



Occupational Certification Checklist

Comprehensive FACS teachers adding Occupational Certification

- 2000 hours- Industry Related Experiences**
(supervisor or payroll documentation within the past five years must be included)
400 of the 2000 hours are required for yearly Provisional 1 Renewal

- Application for Oklahoma School Certificate**
(submit completed application along with payment to our office) <http://sde.state.ok.us/Teacher/ProfStand/pdf/AppOkSchoolCert.pdf>

- Hours may be earned through industry trainings with prior approval**
(contact Terri Hollarn or Dee Price for authorization)

- Submit to:**

Terri Hollarn, State Program Manager or
Dee Price, Certification Specialist
FACS Division
1500 W. 7th Ave.
Stillwater, OK 74074
1-800-522-5810

I verify that I have completed the *Occupational Certification Checklist* and have submitted all applicable documentation. I certify that all submitted documentation is true and factual. Failure to submit all required documentation will delay your processing and review.

Submitted by _____
(Signature) (Date)



Contact Information

Name: _____

Home Address: _____

Home Phone: _____

Home Email: _____

School Name: _____

School Address: _____

School Phone: _____

School Email: _____

Cell Number: _____

Preferred Phone Number: _____

(Signature)

(Date)