Oklahoma State Department of Education

Oklahoma Educator Credentialing System

Educator Certification User Guide
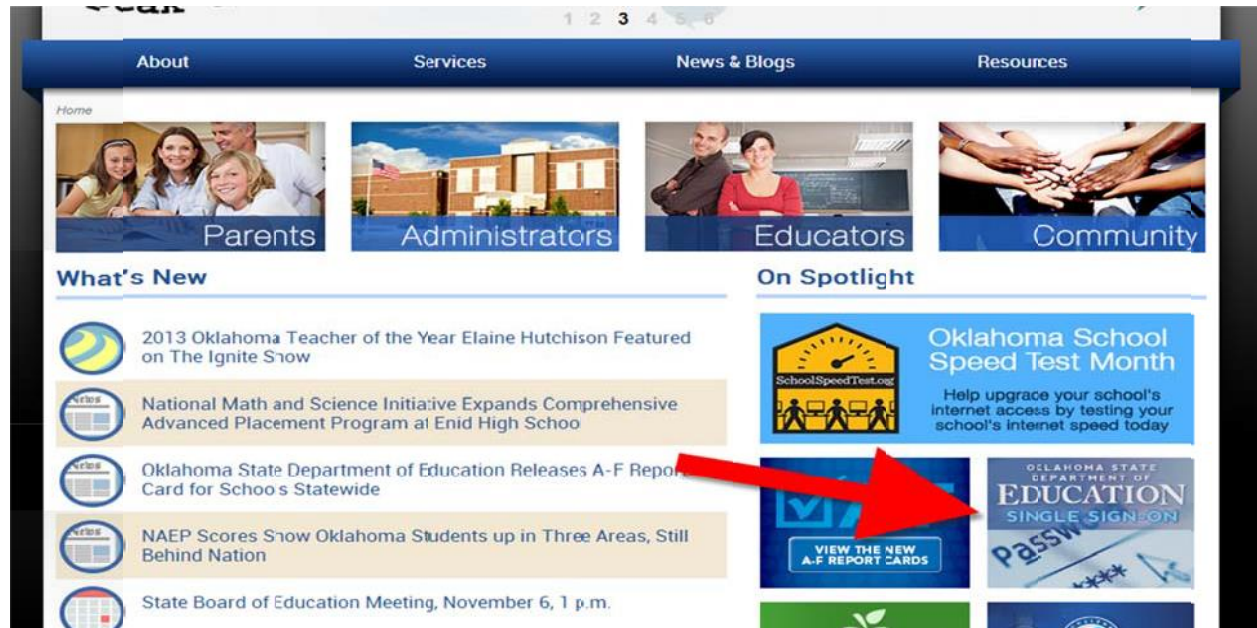
Table of Contents

Getting Started

Begin by accessing the Oklahoma State Department of Education website.

- http://www.ok.gov/sde/
- From the home page click on the link in blue labeled **Single Sign On** to access your account

Creating a New User Account

- If you have never created an account to manage various school or state reports or your own teacher records you will need to create a user account.
    - Click, **Are you a new user? Click here to create an account**
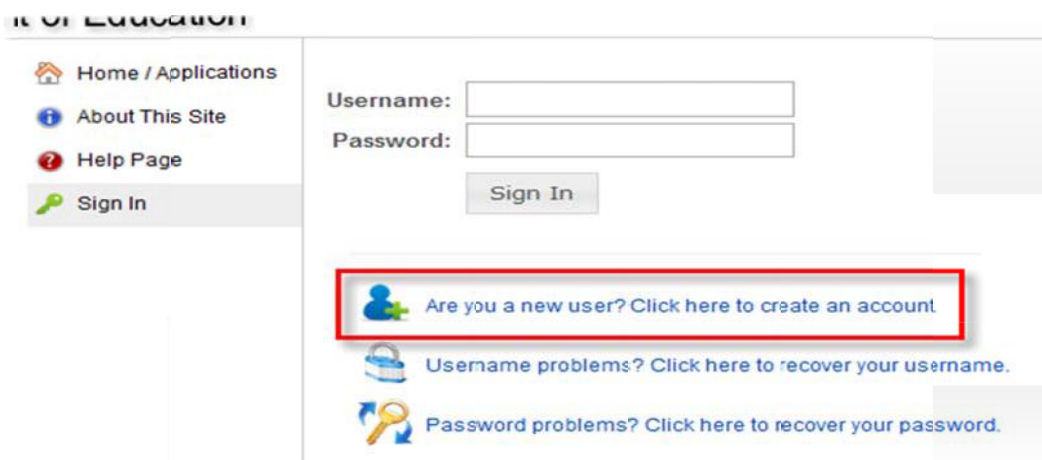
Create a New Us r Account Wizard Steps

Step 1

- F ll in the blanks with the required information
- Use the drop down menus to fill in your **Date of Birth**
- Click **Next**

The username and email address must be unique. Only one email address can be tied to an account for if you ever forget your password the system will send you an email to reset your password. The username can only be tied to one account as it is a searchable option when locating accounts in the SSO system.

Step 2

- Select a **Secret Question** from the drop down menu
- Enter your answer to each question
- Click **Next**

- Here is an example of the Secret Question bank
- Once you choose a question it will not appear on next question selection bank

Step 3

On this step you will indicate whether the Oklahoma State Department of Education holds an educator file for you or if you are just beginning the certification process.

- If you currently hold an Oklahoma teaching certificate, are needing to complete a college recommendation, Career Tech recommendation, or a Teach for America recommendation you will highlight the bubble, **I DO want to access my Oklahoma certification records**. Enter your teacher number if you have one and know it, or you can use your social security number to verify your identity and link your Single Sign On (SSO) account with your Oklahoma teacher record.
- If you are working on getting your Oklahoma teacher certification but have not submitted paperwork you will highlight the bubble, **I do NOT want access to my Oklahoma certification records**. You can continue creating your account but you will not have access to the **Oklahoma Educator Credentialing System** until paperwork has been submitted.

Create A User Account   Home > Create A User Account

Create A User Account - Step 3 of 4

Use this form to create an account.

Please enter the information below and click the Next button.

Would you like to access your Oklahoma certification records? If so, provide your Teacher Number or SSN.
- ⦿ I do NOT want to access my Oklahoma certification records.
- ◯ I DO want to access my Oklahoma certification records.

Note: Teacher Number or Social Security Number is required.   *

Teacher Number: [   ]

Social Security Number: [   ]

Cancel   Previous Step   Next

Step 4

Once the system finds your teacher file it will link your Single Sign On account with your Oklahoma online teacher file. This last step is a summary of your Single Sign On account. Once you click **Submit** it will bring you back to the log in page.

Create A User Account   Home > Create A User Account

I found   ⊠

Create A User Account - Step 4 of 4

New User Account Summary Page
Please enter the information below and click the Submit button.

User Name:	Tester1
Password:	Password
First Name:	
Last Name:	
Primary Email Address:	@yahoo.com
2nd Email Address:	
Phone:	
Phone Extension:	
Fax:	
Secret Question 1:	What is your father's middle name?
Secret Answer 1:	Adam
Secret Question 2:	What town were you born in?
Secret Answer 2:	Oklahoma city
Secret Question 3:	What was your high school mascot?
Secret Answer 3:	Tiger
Teacher Number:	
Social Security Number:	
County Code:	
District Code:	
Site Code:	

Cancel   Previous Step   Submit

Step 4

If you do not have an   xisting Oklahoma educator record with the Oklahoma State Department of Education this is an example of what you will see for step 4.

Create A User Account

Home > Create A User Account

Create A User Account - Step 4 of 4

New User Account Summary Page

Please enter the information below and click the Submit button.

User Name:	tester1
Password:	Password
First Name:	
Last Name:	
Primary Email Address:	@yahoo.com
2nd Email Address:	
Phone:	
Phone Extension:	
Fax:	
Secret Question 1:	What is your mother's maiden name?
Secret Answer 1:	
Secret Question 2:	What make was your first car or bike?
Secret Answer 2:	
Secret Question 3:	What was the name of your first school?
Secret Answer 3:	
Teacher Number:	
Social Security Number:	

Cancel   Previous Step   Submit

After you have created your account and later you need access to your Oklahoma educator record you may do so by clicking   n the link, **Your Account**.

- Click on the link, **Edit Account**

- Enter you Teacher Number or Social Security Number

- Click Submit

Logging into th system

Enter your username and password to log into the system.

Home Single Sign On menu

The menu for the SSO system gives links to

- Home/Applications
    - o This tab takes you to the Single Sign On home page
- Your Account
    - o This tab is where your login information is held. If you need to make changes you would do so here.
- About this site
    - o This tab gives information about the Single Sign On system
- Helpful Links
    - o Located in this tab are links to the SDE service desk. Should you have issues regarding the system you would notify them and someone from the help desk could walk you through the system. Also located is a link to the Oklahoma State Department of Education home page, Accountability at a Glance, and the Wise Tool Online.

- S gn Out
  - This is the link you would use to log out of the system.

Your Account

From here you can manage your Single Sign On profile. Below your profile information are tabs to make updates to each section.

When you click on the first tab this edits your account information.

- Make your ch nges
- Click **Submit**

The second tab allows you to make changes to your username

- Update your username
- Click **Submit**

The third tab allows you to update your password information

- Create a new password
- Click **Submit**

The fourth tab allows you to make changes to your security questions

- Select a new **Secret Question** from the drop down menu
- Enter your new answer in the box below
- Click **Submit**

At any time if you decide to cancel any of the update wizards the system will ask to confirm before it exits the wizard without saving your changes. B   low is an example of the pop up conformation.
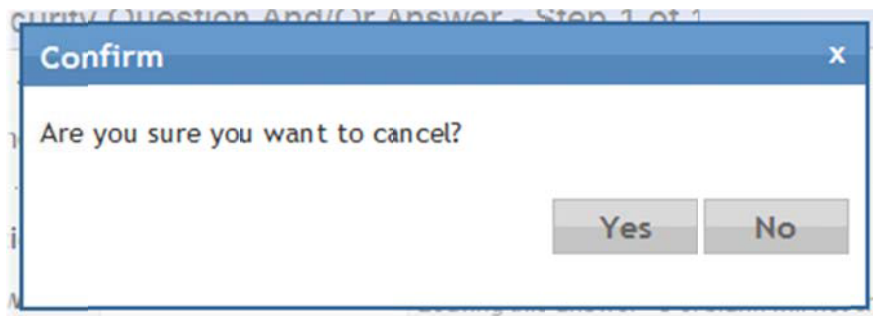
Help Page

Should you have questions regarding the Single Sign On system or an application within the system you can send these to the help desk.

- Click on the **SDE Service Desk** link.

From here you can either

- Call the Service Desk number
- Send an email to the Service Desk

Sign Out

The Sign Out tab logs you out of the system. By clicking on this link it takes you back to the log in page.
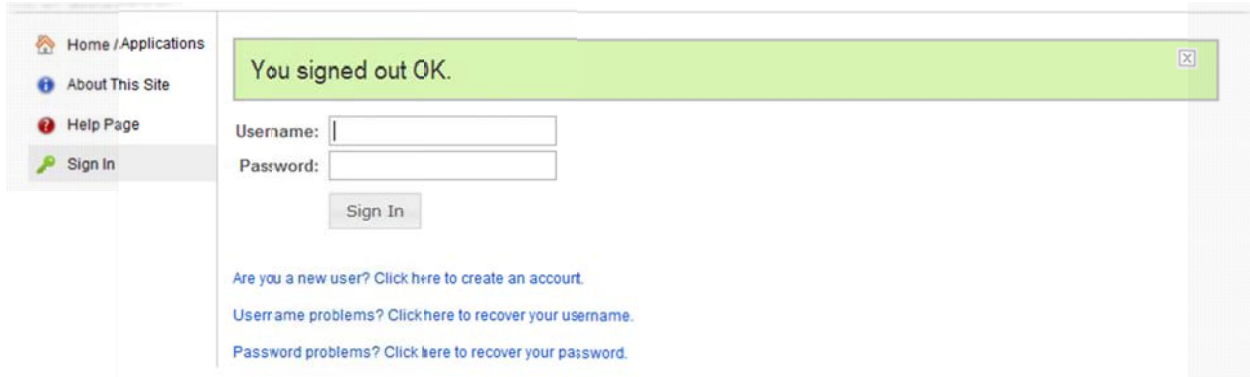
Recov ring your Username or Password

If you forget your login information you can use the links below to have the system send you a link to reset your information.
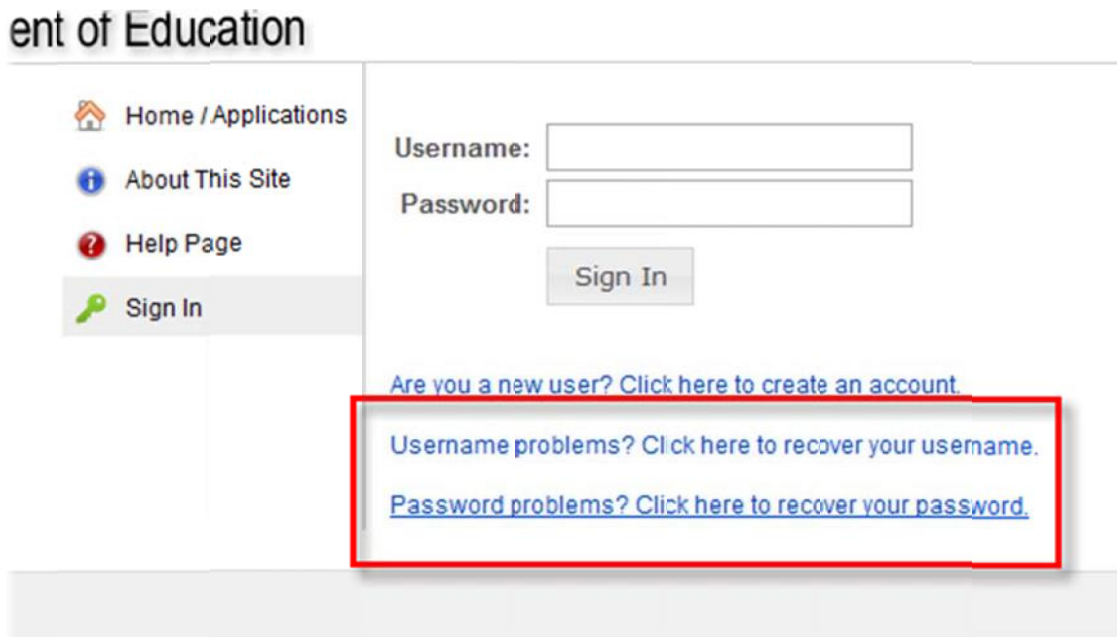
By clicking on either link depending on what inf   rmation you are needing to reset you will need to enter your email address. This address must match the email address listed in your profile.

- Enter your email address
- Click **Submit**
- The system will send an email to you with a link to reset your profile information

Recover Your Username　　　　　　　　　　　Home > Recover Your Username

Forgot Username - Step 1 of 1

Use this form to recover your username.

Please enter the information below and click the Submit button.

Primary Email Address: [　　　　　　　　　　　　　]　　　　　　　*

Cancel　　Submit

Recover Your Password　　　　　　　　　　　Home > Recover Your Password

Forgot Password - Step 1 of 1

Use this form to recover your password.

Please enter the information below and click the Submit button.

- Enter your email address and click the Submit button.
- You will receive an email containing further instructions on how to reset your password.
- Be sure to look in your spam or junk folders if you do not receive an email shortly after submitting this form.

Primary Email Address: [　　　　　　　　　　　　　]　　　　　　　*

Cancel　　Submit

Once you have received the email to reset your login you will click on the provided link.

> Note: Based on your email provider the image below might not appear exactly as shown.

- Click on the highlighted link

- You will have 3 attempts to answer your security questions correctly

- Once you have successfully answered the questions you will be prompted to create a new password.
- Click **Submit**
- The Single Sign On home page will pop up

OECS

After successfully logging in or creating your account, the System Listing screen is displayed.

By clicking the **Educator** link you will be navigated to the educator's home page.

The Home Page welcomes the educator with informational news bulletins, as well as a link to view their credentials and if applicable, a link to apply for recommendations, renew credentials and/or adding additional credential areas.

Applying for College Recommendations View

Renewing Educator Credentials View

Help with Wizard steps

After clicking apply or renew the 7 step wizard is launched.

Step 1

Fill in the information that is required marked with the * sign as well as any other applicable information that pertains to you.

If you are a US citizen click the **Yes** bubble and click **Next**. If you are not a US citizen you will click the **No** bubble and fill in your work expiration date and click **Next** to continue to step 2 in the wizard.

Note: Gender, Birth Date, and Ethnicity do not have the * sign but they are required to be filled out to continue to step 2.

Renew Educator Certificate - Step 1 of 7

You are renewing an educator certificate.

Please update your profile information and click the Next button.

Teacher Number:
SSN: *
Prefix:
First Name: *
Middle Initial:
Last Name: *
Maiden Name:
Print Name:

To request an official name change you must mail or fax (405-522-1520) a request form with copy of your SSN card.
Click Here for Request Name Change Form

Suffix:
Gender:
Birth Date: MM/DD/YYYY
Ethnicity:
US Citizen: ⊙ Yes ○ No
Work Expiration Date: MM/DD/YYYY
Required i Non US Citizen

Once you have entered the required data click on the Next button.

⊙ Continue - Please continue the wizard.
○ Cancel - Please cancel the wizard.

Next →

Step 2

Update the required boxes and click **Next**.

If your address has not changed continue to **step 3**.

Renew Educator Certificate - Step 2 of 7

You are renewing an educator certificate.

Please update your address information and click the Next button.

Mailing Address: *
City: *
Country Code: *
State Code: *
Zip Code: *
Zip Plus4:

Once you have entered the required data click on the Next button.

⊙ Continue - Please continue the wizard.
○ Cancel - Please cancel the wizard.

← Previous   Next →

Step 3

Fill in the applicable information and click **Next**.

Step 4

Answer the Criminal History Disclosure questions and click the check box confirming you are the person that holds the credential being renewed. Checking the box is your electronic signature for the statement.

Note: When answering these questions mark the bubbles correctly. If you mark a bubble **Yes** in error you will need to send in an information update form which is found on the SDE website, and this may delay your application/renewal process.

Renew Educator Certificate - Step 4 of 7

You are renewing an educator certificate

Please answer the following required questions of the Criminal History Disclosure Statement.

Yes No Question

1. ○ ○ During the preceding ten-year period, have you been convicted of a felony

2. ○ ○ During the preceding ten-year period, have you been convicted of a crime involving moral turpitude

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

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

5. ○ ○ Have you ever had adverse action taken against any educator certificate or license in Oklahoma or any other state or jurisdiction

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

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

☐ Click the check box to the left to confirm that you are the person who holds the credential being renewed, and that the background questions above were answered honestly by the holder of the renewing credential.

Once you have answered the Background question click on the Next button.

◉ Continue - Please continue the wizard.
○ Cancel - Please cancel the wizard.

Previous   Next

Step 5

Here you will enter in your credit/debit card information for online payment.

Fill in the required information boxes noted by the * sign.

Verification code is the 3 or 4 digit code located on the back of your card under the magnetic strip to the right of the signature box.

Credit Card Street is the billing address where the statement is mailed.

Note: Fee type, amount, processing fee, and total renewal fee are grayed out because those are the only options for those boxes.

Renew Educator Certificate - Step 5 of 7

You are renewing an educator certificate.

Please enter your payment information and click Next.

Fee Type: REN - Renewal ($50.00)

Credit Card #: * no spaces or dashes

Expiration Date: * (Example: 08/2011)

Verification Code: *

Please provide the name on the credit card. You must also provide the billing address for the credit card being used and this address must match the address on the credit card statement (the holder of the credit card's address, not the bank's address).

Name on Credit Card: *

Credit Card Street: *

Credit Card Zip: *

Amount: 50.00 *

Processing Fee: 2.00 *

Total Renewal Fee: $52.00 *

Once you have entered the required data click on the Submit button.

◉ Save - Please save the fee information.
○ Cancel – Please cancel the wizard.

Previous   Next

Step 6

This step is to review your information to make sure it is all correct.

By clicking **Next** you will be submitting your information to our database and your credit/debit card will be processed by clicking the **Next** button.

If you discover a change you need to make click the **(edit)** button next to the information type to make the update.

You will not receive a eceipt along with your certificate. You can print this page and this can act at your receipt if you need verification for billing or reimbursement purposes or you can contact OSF Helpdesk and they will be able to email you a receipt.

Renew Educator Certificate - Step 6 of 7

You are renewing an educator certificate.

Please review the information below. Once you have reviewed the information click the Renew link. By clicking the renew link you are electronically signing this renewal application and authorizing the Oklahoma State Department of Education to charge your credit card for the listed renewal amount.

— Profile ——————————————— (edit)

Name:

SSN: Birth Date:

Gender: Maiden:

Print Name: Ethinicity:

— Address ——————————————— (edit)

Address 1:

City State, Zip:

Country:

— Contact ——————————————— (edit)

Work Phone:

Email Address:

— Payment ——————————————— (edit)

Credit Card #:

Expiration Date:

CC Verification:

CC Name:

CC Street:

CC Zip:

Amount: $52.00

Once you have reviewed the information click on the Submit button to renew your credentials. After clicking submit, it may take up to one minute to approve the transaction. Do not refresh the screen or click on any buttons or you may be double charged.

⊙ Renew - Please renew my credentials.

◯ Cancel - Please cancel the wizard.

← Previous   Next →

Step 7

This last step is to verify your information was sent and is being processed.

Click **Submit** and your credentials page will come up and you will see your certificate.
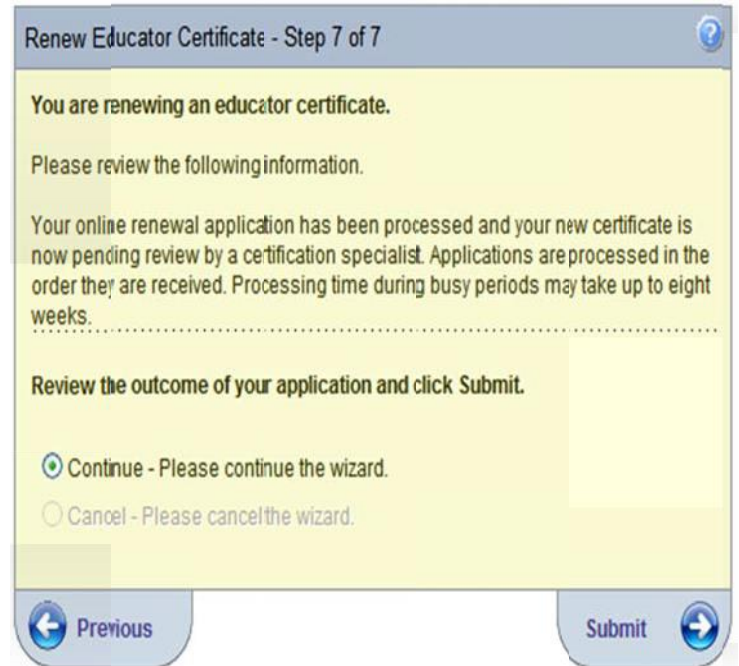
The highlighted purple row shows the certificate you just applied for or renewed. The status column is if your file needs to be sent to a specialist to review before it can be renewed if you had requirements that needed to be met in order to renew. The application date is the date you did the online renewal. The process can take up to a few weeks depending on the volume of renewals and applications the office receives. You can check periodically to see if your certificate has been printed. When it is printed in the **Printed?** column it will have the date it was printed. Once they are printed you will receive your certificat   within a week of the print date.

Requesting Duplicate Copies

After your certificate has been issued you are able to request a duplicate copy online.

- Log into the OECS system
- Click My Cred ntials or View My Credentials
- Click Request Duplicate next to the valid certificate

Step 1

- Verify or update your profile information
- Click **Next**

Step 2

- Verify or update your address information
- Click **Next**

Online Duplicate Request Application - Step 2 of 7

You are applying for a Duplicate Certificate Request Application

Please update your address information and click the Next button.

Mailing Address: _____*

City: _____*

Country Code: _____*

State Code: _____*

Zip Code: _____*

Zip Plus4: _____

Once you have entered the required data click on the Next button.

◉ Continue - Please continue the wizard.

○ Cancel - Please cancel the wizard.

⟵ Previous   Next ⟶

Step 3

- Verify or update your contact information
- Click **Next**

Online Duplicate Request Application - Step 3 of 7

You are applying for a Duplicate Certificate Request Application

Please update your contact information and click the Next button.

Work Phone: ( ) - ext. _____

Home Phone: ( ) -

Alternate Phone: ( ) -

Fax Phone: ( ) -

Email Address: _____

Website: _____

Once you have entered the required data click on the Submit button.

◉ Save - Please save the profile information.

○ Cancel - Please cancel the wizard

⟵ Previous   Next ⟶

Step 4

- Select the number of copies you would like to have
- Click **Next**

Online Duplicate Request Application - Step 4 of 7

You are applying for a Duplicate Certificate Request Application

Number of Duplicates Requested for **XXXXXXXXXXXXX** [ ] ($25 each)

- Continue - click to continue to the next step
- Cancel - Please cancel the wizard

Previous   Next

Step 5

Here you will enter in your credit/debit card information for online payment.

Fill in the required information boxes noted by the * sign.

Verification code is the 3 or 4 digit code located on the back of your card under the magnetic strip to the right of the signature box.

Credit Card Street is the billing address where the statement is mailed.

Note: Fee type, amount, processing fee, and total renewal fee are grayed out because those are the only options for those boxes.

Online Duplicate Request Application - Step 5 of 7

You are applying for a Duplicate Certificate Request Application

Please enter your payment information and click Next.

Fee Type: DUP - Duplicate ($25.00)

Credit Card #: [ ] * no spaces or dashes

Expiration Date: [ ] * (Example: 08/2011)

Verification Code: [ ] *

Please provide the name on the credit card. You must also provide the billing address for the credit card being used and this address must match the address on the credit card statement (the holder of the credit card's address, not the bank's address).

Name on Credit Card: [ ] *

Credit Card Street: [ ] *

Credit Card Zip: [ ] *

Amount: 25.00 *

Processing Fee: 2.00 *

Total Renewal Fee: $27.00 *

Once you have entered the required data click on the Submit button.

- Save - Please save the fee information.
- Cancel - Please cancel the wizard.

Previous   Next

Step 6

This step is to review your information to make sure it is all correct.

By clicking **Duplicate Request** you will be submitting your information to our database and your credit/debit card will be processed by clicking the **Duplicate Request** button.

If you discover a change you need to make click the **(edit)** button next to the information type to make the update.

You will not receive a eceipt along with your certificate. You can print this page and this can act at your receipt if you need verification for billing or reimbursement purposes or you can contact OSF Helpdesk and they will be able to email you a receipt.

Online Duplicate Request Application - Step 6 of 7

You are applying for a Duplicate Certificate Request Application

Please review the information below. Once you have reviewed the information click the Duplicate Request link. By clicking the Duplicate Request link you are electronically signing this application and authorizing the Oklahoma State Department of Education to charge your credit card for the listed application amount.

Profile (edit)
- Name:
- SSN: Birth Date:
- Gender: Maiden:
- Print Name: Ethinicity:

Address (edit)
- Address 1:
- City State, Zip:
- Country:

Contact (edit)
- Work Phone:
- Home Phone:
- Alternate Phone:
- Email Address:

Payment (edit)
- Credit Card #:
- Expiration Date:
- CC Verification:
- CC Name:
- CC Street:
- CC Zip:
- Amount: $52.00

Once you have reviewed the information click on the Duplicate Request button to submit your application. After clicking submit, it may take up to one minute to approve the transaction. Do not refresh the screen or click on any buttons or you may be double charged.

○ Duplicate Request - Please accept my duplicate request application.
○ Cancel - Please cancel the wizard.

← Previous   Duplicate Request →

Step 7

This last step is to verify your information was sent and is being processed.

Click **Submit** and your credentials page will come up and you will see your certificat .

Online Duplicate Request Application - Step 7 of 7

You are applying for a Duplicate Certificate Request Application

Please review the following information.

You have successfully applied for a duplicate of your Oklahoma teaching credential.

Your duplicate request will be processed and your cericate will be printed and mailed.

Review the outcome of your application and click Submit.

⊙ Continue - Please continue the wizard.

○ Cancel - Please cancel the wizard.

Submit

Adding an Area

If you have taken a subject area test there will be a link for you to have the area added to your certificat .

If you have taken more than one test they will be automatically checked to have them added to your credentials using one add area application. If you don't want a test added simply uncheck the box for that test.

Once you have selected the tests you would like to have added to your credentials follow the link **Click Here to Add the Selected Areas** to launch the Add Area From Test Application wizard.

Step 1

- Verify or update your profile information

- Click **Next**

Add Area From Test Application - Step 1 of 7

You are applying to have additional areas added to your Oklahoma teaching credentials.

Please update your profile information and click the Next button.

Teacher Number:

SSN:

Prefix:

First Name:

Middle Initial:

Last Name:

Maiden Name:

Print Name:

To request an official name change you must mail or fax (405-522-1520) a request form with copy of your SSN card.

Click Here for Request Name Change Form

Suffix:

Gender:

Birth Date: MM/DD/YYYY

Ethnicity:

US Citizen: ⦿ Yes   ○ No

Work Expiration Date: MM/DD/YYYY

Required if Non US Citizen

Once you have entered the required data click on the Next button.

⦿ Continue - Please continue the wizard.

○ Cancel - Please cancel the wizard.

Next

Step 2

- Verify or update your address information
- Click **Next**

Step 3

- Verify or update your contact information
- Click **Next**

Step 4

Answer the Criminal History Disclosure questions and click the check box confirming you are the person that holds the credential being renewed. Checking the box is your electronic signature for the statement.

Note: When answering these questions mark the bubbles correctly. If you mark a bubble **Yes** in error you will need to send in an information update form which is found on the SDE website, and this may delay your application/renewal process.

Add Area From Test Application - Step 4 of 7

You are applying to have additional areas added to your Oklahoma teaching credentials.

Please answer the following required questions of the Criminal History Disclosure Statement.

Yes No Question

1. ○ ⊙ During the preceding ten-year period, have you been convicted of a felony

2. ○ ⊙ During the preceding ten-year period, have you been convicted of a crime involving moral turpitude

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

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

5. ○ ⊙ Have you ever had adverse action taken against any educator certificate or license in Oklahoma or any other state or jurisdiction

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

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

☐ Click the check box to the left to confirm that you are applying to add additional endorsement areas to your Oklahoma teaching credential and that the background questions above were answered honestly.

Once you have answered the Background question click on the Next button.

⊙ Continue - Please continue the wizard.
○ Cancel - Please cancel the wizard.

Previous   Next

Step 5

Here you will enter in your credit/debit card information for online payment.

Fill in the required information boxes noted by the * sign.

Verification code is the 3 or 4 digit code located on the back of your card under the magnetic strip to the right of the signature box.

Credit Card Street is the billing address where the statement is mailed.

Note: Fee type, amount, processing fee, and total renewal fee are grayed out because those are the only options for those boxes.

Add Area From Test Application - Step 5 of 7

You are applying to have additional areas added to your Oklahoma teaching credentials.

Please enter your payment information and click Next.

Fee Type: AREA - Additional Area ($25.00)

Credit Card #: * no spaces or dashes

Expiration Date: * (Example: 08/2011)

Verification Code: *

Please provide the name on the credit card. You must also provide the billing address for the credit card being used and this address must match the address on the credit card statement (the holder of the credit card's address, not the bank's address).

Name on Credit Card: *

Credit Card Street: *

Credit Card Zip: *

Amount: 25.00 *

Processing Fee: 2.00 *

Total Renewal Fee: $27.00 *

Once you have entered the required data click on the Submit button.

◉ Save - Please save the fee information.
○ Cancel - Please cancel the wizard.

Previous   Next

Step 6

This step is to review your information to make sure it is all correct.

By clicking **Next** you will be submitting your information to our database and your credit/debit card will be processed by clicking the **Next** button.

If you discover a change you need to make click the **(edit)** button next to the information type to make the update.

You will not receive a   eceipt along with your certificate. You can print this page and this can act at your receipt if you need verification for billing or reimbursement purposes or you can contact OSF Helpdesk and they will be able to email you a receipt.

Add Area From Test Application - Step 6 of 7

You are applying to have additional areas added to your Oklahoma teaching credentials.

Please review the information below. Once you have reviewed the information click the Apply link. By clicking the Apply link you are electronically signing this application and authorizing the Oklahoma State Department of Education to charge your credit card for the listed application amount.

— Profile ———————————————————— (edit)
    Name:
    SSN: Birth Date:
    Gender: Maiden:
    Print Name: Ethinicty:

— Address ———————————————————— (edit)
    Address 1:
  City State, Zip:
    Country:

— Contact ———————————————————— (edit)
    Work Phone:
    Home Phone:
  Alternate Phone:
  Email Address:

— Payment ———————————————————— (edit)
  Credit Card #:
 Expiration Date:
 CC Verification:
    CC Name:
    CC Street:
    CC Zip:
    Amount: .

Once you have reviewed the information click on the Apply button to submit your credential application. After clicking submit, it may take up to one minute to approve the transaction. Do not refresh the screen or click on any buttons or you may be double charged.

◉ Apply - Please accept my credential application.
◯ Cancel - Please cancel the wizard.

⬅ Previous   Apply ➡

Step 7

This last step is to verify your information was sent and is being processed.

Click **Submit** and your credentials page will come up and you will see your areas have been added to your certificate.
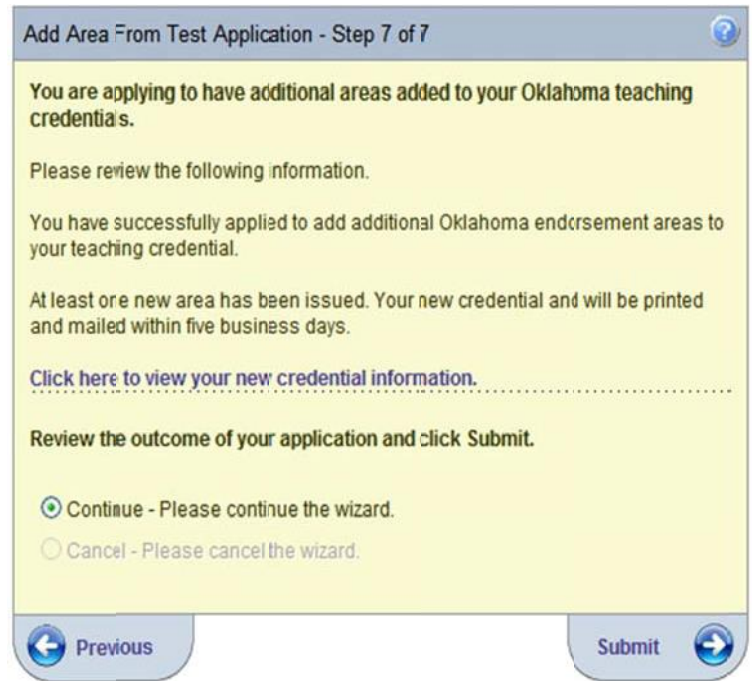
After you have finished the wizard the system will take you to your credentials page. If you look under the Areas for selected certificate you will see the area(s) that you just added with that day's date as the application date, issued date, and effective date. Under certificates in the **Printed?** column it will say Queued. Once it is reprinted with the added areas it will have the date it was printed and you will receive it in the mail within 5 business days.

Area	Description	Status	Recommend	App Date	Issued	Effective	Expires
4501-98	HOME ECONOMICS (Grades 6 to 12)	Issued		3/22/2010	3/22/2010	3/1/2010	6/30/2015
6003-98	BIOLOGY (Grades 6 to 12)	Issued		3/22/2010	3/22/2010	3/1/2010	6/30/2015
6006-98	CHEMISTRY (Grades 6 to 12)	Issued		3/22/2010	3/22/2010	3/1/2010	6/30/2015
6009-98	EARTH SCIENCE (Grades 6 to 12)	Issued		4/1/2010	4/1/2010	4/1/2010	6/30/2015
6011-98	GENERAL SCIENCE (Grades 6 to 12)	Issued		3/22/2010	3/22/2010	3/1/2010	6/30/2015
6013-98	PHYSICAL SCIENCE (Grades 6 to 12)	Issued		3/22/2010	3/22/2010	3/1/2010	6/30/2015
6055-77	SCIENCE (Grades 5 to 8)	Issued		3/22/2010	3/22/2010	3/1/2010	6/30/2015
6075-95	SCIENCE(Grades 6 to 8 (Middle School))	Issued		3/22/2010	3/22/2010	3/1/2010	6/30/2015
6513-98	GEOGRAPHY (Grades 6 to 12)	Issued		4/1/2010	4/1/2010	4/1/2010	6/30/2015
6517-98	OKLAHOMA HISTORY (Grades 6 to 12)	Issued		4/1/2010	4/1/2010	4/1/2010	6/30/2015
6560-77	SOCIAL STUDIES (Grades 5 to 8)	Issued		3/22/2010	3/22/2010	3/1/2010	6/30/2015
6575-95	SOCIAL STUDIES (Grades 6 to 8 (Middle School))	Issued		3/22/2010	3/22/2010	3/1/2010	6/30/2015
7517-97	VOCATIONAL HOME ECONOMICS (Grades 9 to 12 Vocational)	Issued		3/22/2010	3/22/2010	3/1/2010	6/30/2015

Note: If you have areas that you decide not to add, when you log into the OECS system again the option to add your tested areas will be there if you later decide to add them to your credentials.

Educators Options Menu

In the **Educators Options** menu you can navigate through your file to view your degrees, background submissions, passed tests, and mailed in applications. Listed below are examples of each.

Viewing Degrees

In the Degrees tab you can view the degrees the State Department has on file for you.   From here you can view the degree type, date, when it was entered in the system, and if and when it was updated.

							Degrees				
Country	State	Institution	Degree	Degree Status	Major One	Major Two	Major Three	Degree Date	Constructed Major	Create Info	Updated Info
US	OK	Oklahoma State University	B	Awarded	Family Development	Early Childhood Education		5/14/1977	No	oecs.master - 04/20/2009	oecs.master - 03/11/2010
US	OK	Northwestern Oklahoma State University	M	Awarded	Reading			5/13/1992	No	oecs.master - 04/20/2009	oecs.master - 03/11/2010

Viewing Background

In the Background tab you can view the dates your fingerprints were submitted, the dates they were cleared by OSBI and F   I, and the dates they were scanned into your file.

			Background Check Results		
Submitted	Source	OSBI Date	FBI Date	Created	Updated
8/16/2007	UNKNOWN	8/16/2007	8/16/2007	oecs.master - 04/28/2009	oecs.master - 04/28/2009
7/27/2007	UNKNOWN	7/27/2007	7/27/2007	oecs.master - 04/28/2009	oecs.master - 04/28/2009

Note: You cannot edit or delete Background Results that are associated with an issued certificate.

Viewing Tests

In the Tests tab you are able to view the test(s)   he State Department has on file of you passing and the date of the test.

Passed Tests	
Test Description	Test Date
EARLY CHILDHOODEDUCATION	6/1/2005
READING SPECIALIST	12/1/2001
ELEMENTARY EDUCATION	11/1/1990

Note: You cannot delete imported tests.

Viewing Images

In the Images tab you can view the date in which the State Department received and scanned in your applications to your file.

		Scanned Images								
ID	Document	Viewed?	Description	Page Count	Image Type	Confidential Level	State	Institution	CreateInfo	Update Info
38270	01-005ADDAREA	Yes	Add Area App	2	PDF	Low			loan.nguyen - 10/21/2009	loan.nguyen - 10/21/2009
21784	01-005ADDAREA	Yes	Add Area App	2	PDF	Low			lauren.mattingly - 07/14/2009	lauren.mattingly - 07/14/2009

Note: You cannot manage or view images that are assigned a higher confidentiality level than you are allowed to view.

Viewing Assignments

Under the Educator Options menu you can click on Assignments and view your teaching assignments, co-teacher assignments, and HQT application statuses.

Teacher Assignments | Co-Teacher Assignments | HQT Apps

			Teacher Assignments								
Co	Dist	Site	Class Code	Class Description	Sections	Units	Program	Students	Highly Qualified	HQ Method	Action	View Valid Areas
No Records Found											

Other Credentials

In the Other Credentials tab you can view your specialty credentials such as National Board, Speech Pathology or ASHA credentials.

			Specialty Credential Information			
Select	Source	Status	Area		Grade	Expires
Select	NSPC	I	NSPC National School Psychoogy Certification Board			8/31/2013

		Payment Details					
Fiscal Year	Teacher Verfied	Supt. Verified	Approved By	County	District	FTE	Not Paid Reason
2012	Yes	Yes		55		1.00	

Updating Information

In the Credentials view at the top of the screen in the three boxes is your primary information. If you ever need to update this information click the link under the boxes labeled **Click Here to Edit Educator**.

If you change your email address you will also need to change it in your myOKDOE profile. When you first log in click **My Profile**, then **Edit Profile**.

Note: If you have your name legally changed you will need to fill out a name change request form and fax it in along with a copy of your new social security card with your new name on it.

Task Menus

Under the **Location** menu you can click on home and it will bring you back to your home page or to your credentials page.

The **Help** menu allows access to the educator user manual and a shortcut to contact the OESC support email if you have any questions the user manual could not answer. **Screen Help** will give you a short cut to forms that you may need for the page you are v ewing. The **DOE Home** tab takes you to the Oklahoma State Department of Education main webpage.

The **Logout** tab logs you out of the OECS system.