

## Elementary Teacher HQ Verification Form

### Section A - Teacher Information

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

#### New Teacher Definition

A new teacher is a teacher **hired AFTER** the 2006-2007 school year and 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?

<p>1. Have you earned at least a bachelor's degree?</p> <p>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?</p> <p>3. Have you completed at least one of the following:  <i>(Check the appropriate box if successfully completed)</i></p> <p><input type="checkbox"/> Have you passed the PRAXIS II (#10011) licensing exam entitled "Elementary Education: Curriculum, Instruction and Assessment"?</p> <p><input type="checkbox"/> Have you passed the National Teacher Exam (NTE) (#20010) Specialty test called "Education in the Elementary School"?</p> <p><input type="checkbox"/> Have you been considered Highly Qualified in another state?</p> <p><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?</p> <p><input type="checkbox"/> Have you earned 100 points on the HOUSSE rubric? <b>HOUSSE is not an option for New Teachers.</b></p>	
<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. <b>Documentation of completion of each requirement MUST be kept on file at your central office.</b> Please see <u>Acceptable Documentation</u> 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 complete the 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](mailto:HQT@doe.in.gov)**