

Verification Process for Out-of-Country Teaching Experience

All items below are necessary for this agency to adhere to law when determining whether prior service qualifies as an allowable teaching year. If any item is incomplete, your request will not be processed.

- 1) Properly completed Out-of-Country Proof of Teaching Experience form (form and instructions attached).
- 2) Copy of teaching credential(s) to cover all years being verified. If certificates are/were not issued in said country, teacher must provide a letter from governing body (i.e., Ministry of Education) stating this as fact and verifying the “teacher” status of applicant during said years.
- 3) Letter from governing body verifying that school was accredited/endorsed/recognized by approved entity.

Law also requires requesting teacher to have any/all forms, in a language other than English, analyzed by an evaluation service and submitted in the English translation. **(70 O.S. § 18-114-14)**

C. Any of the degrees referred to in this section shall be from a college recognized by the State Board of Education. The Board shall accept teaching experience from out-of-state school districts that are accredited by the state board of education or appropriate state accrediting agency for the districts. The Board shall accept teaching experience from out-of-country schools that are accredited or otherwise endorsed by the appropriate national or regional accrediting or endorsement authority. Out-of-country certification documentation in a language other than English shall be analyzed by an educational credential evaluation service in accordance with industry standards and guidelines and approved by the State Department of Education. The person seeking to have credit granted for out-of-country teaching experience shall be responsible for all costs of the analysis by a credential evaluation service. The Board shall accept teaching experience from primary and secondary schools that are operated by the United States Department of Defense or are affiliated with the United States Department of State.

Submit completed form, along with all required documents, to:

If applying for Oklahoma certification, mail documents to:

Oklahoma State Department of Education
Attn: Teacher Certification
2500 N Lincoln Blvd, Suite 212
Oklahoma City, OK 73105

If Oklahoma certification is currently held, mail documents to:

Oklahoma State Department of Education
Attn: School Personnel Records
2500 N Lincoln Blvd, Suite B10
Oklahoma City, OK 73105