

Name:
Date:

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Form A: Grades K-6 Regular Education Teachers

Highly Qualified Teacher Worksheet

Section 1: Do you have at least a bachelor's degree?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section 2: Do you hold full* state certification/licensure in your teaching assignment? <i>*Substitute licenses do not meet this requirement.</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered NO to section 1 and/or 2 proceed no further. You cannot meet the HQT requirement in this teaching assignment. Record "no" on the status sheet and return it to your building principal. If you answered "yes" to both, proceed to Section 3.			
Section 3: Did you receive initial certification/licensure in Ohio in 1991 or later, and pass one or more of the following Ohio's State Licensure Exams (NTE, Praxis II, OAE)? The following tests DO NOT APPLY here: Praxis II Principles of Learning & Teaching, Praxis II Special Education tests or OAE Assessments of Professional Knowledge, OAE Special Education tests.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
OAE Exams Early Childhood Education 012 Reading (Subtest I) 038 & Reading (Subtest II) 039 Elementary Education (Subtest I) 018 & Elementary Education (Subtest II) 019 Middle Grades ELA 028 Middle Grades Math 030 Middle Grades Science 029 Middle Grades Social Studies 031	Praxis II Education in Elementary School 0010 (if passed before Sept 1, 1999) Teacher, grades K-3 Praxis II: ECE 0020 (if passed before Sept. 1, 2005) Introduction to the Teaching of Reading 0200 (if passed before Sept. 1, 2010) Teaching Reading 0204 Teacher, grades K-3 Praxis II: EYC 0021 Teacher, grades 4-6 Praxis II: Elem. Ed. Content 0014 Elementary Education: Curriculum, Instruction & Assessment 0011 Middle School ELA 0049 Middle School Math 0069 Middle School Science 0439 Middle School Social Studies 0089	NTE General Knowledge	
Successful completion of one test covers for all core academic subjects applicable to grades K-6			
Did you answer "yes" in Section 1, 2, AND 3 above? If "yes" this satisfies the federal definition of a HQT. If "no," proceed to Section 4 below.			
Section 4: Did you previously report HQT status in this teaching assignment by using the Ohio HQT rubric or the Ohio Highly Qualified Teacher Expanded Rubric prior to Jan. 31, 2007, with supporting documentation available?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Read below and proceed to Form A-Exception, IF applicable.			
<p>Teachers who have checked YES for Section 4 do not need to use the HOUSSE Exception Criteria. You continue to be a HQT in that subject and grade level. Resubmit this form and supporting documentation to building administrator.</p> <p>The High Objective Uniform State Standard of Evaluation (HOUSSE) has been phased out for all general education teachers. The HOUSSE (the Ohio HQT Rubric and the Ohio HQT Expanded Rubric) is no longer available for veteran teachers to meet HQT after Jan. 31, 2007. However, there may be some exceptional circumstances whereby a teacher can still use the HOUSSE to meet HQT.</p> <p>Teachers who have checked NO for Section 3 and Section 4 should review Form A-Exception. If a teacher can meet one of the HOUSSE Exception Criteria they may use the Ohio Highly Qualified Teacher Rubric or the Ohio Highly Qualified Teacher Expanded Rubric to earn 100 points and meet the third required "yes" to meet the federal HQT definition.</p>			

***Core academic subjects are defined in Section 9101 of NCLB as English, language arts, reading, science, mathematics, arts (including music, visual arts, dance and drama), foreign language, government and civics, history, economics and geography.**

Form A-Exception

Grades K-6 Regular Education Teachers

Highly Qualified Teacher Worksheet

If you have previously demonstrated Highly Qualified Teacher (HQT) status in your current subject and grade level, you do not need to use the *HOUSSE Exception Criteria*. You continue to be HQT in that subject and grade level.

Teachers who are fully licensed in the area they teach and meet one of the *HOUSSE Exception Criteria* may have *one EMIS October reporting period* to use the Ohio Highly Qualified Teacher Rubric or Ohio Highly Qualified Teacher Expanded Rubric to meet HQT in their teaching assignment. This rubric should be completed for each teaching assignment in which the teacher does not meet the highly qualified requirements, as determined by the HQT Worksheets for regular education teachers who report on **Form A**.

HOUSSE Exception Criteria (Only one of the criterion is required to move to the rubric):

<input type="checkbox"/> Fully licensed but not teaching since Jan. 2002
<input type="checkbox"/> Fully licensed and returning to teaching after an extended leave of at least one year within the 2002-2013 school years (e.g., military leave, reduction in force, medical, approved leave of absence, disability, family care leave, administrator returning to the classroom, previously taught in a nonpublic school, recently working as a substitute)
<input type="checkbox"/> First year teaching in Ohio, previously taught out-of-state
<input type="checkbox"/> Fully licensed but have not taught in this grade since Jan. 2002 (e.g., taught grade 8 Language Arts, now teaching grade 5)
<input type="checkbox"/> Fully licensed but have not taught this subject since Jan. 2002 (e.g., taught 5 th grade music now teaching 5 th grade science)
<input type="checkbox"/> First year teaching in a public school
If you were able to mark one of the criterions above, move to the rubric below.

Ohio Highly Qualified Teacher Rubric (Abbreviated Version)

****Since completion in each of these categories equals 100 points, only one YES is required****

Master's Degree	8-Year Professional Certificate	Permanent Certificate	National Board Certification	90 Clock Hours
In one of the following areas: Education (e.g., special education); Curriculum/Instruction; Reading; OR Teaching	Have or ever have had an eight-year professional certificate appropriate to your teaching assignment.	Appropriate to your teaching assignment.	Appropriate to your teaching assignment.	90 clock hours of high quality professional development approvable by an LPDC since 1998 AND post initial licensure in the content area(s)* and grade band you are seeking HQT: 90 clock hours in appropriate content knowledge; of which up to a maximum of 45 clock hours may be in teaching skills, pedagogy, or Academic Content Standards appropriate to the content area (45 clock hours = 3 semester hours). *Professional development may be in one or more of the core academic subject areas.
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Yes = 100 points	Yes = 100 points	Yes = 100 points	Yes = 100 points	Yes = 100 points
<input type="checkbox"/> Yes, I have earned 100 points on the Ohio HQT rubric, in addition to checking "yes" in Section 1, and Section 2, to meet the federal HQT definition. <input type="checkbox"/> No, I have not earned 100 points on the Ohio HQT rubric to meet the federal HQT definition. Teachers who have checked NO may use the Ohio Highly Qualified Teacher Expanded Rubric (see pages 21-22) to obtain 100 points and earn the third required "yes".				