

FY26 OTEP District Approval: Next Steps

Congratulations! Your district has been approved to participate in the 2025-2026 Oklahoma Teacher Empowerment Program. Please follow the steps below:

Step 1

Prepare an invoice. The invoice should include:

- Project Number 375
- Title: Teacher Empowerment
- The amounts should be broken down by designation category, additional funds requested, and then total requested. (The invoice should provide the same information as the program detail page on the OTEP application.)

Step 2

Submit a claim in GMS and upload the invoice as you would an expenditure report.

Step 3

Once approved, funds will be processed to your district.

Step 4

OTEP funds are a stipend and should be coded using object code 170.

*If your district accounting/payroll system does not allow this code, please contact your system vendor to update.

H.B. 1412 states, "Stipends provided shall not be included in the calculation of the teacher's salary for purposes of meeting the district or statutory minimum salary schedule or for purposes of calculating Teachers' Retirement System of Oklahoma contributions or benefits". Therefore, object codes pertaining to benefits (200s) will not be approved.

Questions

Please contact Carole Tomlin at carole.tomlin@sde.ok.gov.

