



**NOTE: This form should be used to verify experience outside the U.S., not to include Department of Defense.**

Teacher's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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 form will be used for determining salary increments, retirement credit, and/or for teacher certification.

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

Country	School District or Institution	Dates of Service		Position Held	Full/Part Time (% of day)	Days Worked
		From	Through			

**COPY OF TEACHING CREDENTIAL(S), VALID DURING THE ABOVE DATES, MUST ACCOMPANY THIS FORM.**

Per Oklahoma Title 70 O.S. § 18-114.14, teaching credit can be granted only for out-of-state/country teaching experience obtained in an accredited school system while holding valid certification or its equivalent. For the purpose of state salary increments and retirement, no teacher shall be granted credit for more than five (5) years of out-of-state/country teaching experience. Nothing in this section shall prohibit boards of education from crediting more years of experience on district salary schedules than those allowed for state purposes.

**VERIFYING EMPLOYER**

\_\_\_\_\_  
Name of Educational Institution

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Physical Address

**RECOGNITION**

Yes, the school was recognized as an educational institution by the governing education authority of stated country for the years listed above. **NOTE: Verification letter must be attached when selected.**

No, the school was **NOT** recognized for the years listed above.

**CERTIFYING OFFICIAL**

\_\_\_\_\_  
Print Name and Title of Certifying Official

\_\_\_\_\_  
Certifying Official Email Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 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