SPECIAL EDUCATION 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

1. Have you earned at least a bachelor's degree? **Yes** ☐ **No** ☐

2. a)Do you hold a valid Indiana Teaching License for Special Education? **Yes** ☐ **No** ☐

2. b)Please check the box(es) below to indicate which grade level(s) you are licensed to teach:

Special Education

Grades on License	Check Box
Endorsement K-9	Must use HOUSSE Rubric
Endorsement 1-9	Must use HOUSSE Rubric
Grades K-6	Must use the Elementary Education Form
Grades 5-9	
Grades 5-12	
Grades 7-12	
Grades 9-12	

(*Note: In order to be highly qualified you must have taken the licensing exam(s), you do not have to be licensed in this area)

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3. a)Have you successfully completed <u>ONE</u> of the following for Special Education:

I have passed the National Teacher Exam (NTE) for Special Education. For teachers not licensed prior to February 10, 2014, the Pearson's Early Childhood, Elementary Education, Secondary Education, or P-12 Education Pedagogy exam also is required.*	Yes		No	
I have passed ETS's Praxis II exam(s) for Special Education. For teachers not licensed prior to February 10, 2014, the Pearson's Early Childhood, Elementary Education, Secondary Education, or P-12 Education Pedagogy exam also is required.*	Yes		No	
I have passed Pearson's Core Assessment exam(s) for Special Education. For teachers not licensed prior to February 10, 2014, the Pearson's Early Childhood, Elementary Education, Secondary Education, or P-12 Education Pedagogy exam also is required.*	Yes		No	
I have earned National Board for Professional Teaching Standards (NBPTS) certification in Special Education.	Yes		No	
I have earned 100 points in Special Education on the HOUSSE rubric prior to 2006-2007.[+]	Yes		No	

3. b)Have you successfully completed <u>ONE</u> of the following for Elementary Education:

I have passed the National Teacher Exam (NTE) for Elementary Education.	Yes		No	
I have passed ETS's Praxis II exam(s) for Elementary Education.	Yes		No	
I have passed Pearson's Core Assessment exam(s) for Elementary Education.	Yes		No	
I have earned National Board for Professional Teaching Standards (NBPTS) certification in Elementary Education.	Yes		No	
I have earned 100 points in Special Education Elementary Education on the HOUSSE rubric prior to 2006-2007.[+]				

Use HOUSSE 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 compelete 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 HOUSSE 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 HOUUSE Rubric points are valid only for that core academic subject area, and would not be good if the teacher incurred a change in assigment to a different core academic subject area.)

If you need assistance please contact Tana Mansfield at the Indiana Department of Education via email at tmansfield@doe.in.gov.