OKLAHOMA
STATE DEPARTMENT of EDUCATION

JANET BARRESI
STATE SUPERINTENDENT of PUBLIC INSTRUCTION

PROOF OF TEACHING EXPERIENCE
OUT-OF-STATE OR OKLAHOMA NONPUBLIC SCHOOLS

Professional Standards Section, Room 212
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599

(Type or use a ball-point pen and press hard to make a clear copy.)

01-103POT

FOR OFFICIAL USE ONLY

TEACHER NUMBER: _____

CREDENTIALS VERIFIED: _____

Teacher's Name: _____ Social Security Number: _____ _____ _____
Last First Middle Maiden

Oklahoma school where currently employed: _____ _____
(If applicable) County District

This record is for the Oklahoma State Board of Education to evaluate the experience of the person indicated above. In order to evaluate this experience ALL information must be completed. This information will be used for determining salary increments, retirement credit, and/or for teacher certification.

ACCREDITATION STATUS:

☐ Yes, the school was accredited for the years listed below.
Name of Accrediting Agency: _____

☐ No, the school was **NOT** accredited for the years listed below.

CERTIFICATION STATUS:

☐ Yes, the teacher held a valid state teaching credential during the years listed below.*
State: _____ (Two Letter Code) Validity Dates: _____ (MM/DD/YY) through _____ (MM/DD/YY)

☐ No, the teacher did **NOT** hold a valid teaching credential during the years listed below.

NAME AND ADDRESS OF THE OUT-OF-STATE OR NONPUBLIC SCHOOL

_____
Name of School

_____
Street Address City State Zip Code

_____ (_____) _____
Print Name and Title of Certifying Official Telephone Number

USE A SEPARATE LINE FOR EACH SCHOOL YEAR AND COMPLETE ALL COLUMNS

State	County	School District or Institution	Dates of Service From (Mo Day Yr)	Dates of Service To (Mo Day Yr)	Position/Grade	Full Day or Fraction of Day Employed	Actual Number of Days Employed	Number of Days in Full Year	Signature of Certifying Official SIGN EACH LINE

PLEASE INCLUDE A COPY OF YOUR OUT-OF-STATE TEACHING CERTIFICATE THAT WAS VALID DURING THE ABOVE DATES.

Per Oklahoma State Statute Title 70 § 18-114.7, teaching credit can be granted only for out-of-state teaching experience obtained in an accredited school system while the teacher was certified to teach or who received special approval to teach by the state's licensing authority. For the purpose of state salary increments and retirement, no teacher shall be granted credit for more than five years of out-of-state teaching experience as a certified teacher.

Send one copy to School Personnel Records and one copy to the Professional Standards Section.