

Elementary Teacher (K-6) Highly Qualified Verification

Section A - Teacher Information

NAME:	Last 4 Digits of SSN:
Indiana Teacher License Number(s):	Grade Level Assignment:
Years of Licensed Teaching Experience:	Classroom Assignment:

New Teacher Definition

A new teacher is a teacher **hired AFTER the 2006-2007 school year** and/or has taught for one year or less while holding a valid teaching license.

Veteran Teacher Definition

A veteran teacher is a teacher **hired PRIOR to or during the 2006-2007 school year for the current assignment** and has more than one year of teaching experience while holding a valid license.

Section B – Do you meet the definition of a highly qualified teacher?

1. Have you earned at least a bachelor's degree?	
2. Do you hold a valid Indiana elementary school education teaching license, includes Elementary Primary (grades K-3) setting, Elementary Intermediate (grades 4-6) setting, or a special education teaching license that includes elementary school settings?	
3. Have you completed at least one of the following: (Check the appropriate box if successfully completed)	
<input type="checkbox"/> Have you passed the PRAXIS II (#0011) licensing exam entitled "Elementary Education: Curriculum, Instruction and Assessment" <input type="checkbox"/> Have you passed the National Teacher Exam (NTE) (#0010) specialty test called "Education in the Elementary School"? <input type="checkbox"/> Have you been considered Highly Qualified in another state? <input type="checkbox"/> Have you completed the National Board for Professional Teaching Standards (NBPTS) certification in the Core Academic Subject area to which you are currently assigned? <input type="checkbox"/> Have you earned 100 points on the HOUSSE rubric? HOUSSE is not an option for New Teachers, and can only be used by Veteran Teachers hired prior to or during the 2006-2007 school year and who have not changed teaching assignments or school districts.	
<p>If you answered YES to ALL of the questions above, you meet the definition of Highly Qualified and do not need to complete the remainder of the form. Documentation of completion of each requirement MUST be kept on file at your central office. Please see Documenting Teachers' Highly Qualified Status for guidance on what items must be kept on file for HQ documentation.</p> <p>If you answered NO to ANY of the questions above, you DO NOT MEET the definition of Highly Qualified and should proceed to "Section C".</p>	

Section C - How will you become Highly Qualified?

Check the boxes of the methods that you will complete to become Highly Qualified and answer the questions associated with your choice(s).

- I will earn a bachelor's degree from a regionally accredited institution.
- By what date do you anticipate earning the degree?
 - From what institution of higher learning will you earn the degree?
- I will earn a valid Indiana elementary school education teaching license.
- What type of license will you earn?
 - How many hours of credit do you need to complete your degree?
 - From which institution of higher learning will you eventually receive your degree?
 - What classes will you take towards your degree before the next school year?

- By what date will you have earned the license selected above?

AND one of the following:

I will pass the PRAXIS II exam entitled “Elementary Education: Curriculum, Instruction and Assessment,” #10011

- List the date by which you are scheduled to take the exam
- Name the site where you will take the test

I will earn National Board for Professional Teaching Standards (NBPTS) certification in my Core Academic Subject area.

- List the date that you are scheduled to take the certification.

I can demonstrate 100 points on the [HOUSSE \(High Objective Uniform State Standard of Evaluation\)](#) rubric for elementary school teachers earned PRIOR to the end of the 2006-2007 school year (Note: HOUSSE is not an option for New Teachers nor for Veteran Teachers who have transferred or changed assignments since the 2006-2007 school year).

- List the date by which you will provide the Indiana HOUSSE and supporting documentation to your school corporation:

Make a copy of this form and ALL DOCUMENTATION for your records and send the completed information to your school corporation office. If you have any questions concerning this form, contact HQT@doe.in.gov