



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Documenting Highly Qualified Teacher (HQT) Status Guidance Document

Indiana's HQT web site: <http://www.doe.in.gov/hqt/>

Indiana's HQT E-mail: hqt@doe.in.gov

Learning Connection: www.learningconnection.doe.in.gov "IDOE – Title IIA and HQT Status" learning community

Section 1

Overview

The United States Department of Education is currently monitoring each State to assess progress in meeting the HQT goal (100% HQT in all schools) and to assure compliance with the requirements of the *Elementary and Secondary Education Act (ESEA) Title II, Part A*. The purpose of *ESEA Title II, Part A is to help States and school districts ensure that all students have effective teachers; that is, teachers with the subject-matter knowledge and teaching skills necessary to help all children achieve to high academic standards, regardless of individual learning styles or needs*. In this regard, the program provides funding to help States and districts recruit, train, reward, and retain effective teachers. *Title I, Part A* and *Title II, Part A* also place particular emphasis on the need for States and districts to ensure that teachers of Core Academic Subjects (CAS) meet certain minimum requirements. The requirements to be considered "Highly Qualified" are that teachers hold at least a bachelor's degree, be fully licensed by the State, and demonstrate content knowledge in each subject they teach. All State educational agencies (SEAs) that receive *Title I, Part A* funds are required to develop and implement a plan to have all teachers of CAS be HQ.

Section 2

Who Must Accomplish the Highly Qualified Teacher (HQT) Requirements?

Public, elementary, general and special education teachers (grades K-6) who are the primary instructors of elementary content (the general elementary curricula) must accomplish the HQT requirements.

Public, secondary, general and special education teachers (grades 7-12) who are the primary instructors of CAS areas: English, language arts or reading, science, math, history, geography, economics, civics and government, foreign languages, and fine arts (music and visual arts) must accomplish the HQT requirements.

Transition to Teaching Permit general education teachers teaching elementary content or a CAS must accomplish the HQT requirements.

Transition to Teaching Permit special education teachers teaching elementary content or a CAS to special education and/or general education students must accomplish the HQT requirements.

Note: Emergency Permit or Reciprocal License teachers may not be counted as Highly Qualified.

Section 3

HQ Requirements for Licensed Elementary & Special Education Teachers (grades K-6)

To be HQ, general and special education elementary teachers must have:

- 1) Earned a bachelor's degree;
- 2) Earned a valid Indiana teaching license or a valid Transition to Teaching Permit;
- 3) Demonstrated subject matter knowledge in one of the following ways:
 - a. Passed the appropriate elementary content licensure test (PRAXIS II exam #0011, K-6; PRAXIS II #0020, K-3; National Teacher Exam NTE #0010; or other state approved elementary content test- see http://www.doe.in.gov/educatorlicensing/teacher_testing.html)
 - b. Earned 100 points in elementary content using the HOUSSE* rubric.

***Note: The Indiana HOUSSE must NOT be used to demonstrate Highly Qualified Teaching requirements by anyone hired after the 2006-2007 school year or anyone who has changed CAS assignments since the 2006-07 school year. These teachers are considered NEW teachers and must meet HQT requirements by adhering to #s 1, 2, and 3a only.**

Section 4

HQ Requirements for Licensed Secondary General and Special Education Teachers (grades 7-12)

To be HQ, general and special education secondary teachers must have:

- 1) Earned a bachelor's degree;
- 2) Earned a valid Indiana teaching license or a valid Transition to Teaching Permit;
- 3) Demonstrated subject matter knowledge in one of the following ways for **EACH** CAS taught:
 - a. Passed PRAXIS II or the National Teacher Exam (NTE) specialty exam; or
 - b. Earned 24 credit hours or a bachelor's degree; or
 - c. Earned National Board for Professional Teaching Standards (NBPTS) certification; or
 - d. Earned a graduate degree in the CAS; or
 - e. Earned 100 points in the CAS using the **HOUSSE*** rubric.

***Note: The Indiana HOUSSE must NOT be used to demonstrate Highly Qualified Teaching requirements by anyone hired after the 2006-07 school year or anyone who has changed CAS assignments since the 2006-07 school year. These teachers are considered NEW teachers and must meet HQT requirements by adhering to #s 1, 2, and 3a, b, c, or d only.**

Section 5

Special Education Teachers

Licensed special education teachers who are the primary instructors of elementary content to special education and/or general education students must meet the HQ requirements for elementary teachers. Licensed special education teachers who are the primary instructors of a CAS to any student (grades 7-12 content) must meet the HQ requirements for secondary teachers.

Licensed special education teachers who reinforce instruction; provide consultation (adapt curricula, use behavioral supports and interventions, select appropriate accommodations); teach life or functional skills, study skills, or community-based instruction, do not have to demonstrate subject matter competency (i.e., pass PRAXIS II, complete the HOUSSE*, etc.). These special education teachers do not have to meet the HQT requirements per the Elementary and Secondary Education Act (ESEA).

Praxis II exams and Special Education Teachers

Special education teachers who pass the “high school level” Praxis II exam in a CAS are HQ to teach that content, K-12. Special education teachers who pass the “middle school level” Praxis II exam in a CAS are HQ to teach that content, K-9. Special education teachers who pass Praxis II exam for elementary content are HQ to teach elementary content, K-6.

New Special Education Teachers

The exception for NEW special education teachers to use the Indiana HOUSSE to demonstrate content knowledge in Core Academic Subjects is no longer an option for teachers hired AFTER the 2006-07 school year and/or for teachers who have changed CAS assignments since the 2006-07 school year. All special education teachers must meet HQT requirements for the Core Academic Subject areas for which they provide the primary instruction.

Veteran special education teachers (teachers hired prior to or during the 2006-2007 school year and who remain in the same CAS assignment) and who used the Indiana HOUSSE to demonstrate core content knowledge do NOT need to complete HOUSSE again to document HQT status for that CAS. If, however, those instructors change CAS assignments, they will need to demonstrate meeting HQT requirements the same way NEW teachers must demonstrate meeting the requirements for that new CAS and no longer have the option of using the HOUSSE rubric.

Section 6

Sixth Grade Teachers

Licensed elementary teachers assigned to teach 6th grade must meet the HQ requirements for elementary teachers, regardless of whether they teach in a middle school. (See Section 3) Licensed middle school teachers must meet the HQ requirements for secondary teachers. (See Section 4)

Section 7

Information for Teachers of CAS

English Learners

Teachers of English Learners must meet the HQT requirements when they are delivering the primary instruction in CAS to students with limited English proficiency. EL teachers do not need to meet the HQT requirements if they are co-teaching or providing additional help to students receiving primary instruction in CAS from another content teacher.

English and Language Arts

If a teacher has met the HQ requirements for English, he/she has met the HQT requirements for language arts.

Music and Art Teachers

Teachers who are HQ in general elementary education are HQ to teach art and music for grades K-6.

Science Teachers

Science teachers are considered HQ for science if they hold the appropriate teaching credential for their assignment and have passed the appropriate level Praxis II or NTE specialty area examination. When determining HQT requirements with coursework, science courses may be globally assessed.

Social Studies

Social studies licensure includes the following CAS: civics and government, economics, history, and geography. Social studies teachers are considered HQ for social studies if they hold the appropriate teaching credential for their assignment and have passed the appropriate level Praxis II or NTE specialty area examination. When determining HQT requirements with coursework, courses in the four social studies areas may be globally assessed.

Section 8

Indiana Required Licensing Exams

Praxis II Exams & Licensure:

In Indiana, general education licensed elementary teachers have been required to pass the appropriate Praxis II exam for elementary content licensure from September 1, 1999, to present day. General education elementary teachers who earned an *initial* standard teaching license during this time meet the HQT requirements (earned a bachelor's degree and valid teaching license, and passed appropriate Praxis II (#0011, grades K-6 or PRAXIS II #0020, grades K-3). A copy of the teacher's standard teaching license and verification that the teacher took and passed the appropriate Praxis II exam documents that the teacher meets the requirements.

In Indiana, general education secondary teachers licensed in a CAS have been required to pass Praxis II exams for *initial* primary area licensure in that subject from September 1, 1999, to present day. General education secondary teachers, who earned an *initial* standard teaching license during this time, meet the HQT requirements (earned a bachelor's degree and valid teaching license, and passed Praxis II in the CAS). A copy of the teacher's standard teaching license and verification that the teacher took and passed the appropriate Praxis II exam documents that the teacher meets the requirements.

National Teacher Exams (NTE) & Licensure

In Indiana, passing either the NTE #0010 (K-6) or NTE #0020 (K-3 only) was a requirement for *initial* licensure from July 1, 1986, to September 1, 1999. General education elementary teachers who earned an *initial* standard teaching license during this time meet the HQ requirements. A copy of the teacher's standard teaching license and verification that the teacher took and passed the appropriate NTE exam documents that the teacher meets the requirements.

In Indiana, passing the NTE specialty area exam in the CAS was a requirement for the *initial* primary area on secondary licenses from July 1, 1986, to September 1, 1999. Secondary teachers of CAS who earned an *initial* standard teaching license during this time have met the HQ requirements for the primary area listed on the license. A copy of the teacher's standard teaching license and verification that the teacher took and passed the appropriate NTE specialty area exam documents that the teacher meets the requirements.

For more information about Indiana's Praxis II exams and passing scores, see Indiana's Highly Qualified Teacher web site: <http://www.doe.in.gov/hqt/> or join the "IDOE – Title IIA and HQT Status" learning community on the Learning Connection www.learningconnection.doe.in.gov.

Section 9

Out-of-State Teachers

If a teacher from out-of-state has passed another state's licensing exam in elementary content or a CAS, school corporations may count that teacher as having met Indiana's HQT requirements. To **document** this, school corporations need to keep on file a copy of the teacher's Indiana license **and documentation from the out-of-state licensing agency/state department or last employing school corporation that the**

individual was considered HQ for the assignment by passing the appropriate content area exam or by earning 100 points with that state's HOUSSE rubric.

Section 10:

Documenting Teachers' Highly Qualified Accomplishments

Documentation for Elementary and Special Education Teachers (grades K-6)

Elementary and Special Education Teachers (Grades K-6) hired prior to or during the 2006-07 school year:

- A copy of the teacher's license; and
- Verification of passing the Praxis II "Elementary Curriculum, Instruction and Assessment" (Test Code #0011, K-6); or Praxis II "Early Childhood Education (Test code #0020, K-3 only); or appropriate elementary content licensure test; or
- Verification of passing the NTE content specialty test for elementary education - "Education in the Elementary School" (Test Code #0010); or
- A copy of NBPTS certification for elementary education; or
- A completed HOUSSE which shows that the teacher earned 100 points in elementary content by the end of the 2006-07 school year (for Veteran Teachers only- those teachers who have not changed CAS teaching assignments since the end of the 2006-07 school year).

Elementary & Special Education Teachers (Grades K-6) hired after the 2006-07 school year:

- A copy of the teacher's license; and
- Verification of passing the Praxis II #0011; or Praxis II "Early Childhood Education" (Test code #0020, K-3 only); or appropriate elementary content licensure test; or
- Verification of passing the NTE content specialty test for elementary education #0010; or
- A copy of NBPTS certification for elementary education.

Transition to Teaching Elementary and Special Education Teachers (grades K-6):

- A copy of the teacher's Transition to Teaching Permit; and
- Verification of passing the Praxis II #0011; or Praxis II #0020, K-3 only; or appropriate elementary content licensure test

Out-of-State Elementary Teachers:

- Copy of the teacher's Indiana license; and
- Verification of passing the other state's licensing exam for elementary content; or
- Verification of passing scores for Indiana's NTE/Praxis II exam for elementary content.
- Verification of earning 100 points on the other state's HOUSSE rubric.

Documentation for Secondary and Special Education Teachers (grades 7-12)

Special Education Teachers who teach a CAS to 7th to 12th grade students, and Secondary Education Teachers hired prior to or during the 2006-07 school year:

- Copy of the teacher's license; and
- Documentation showing that the teacher has accomplished **one** of the following:
 - Passed NTE/Praxis II for the CAS; or
 - College transcripts showing the teacher has earned at least 24 credit hours in CAS; or
 - College transcripts showing the teacher earned a graduate degree in CAS; or
 - National Board for Professional Teaching Standards certification in the CAS; or
 - Completed HOUSSE rubric that shows that the teacher earned 100 points for the CAS by the end of the 2006-07 school year (for Veteran Teachers only- those teachers who have not changed CAS teaching assignments since the end of the 2006-07 school year).

Special Education Teachers who teach a CAS to 7th to 12th grade students, and Secondary Education Teachers hired after the 2006-07 school year:

- Copy of the teacher's license; and
- Documentation showing that the teacher has accomplished one of the following:
 - Passed NTE/Praxis II for the CAS; or
 - Earned at least 24 credit hours in CAS (college transcripts); or
 - Earned a bachelor's or graduate degree in CAS, not an education degree (college transcripts); or
 - Earned National Board Certified Teacher (NBCT) in the CAS.

Secondary Transition to Teaching Permit Teachers:

- Valid Transition to Teaching Permit; and
- Verification of passing appropriate Praxis II content area exam; or
- Verification of earning at least 24 credit hours in the CAS.

Secondary Out-of-State Teachers:

- Copy of teaching license; and
- Verification of passing the other state's licensing exam; or
- Verification from the out-of-state education agency or employer that the teacher meets HQT requirements in that state; or
- Verification of passing the appropriate PRAXIS II content exam; or
- Verification of meeting the other state's HOUSSE requirements for the CAS.

Section II

Highly Qualified Teacher Data Collections

Indiana Department of Education conducts two data collections involving HQT each year:

- 1) Certified Position data collection
Data collected at the end of the first semester

- 2) Certified Position Data Collection
Data collected at the end of the second semester

Resources

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Questions

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