

Oklahoma State Department of Education

Oklahoma Educator Credentialing System



Educator Certification Renewal User Guide

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Getting Started

Access the Oklahoma Department of Education webpage at <http://sde.state.ok.us/>

Scroll to the bottom of the page, in the middle column next to the teacher certification picture, click on the link [Click here to create an account or Log on](#)



Creating a New User Account

- Click on the link, Create New User Account, launching an 8-Step Wizard.



Step 1

- As an educator click **Yes** -I am or have been an Oklahoma Teacher (or just graduated to become a teacher) Use this option to manage and RENEW your Oklahoma Credentials

Note: If you are in college and are working towards a teaching certificate, click **Yes**

- Click **Next**

Create User Name Wizard - Step 1 of 8

You are completing the Create User Name Wizard.

Do you hold, or are currently working on an Oklahoma teaching credential?

If you hold or have ever held an Oklahoma teaching credential or are currently completing an approved teacher education program in the state of Oklahoma, then select Yes and click on the Next button; on the next step you will be asked to provide your Oklahoma Teacher Number or Social Security Number. Your Teacher Number can be found on your Oklahoma Teaching Certificate.

If you do not hold an Oklahoma teaching credential and are not completing an approved Oklahoma teacher education program, select No and click on the Next button.

.....

Once you have made your choice click the Next button.

Yes - I am or have been an Oklahoma Teacher (or just graduated to become a teacher) Use this option to manage and RENEW your Oklahoma Credentials

No - (SDE Only)

Cancel - Please cancel the wizard

Next

Step 2

- Select I wish to verify my identity with my **Social Security Number** for identification purposes if you do not know your Teacher Number

- Click **Next**

Create User Name Wizard - Step 2 of 8

You are completing the Create User Name Wizard.

Please enter and confirm your Oklahoma Teacher Number, last name and date of birth below so we can retrieve your educator record.

Once you have entered and confirmed the data click on the Next button.

I wish to verify my identity with my Teacher Number

I wish to verify my identity with my Social Security Number

Social Security Number:

Confirm Social Security Number:

Last Name:

Date of Birth: MM/DD/YYYY

.....

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous

Next

Step 3

- Enter and confirm **Email Address**
- Click **Next**

Create User Name Wizard - Step 3 of 8

You are completing the Create User Name Wizard.

Email Address:

Confirm Email Address:

.....

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Next

Step 4

- Create and confirm **User Name**
- Click **Next**

Create User Name Wizard - Step 4 of 8

You are completing the Create User Name Wizard.

Please enter and confirm the User Name you would like to use to access the system.

Your User Name must be between 6 and 20 characters long.

Once you have entered and confirmed the data click on the Next button.

User Name:

Confirm User Name:

.....

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Next

Step 5

- Create and confirm Password
Note: Your password MUST contain 2 types of characters.
- Click Next

Create User Name Wizard - Step 5 of 8

You are completing the Create User Name Wizard.

Please enter and confirm the password you would like to use to access the system.

Your password must be between 6 and 20 characters long and consist of 2 types of characters.

Once you have entered and confirmed the data click on the Next button.

Password:

Confirm Password:

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Step 6

- Select a secret question
- Enter the answer
- Click **Next**

Create User Name Wizard - Step 6 of 8

You are completing the Create User Name Wizard.

Please select a secret question and answer to use for accessing the system. This question will be asked any time you reset your User Name. It will be verified every 25 logins to ensure that it is current.

Once you have selected the question and entered the answer click on the Next button.

Secret Question:

What is the name of your first pet?
 What is your father's middle name?
 What is your mother's maiden name?
 What town were you born in?

Secret Question Answer:

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Step 7

- Enter your **Town of Birth**
- Click **Next**

Step 8

- Click **Enter** to finish the Create New User Wizard

Applying for Recommendations and Certification Renewals

Log into the Oklahoma Educator Credentialing System

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 and/or renew certificates.

Applying for College Recommendations View

College Recommendations Awaiting Application				
Certificate	Status	Institution	Recommended	Apply
L - License	Completed Program	OK-Bacone College	2/10/2010	Apply For Credential

If the above credential is in a **Pre-Completion of Program** status then your institution has not marked your recommendation complete at this time. Please contact your recommending institution for more information on what you need to do to complete the program.

If your certificate is in the Program Complete status it is eligible for application. You can apply for it by clicking the Apply For Credential link to the right of the certificate.

Applying for Oklahoma Career Tech Credentials View

Home Page

 **Welcome Educator Kristy Johnson**

Welcome to OECS. The new Educator portal to OECS will allow holders of Oklahoma teaching credentials to review their credentials and renew.
More exciting features will be added in the future such as applying for new areas and submitting certificate applications.

 **View Your Credentials Here**
Your credentials are available online. You will be able to see all your current and prior credentials, received documents, and degrees on file.

 **Apply For Your Oklahoma Career Tech Credential Here**
Click here to apply for your Oklahoma Career Tech credential. You have been recommended for an Oklahoma Career Tech credential. Click on this link to start your application process.

Career Tech Recommendations Awaiting Application

Certificate	Status	Recommended	Apply
U - Career Tech License	Career Tech Recommend	2/10/2010	Apply For Credential

If you have any pending Career Tech recommendations they will be displayed in the above list. You can apply for it by clicking the Apply For Credential link to the right of the certificate.

Renewing Educator Credentials View

Home Page

 **Welcome Educator**

Welcome to OECS. The new Educator portal to OECS will allow holders of Oklahoma teaching credentials to review their credentials and renew.
More exciting features will be added in the future such as applying for new areas and submitting certificate applications.

 **View Your Credentials Here**
Your credentials are available online. You will be able to see all your current and prior credentials, received documents, and degrees on file.

 **Renew Your Credentials Here**
Click here to renew your Oklahoma educator credentials. Most renewal applications can be submitted electronically. Some applications must be reviewed before they will be renewed. All online applications require a credit card payment.

Certificates Eligible for Renewal

Certificate	Status	Issue Date	Expire Date	Renew Date
H - License (July 01-02 - Residency)	Lapsed	7/1/2002	6/30/2003	7/1/2003

[Click Here to Renew Certificate](#)

The table above shows certificates that are eligible to renew online. Some certificates are not eligible to renew online, in which case the list may be empty and you may still need to renew. The list may also be empty if you have already renewed your credentials online or through a paper application.

If the expiration date for your credential on your My Credentials page is set to 07/01/2009 or sooner then you have certificates that can be renewed. If those renewing credentials do not appear here then those credentials are not eligible for online renewal. In this case (and this case only) you should send in a paper application.

If you have already renewed online (or previously sent in a paper renewal application) then your My Credentials page will show either an issued credential with an expiration date past 07/01/2009 or you will see your old credential along with a new credential that is Pending Review. If you have a certificate that is Pending Review (or a newly issued certificate with an expiration date past 07/01/2009) then you DO NOT have to do anything further to renew your credentials.

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 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.

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.

Step 3

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

Renew Educator Certificate - Step 3 of 7

You are renewing an educator certificate.

Please enter the contact information and click the Submit 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

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.	<input type="radio"/>	<input type="radio"/>	During the preceding ten-year period, have you been convicted of a felony
2.	<input type="radio"/>	<input type="radio"/>	During the preceding ten-year period, have you been convicted of a crime involving moral turpitude
3.	<input type="radio"/>	<input type="radio"/>	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.	<input type="radio"/>	<input type="radio"/>	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.	<input type="radio"/>	<input type="radio"/>	Have you ever had adverse action taken against any educator certificate or license in Oklahoma or any other state or jurisdiction
6.	<input type="radio"/>	<input type="radio"/>	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.	<input type="radio"/>	<input type="radio"/>	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, payment 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:	<input type="text" value="REN - Renewal (\$50)"/>	*
Payment Type:	<input type="text" value="Credit Card (Inactive)"/>	*
Credit Card #:	<input type="text"/>	* no spaces or dashes
Expiration Date:	<input type="text"/>	* (Example: 08/2011)
Verification Code:	<input type="text"/>	*

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:	<input type="text"/>	*
Credit Card Street:	<input type="text"/>	*
Credit Card Zip:	<input type="text"/>	*
Amount:	<input type="text" value="50.00"/>	*
Processing Fee:	<input type="text" value="2.00"/>	*
Total Renewal Fee:	<input type="text" value="\$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 receipt 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 OECS Support 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:	Ethnicity:

— 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.

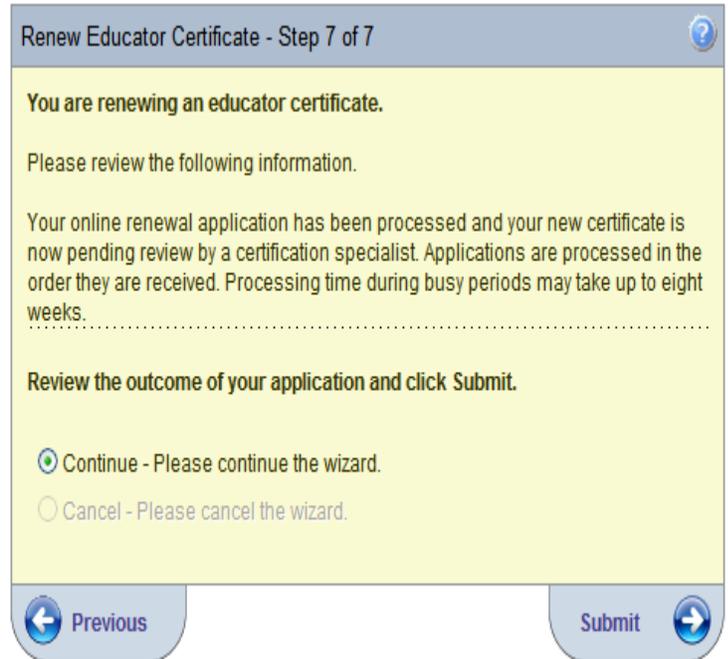
←
Previous

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 certificate within a week of the print date.

Credentials											
Certificates											
Select	Duplicate	Class	Status	SDE Code	Recommend	App Date	Issued	Effective	Expires	Printed?	
Select		License (July 01-02 - Residency)	Pending Review			2/8/2010				--	
Select	Request Duplicate	License (July 01-02 - Residency)	Lapsed	04		7/1/2002	7/1/2002	7/1/2002	6/30/2003	--	
Areas For Selected Certificate											
Area	Description					SDE Code	Recommend	App Date	Issued	Effective	Expires
2019-75	PHYSICAL EDUCATION/HEALTH/SAFETY (Pre-K to Grade 12)							2/8/2010			
5552-98	INTERMEDIATE MATHEMATICS(Grades 6 to 12)							2/8/2010			
5555-77	MATH FOR HIGH SCHOOL CREDIT(Grades 5 to 8)							2/8/2010			

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 Credentials or View My Credentials
- Click Request Duplicate next to the valid certificate

Show All Certificates										
Select	Duplicate	Class	Status	SDE Code	Recommend	App Date	Issued	Effective	Expires	Printed?
Select		Career Tech License	Issued			2/11/2010	2/11/2010	2/1/2010	6/30/2011	Queued
Select		License	Issued		OK-BC (02/10/2010)	2/10/2010	2/10/2010	2/1/2010	6/30/2015	Queued
Select	Request Duplicate	License	Issued		OK-BC (11/17/2009)	11/17/2009	11/17/2009	11/1/2009	6/30/2014	--
Select	Request Duplicate	License	Issued		OK-BC (11/12/2009)	11/12/2009				--

Areas For Selected Certificate								
Area	Description	SDE Code	Recommend	App Date	Issued	Effective	Expires	
7501-98	MARKETING EDUCATION (Grades 6 to 12)			2/11/2010	2/11/2010	2/1/2010	6/30/2011	

Step 1

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

Online Duplicate Request Application - Step 1 of 7

You are applying for a Duplicate Certificate Request Application

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**

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.

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

Step 4

- Select the number of copies you would like to have
- Click **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, payment type, amount, processing fee, and total renewal fee are grayed out because those are the only options for those boxes.

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.

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 certificate 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 test there will be a link for you to have the area added to your certificate.

 **Welcome Educator**
 Welcome to Oklahoma Educator Credentialing System (OECS). We have recently added the ability to add additional areas to your certificate or license if you have passed a test and not yet added the area. If you are eligible to add a new area to your certificate you will see a menu below with more information.

 **View Your Credentials Here**
 Your credentials are available online. You will be able to see all your current and prior credentials, received documents, and degrees on file.

 **You Qualify For Additional Credential Areas**
 You have taken and passed an Oklahoma Subject Area Test but have not added the area to your credential. Click on this link to apply for your additional credential areas.

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.

Areas Eligible to be Added to Your Oklahoma Teaching Credential From Testing			
Passed Test	Test Date	New Area To Add	Add Selected Areas
58 - EMOTIONALLY DISTURBED	7/1/1994	2501 - EMOTIONALLY DISTURBED (Newborn to Grade 12)	<input checked="" type="checkbox"/>
61 - MENTALLY HANDICAPPED	7/1/1994	2507 - MENTALLY HANDICAPPED (Newborn to Grade 12)	<input checked="" type="checkbox"/>

[Click Here to Add the Selected Areas](#)

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**

Add Area From Test Application - Step 2 of 7

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

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**

Add Area From Test Application - Step 3 of 7

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

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 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, payment 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) *

Payment Type: Credit Card (Inactive) *

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 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.

Add Area From Test Application - Step 7 of 7 ?

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

Please review the following information.

You have successfully applied to add additional Oklahoma endorsement areas to your teaching credential.

At least one new area has been issued. Your new credential will be printed and mailed within five business days.

[Click here to view your new credential information.](#)

Review the outcome of your application and click Submit.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

← Previous
Submit →

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.

Areas For Selected Certificate							
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 FBI, 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) the State Department has on file of you passing and the date of the test.

Passed Tests	
Test Description	Test Date
EARLY CHILDHOOD EDUCATION	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	Create Info	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	Dist	Site	Class Code	Class Description	Sections	Units	Program	Students	Highly Qualified	HQ Method	Action	View Valid Areas
No Records Found												

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**.

Primary Information Full Name: Kristy M Smith Teacher Number: SSN: ***** DOB: ***** Gender: Female Maiden:	Contact Information Address: 409 Poppy Lane City State, Zip: Norman OK, 73069 Email: testtest@gmail.com Home Phone: Work Phone: (405) 292-1278 Alt Phone:	Miscellaneous Information Race: US Citizen: Yes Expiration: Status: Active Print Name:
Click Here to Edit Educator		

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 viewing. 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.

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