Department of Education Office of Certification. For specific guidance click here <https://sde.ok.gov/emergency-certification-administrator-use-only>

**NOTE:** There are **NO** emergency certificates for special education. It is expressly prohibited under IDEA.

**For additional information regarding certificate use, please see [Guidance Brief - Certificate Use](#)**

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The contents of this handout were developed under a grant from the U.S. Department of Education. However, the content does not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the federal government. Oklahoma State Department of Education, Special Education Services (405) 521-3351 | <http://sde.ok.gov/sde/special-education>