

**ELEMENTARY EDUCATION  
HIGHLY QUALIFIED VERIFICATION FORM**

**SECTION A – TEACHER INFORMATION**

Name:
Last 4 Digits of SSN:
Grade Level Assignment:
LVIS License Number:
Years of Licensed Teaching Experience:

*Note: To fill in this form using Adobe Reader, select fill and sign, and then select text.*

**NOTE: YOU MUST FILL OUT THE APPROPRIATE FORM FOR EACH CORE ACADEMIC SUBJECT (CAS) THAT YOU TEACH!**

**SECTION B**

**DO YOU MEET THE DEFINITION OF A HIGHLY QUALIFIED TEACHER?**

1. Have you earned at least a bachelor's degree?

Please Mark Answer

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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2. a) Do you hold a valid Indiana Teaching License for Elementary Education?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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2. b) Please check the box(es) below to indicate which grade level(s) you are licensed to teach:

Grades on License	Check Box
Grades K-6	<input type="checkbox"/>

3. Have you successfully completed ONE of the following for Elementary Education:

I have passed the National Teacher Exam(s) (NTE) for Elementary Education. For teachers not licensed prior to February 10, 2014, the Pearson Elementary Education Pedagogy exam also is required.\*

Please Mark Answer

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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I have passed ETS's Praxis II exam(s) for Elementary Education. For teachers not licensed prior to February 10, 2014, the Pearson Elementary Education Pedagogy exam also is required.\*

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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I have passed the Pearson Core Assessment exam(s) Elementary Education. For teachers not licensed prior to February 10, 2014, the Pearson Elementary Education Pedagogy exam also is required.\*

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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I have earned National Board for Professional Teaching Standards (NBPTS) certification in Elementary Education.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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I have earned 100 points in Elementary Education on the HOUSSSE rubric prior to 2006-2007.\*

*Use HOUSSSE Rubric Form*

*\*Note: For information in regards to specific test numbers please see the document in Helpful Links "Highly Qualified Test Score Documentation".*

**If you answered YES to ALL THREE of the questions above, you meet the definition of Highly Qualified. If you do not meet ALL FOUR of the qualifications above please complete the Becoming Highly Qualified Plan form. A copy of the teachers license, test scores, and transcripts MUST be kept on file at your central office along with this verification form.**

(\*Only veteran teachers can use the HOUSSSE Rubric, the 100 points must be documented, and must have been earned before the end of the 2006-2007 school year, also a teacher's HOUSSSE Rubric points are valid only for that core academic subject area, and would not be good if the teacher incurred a change in assignment to a different core academic subject area.)

If you need assistance please contact Tana Mansfield at the Indiana Department of Education via email at [hqt@doe.in.gov](mailto:hqt@doe.in.gov).