

The logo for the state of Ohio, featuring a yellow outline of the state's shape.

# Ohio

## Highly Qualified Teacher Toolkit

2016-2017

*July 2016*

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## Ohio's Model for Identifying Highly Qualified Teachers

With the Dec. 10, 2015 passage of the Every Student Succeeds Act (ESSA), states are no longer federally required to ensure all teachers of core subjects are highly qualified.<sup>1</sup> However, Ohio will continue to require highly qualified teachers (HQT) in core academic subjects in the 2016-2017 transition year as dictated by current state legislation, report card requirements and the state equity plan

**All teachers of core academic subjects must meet the Highly Qualified Teacher requirement. If these teachers are not currently required to report their HQT status in EMIS, they should have their HQT documentation available for audit purposes.**

**There are three components to meet the HQT requirement according to Ohio Revised Code 3319.074 (A)(3):**

1. Teachers must have at least a bachelor's degree;
2. Teachers must have a certificate or license that is appropriate to the grade and subject they are teaching; AND
3. Teachers must be able to demonstrate their subject area expertise in the core academic subject(s) they teach.

**If any part is missing, the teacher cannot be HQT.**

The Ohio Department of Education is providing forms included in this toolkit to help teachers determine their HQT status for their teaching assignment(s). The forms are particularly useful in helping teachers determine if they can demonstrate their subject area(s) expertise in the core academic subject(s) they teach (requirement 3 above). The forms begin on page 17.

### Licensure Requirement

In addition to standard teaching certificates or licenses, teachers with the following licenses will meet the requirements in section 2 of the HQT Forms for full state certification or licensure:

- A. **Alternative Resident Educator License** – A teacher making satisfactory progress in an alternative resident educator license pathway, including passing the Ohio Assessment for Educators (or previously passing a Praxis II) subject knowledge assessment and participating in a structured mentoring program;
- B. **One-Year Out-of-State Educator License** – A teacher who holds a one-year out-of-state educator license;
- C. **Supplemental License** – A teacher who is making satisfactory progress in a supplemental license pathway and are participating in a mentoring program.
- D. **Three-Year Visiting International Teacher License** – A teacher who holds a three-year visiting international teacher license.

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<sup>1</sup> ORC 3319.074 (A)(1) states “Core academic areas” means reading and English language arts, mathematics, science, foreign language, government, economics, fine arts, history, and geography.”

## HQT and Hiring

State regulations require that veteran and newly hired teachers be highly qualified **at the time of hire** (ORC 3319.074 (B)).

### Intervention Specialist Hiring Information

The Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) requires that all public elementary and secondary special education teachers be highly qualified in each of the core academic subjects being taught. Per IDEA (2004), schools and school districts are allowed to hire **NEW** intervention specialists who are HQT in at least one core subject of their teaching assignment, and would have two years to meet the HQT requirements in the remaining core subjects. To determine if a special educator is HQT in at least one core subject, see Form D (page 20) for grades K-6 special educators and/or Form E (page 22) for grades 7-12 special educators.

## Important Updates on Highly Qualified Teachers

### Intervention Specialists in grades 7-12 teaching students eligible for alternate assessments

Starting in 2016-2017, intervention specialists who teach students in grades 7-12 who are eligible for the Alternate Assessment for students with Significant Cognitive Disabilities need to comply with the requirements to meet highly qualified teacher status. (This requirement was announced in the 2013-2014 HQT Toolkit). This provision applies to intervention specialists who teach students with significant cognitive or low incidence disabilities.

Beginning in 2016-2017, intervention specialists for grades 7-12 need to annually document how they meet highly qualified teacher status on Form E. This is a change from previous years when Form D was in use for these grade levels.

The Ohio Department of Education has provided a no- or low-cost option for teachers to meet this new requirement with a transition or phase-in period for full implementation by the **2016-2017 school year**. Teachers can meet HQT clock hour requirements for content and pedagogy in the required content areas by using Ohio's Academic Content Standards-Extended online content modules as a foundation, along with additional online resources and professional learning communities or study groups. Find more information such as guidance documents and resources for teachers and those looking to provide professional development for these teachers [here](#).

### Third Grade Reading Guarantee and HQT

The department is providing guidance to districts as they assign teachers to students who will be placed in a Grade 3-4 split classroom and retained in third grade because they did not obtain the Third Grade Reading Guarantee promotion score on the state's grade 3 English language arts test. Districts have options available to them in meeting the teacher assignment requirements of the Third Grade Reading Guarantee law. The department developed Educational Management Information System (EMIS) codes for these options, and these code descriptions as well as the HQT toolkit will help districts identify that their teachers meet the highly qualified teacher requirements. Find guiding documentation [here](#)

## Licensing Exams in Ohio

Ohio began using [Ohio Assessment for Educator exams in 2013](#) for educator licensing. Teachers should take the appropriate Ohio Assessment for Educator exams *for HQT purposes as well as licensure*. In some instances, teachers have taken the Praxis II exams even into the 2013 year; those exam results may still be valid for HQT purposes if they hold evidence of passing the exam(s). Beginning with the 2015-2016 school year and beyond, teachers need to pass the Ohio Assessment for Educator exams for HQT purposes as **Praxis II exams no longer provide qualifying scores for most licensing exams.**

## Frequently Asked Questions

### 1. Q: *Who must be reported as highly qualified teachers under the ORC state definition?*

**A:** Teachers who teach in a core academic subject area must be reported. All core academic subject teachers who are assigned students in EMIS must have their HQT status reported in Initial Staff/Course Collection. All other core academic subject teachers (including tutors) must have their HQT status on file at the school.

### 2. Q: *What are the core academic subjects?*

**A:** According to ORC 3319.074 (A)(1) “Core subject area” means reading and English language arts, mathematics, science, foreign language, government, economics, fine arts, history and geography.

### 3. Q: *Does state law provide flexibility to achieve HQT beyond past NCLB federal regulations?*

**A:** No. According to 3319.074 (B) no district or school shall employ any classroom teacher hired after July 1, 2002 that receives Title I funds who is not highly qualified.

### 4. Q: *What is the definition of “teaching assignment”?*

**A:** Teaching assignment is the grade level and core academic subject(s) a teacher is teaching this school year.

### 5. Q: *What are the criteria used to determine if a teacher meets the state HQT definition?* Teachers can meet the state HQT definition in two ways:

**A:** Be fully licensed in the area they teach and fulfill qualifications designated on the HQT Worksheet Form(s) A-E;

or

**B:** Be fully licensed in the area they teach and *if eligible*, meet the requirements on either the Ohio HQT Abbreviated or Expanded Rubric.

### 6. Q: *What is the expiration date of a teacher’s HQT status?*

**A:** Although teachers must report their HQT status every year, they do not need to re-qualify every year. Once teachers can show they are HQT using Forms A-E in this toolkit, they can continue to use that evidence to re-qualify every year in that same subject and grade level. This does **NOT** apply to those using exception forms to show evidence of HQT status. Those using exception forms can do this for only one year.

### 7. Q: *Now that the High Objective Uniform State Standard Evaluation (HOUSSE) options have been phased-out, how will teachers meet the HQT requirements?*

**A:** The HOUSSE options include the items in the Ohio HQT Rubric and the Ohio HQT Expanded Rubric. There are circumstances when teachers may be reassigned to subjects or grade levels or when educators may be hired for teaching assignments for which they have not been required to meet HQT previously. If teachers in these circumstances meet the *HOUSSE Exception Criteria* they may have one year to report HQT status through the HOUSSE options (See Form A-Exception, Form B- Exception, and/or Form C-Exception). After the one year is completed, teachers will need to meet HQT requirements through Form A, Form B and/or Form C the following EMIS reporting period.

### 8. Q: *What are the HOUSSE Exception Criteria?*

**A:** The HOUSSE Exception Criteria may apply to teachers who are fully licensed for the teaching assignment and:

- Have not been teaching since January 2002; or
- Are returning to teaching after an extended leave of at least one year within the 2002-2016 school years (i.e., military duty, reduction in force, medical disability, family care, approved

leave of absence, administrator returning to the classroom, past employment in a nonpublic school, recently working as a substitute); or

- Are teaching for the first time in Ohio and were previously licensed to teach out-of-state; or
- Are teaching a **grade level** they have not taught since January 2002; or
- Are teaching a **subject** they have not taught since January 2002; or  Are teaching for the first time in a public school.

**HOUSSE Exception criteria may be used for ONLY ONE YEAR for general education teachers.**

**9. Q: How will a teacher meet HQT if he or she does not meet one of the HOUSSE Exception Criteria?**

**A:** If a veteran teacher does not meet HQT and does not qualify for one of the *HOUSSE Exception Criteria* that teacher will need to meet HQT through one of the options in Section 3 of the appropriate HQT Form.

**10. Q: I am a regular educator who has taught the same assignment (grade level, core subject(s) since before January 31, 2007. I have supporting documentation that I was previously reported as HQT prior to January 31, 2007. I used the Ohio HQT Rubric or the Ohio Highly Qualified Teacher Expanded Rubric to show I was HQT. Am I still considered HQT in this assignment that has not changed?**

**A:** If you have continuously taught the exact same assignment since before January 31, 2007 AND have supporting documentation that you were HQT using the Ohio HQT Rubric or the Ohio Highly Qualified Teacher Expanded Rubric, you could still be considered HQT in the assignment.

**11. Q: On the Ohio Highly Qualified Teacher forms, what does a “clock hour” mean?**

**A:** One “clock hour” is 60 minutes of professional development (one semester hour of coursework =15 clock hours; one quarter hour of coursework = 10 clock hours).

**12. Q: Could someone teaching in grades 7-12 be partially highly qualified if he or she is teaching two different core academic subject areas?**

**A:** Yes. A teacher might meet the criteria for some of his or her teaching assignment classes, but not all; therefore, some of these classes would be counted as being taught by a highly qualified teacher and some would not.

**13. Q: Do the state highly qualified requirements apply to career-technical teachers?**

**A:** Yes, if those career-technical teachers are teaching a core academic subject area.

**14. Q: What master’s degrees can be counted on the HQT forms (Form A-Exception, Form D) for teachers who teach in grades K-6?**

**A:** Teachers who teach K-6 can hold a master’s degree in one of the following areas:

- 1) Education
- 2) Curriculum/Instruction;
- 3) Reading; or
- 4) Teaching

*Master’s degrees in Education Administration, Educational Leadership or School Counseling do not apply.*

**15. Q: What master’s degrees can be counted on the HQT forms for teachers who teach in grades 7-12? I have a master’s in special education, does that count?**

**A:** A grade 7-12 teacher must hold a master’s degree in the core academic subject of his or her teaching assignment. No, a master’s degree in special education does not count.

**16. Q: What is the timeline for the 90 clock hours of high-quality professional development? From what point can one begin to count the 90 clock hours?**

**A:** Professional development may be counted since September 1998 and post initial certificate/licensure. For example: if a teacher received an initial teaching certificate/license before September 1998, he/she may use any professional development since September 1998; if a teacher received an initial teaching certificate/license after September 1998, he/she may use any professional development since the issue date of that initial certificate or license.

**17. Q: Are teachers in alternative licensure pathways considered fully licensed/certified?**

**A:** Yes. They meet the requirements of Section 2 (see page 3). Those teachers still must comply with Section 3 to be highly qualified.

**18. Q: Are teachers with a Supplemental, One-Year Out-of-State Educator License, or Three-Year Visiting International Teacher License considered fully licensed/certified?**

**A:** Yes. They meet the requirements of Section 2 (see pages 3-4). Those teachers still must comply with Section 3 to be highly qualified.

**19. Q: I have a professional educator license and am planning to renew this credential. I know I must request approval from my LPDC to take professional development as part of the requirements for renewal. How do I know if I have the appropriate amount and type of professional development toward the 90 clock hours required?**

**A:** To show appropriate content knowledge for your teaching assignment, you need a total of 90 clock hours of professional development. You need a minimum of 45 clock hours in the specific content area of your teaching assignment. You also may use a maximum of 45 clock hours in teaching skills pedagogy. All clock hours may be in content knowledge.

Options	Professional Development Clock Hours in Content Area	Professional Development Clock Hours in Teaching Skills Pedagogy, Content Standards	Professional Development Semester Hours in Content Area	Professional Development Semester Hours in Teaching Skills Pedagogy, Content Standards	Total Clock Hours
1)	90				90
2)			6 (=90 clock hours)		90
3)	45	45			90
4)	45		3 (=45 clock hours)		90
5)	45			3 (=45 clock hours)	90
6)			3 (=45 clock hours)	3 (=45 clock hours)	90

**20. Q: I currently hold a general education grades 1-8 (or K-8) license. Which forms do I need to use?**

**A:** Regular Educators, who hold a 1-8 (or K-8) License, will need to complete Form A and/or Form B, depending upon their teaching assignment (Form A for a teaching assignment in Grades K-6, and Form B for a teaching assignment in Grades 7 and 8). Each form has different requirements in Section 3 to meet the state definition of HQT.



**21. Q: I currently hold a Regular Education 1-8 (or K-8) Licensure, how do I become HQT in grades 7 and 8 for the various content areas?**

**A:** You need to look at Form B section 3. The options to show evidence of your content knowledge for each content area of your assignment are listed on the forms (only one yes is required). If you are unable to mark yes in section 3 (only one yes is required), you will need to move to the exception forms and attempt to meet the definition through that section **if eligible**. The HOUSSSE option may be used for one year.

**22. Q: Does the department place HQT status on my license?**

**A:** No, HQT status is not added to your certification or license. Schools must verify and report HQT status as part of annual planning. Teachers must complete HQT forms and worksheets and a district or school designee shall retain these records.

**23. Q: If I am eligible to use the HOUSSSE criteria and choose the 90 clock hour option, what does “post-initial licensure” mean?**

**A:** Post initial licensure means **since the date of your initial certificate or license in your teaching area.**

You may apply professional development taken AFTER your initial certificate or license was granted. (See question 16 above)

**24. Q: I hold a valid early childhood license (PreK-3) and have passed the Praxis II Early Childhood exam #0021, or the OAE Early Childhood Education exam #012. What core content areas am I highly qualified to teach?**

**A:** You are qualified to teach English language arts, reading, mathematics, science, government, civics, history, economics and geography.

The EMIS and the licensure dictionary reflect the following: Note that the general rule for elementary credentials [i.e., Kindergarten-Primary (KP), Kindergarten-Elementary (KE), Elementary (EL), Early Childhood (EC)] allows the teachers who hold these credentials to teach any course within the relevant grade range. These situations are not reflected within this [search tool](#). An exception to this rule is for those initially hired on or after July 1, 2013, to teach physical education. These teachers must be licensed in PE and are included in this search tool.

**25. Q: Are tutors required to be highly qualified when they are tutoring core academic subjects?**

**A:** Yes, according to Ohio law (ORC 3319.09) tutors are considered teachers and would need to be HQT in the core academic subject(s) of their assignment.

**26. Q: How does the HQT definition pertain to special educators and gifted educators or intervention specialists?**

**A:** Special and gifted education teachers who provide instruction to students in core academic subjects must meet the highly qualified teacher requirements for each of those core academic subjects that they teach. These requirements apply whether the intervention specialist provides core academic instruction in an inclusion setting, a resource room or another setting.

**27. Q: Does a teacher of students with multiple handicaps or significant cognitive disabilities need to be highly qualified in grade 7-12 core academic content areas?**

**A:** For the 2016-2017 school year, teachers and intervention specialists who teach students eligible for the alternate assessment in grades 7-12 will need to be highly qualified in the core academic content areas of their teaching assignments. They will report their HQT status on Form E. The Ohio Academic Content Standards-Extended provide access to Ohio's Learning Standards in core academic content areas for grades K-12. For more guidance, click [here](#).

**28. Q: If an intervention specialist has taken the Teaching Reading exam and passed, is he or she eligible to be HQT in grades 7-12 English language arts?**

**A:** Yes. The Praxis II Teaching Reading Exam (#0204), Praxis II Introduction to the Teaching of Reading (#0200), or Ohio Assessments for Educators (OAE) Reading Subtest I (#038) and OAE Reading Subtest II (#039), would be considered the appropriate exam to show content knowledge (Section 3) for intervention specialists of grades 7-12 English language arts.

**29. Q: Do grades K-6 special education and gifted educators or intervention specialists need to show content knowledge (Section 3) for each core content area of their teaching assignments?**

**A:** No. They are required to pass one or more of Ohio’s state licensure exams (the Ohio Assessments for Educators, Praxis II or NTE) as indicated on Form D. It is not required that they pass all exams in all content areas in their teaching assignments. Alternately, if using the 90-clock hour option for meeting HQT, only one core content area or a combination is necessary for teaching all core content areas in grades K-6.

<b>*Ohio Assessments for Educators</b> <i>(*Ohio licensing exams as of Sept. 1, 2013)</i>	<b>Praxis II</b>	<b>NTE</b>
<ul style="list-style-type: none"> <li>▪ Early Childhood Education 012</li> <li>▪ Reading (Subtest I) 038 &amp; Reading (Subtest II) 039</li> <li>▪ Elementary Education (Subtest I) 018 &amp; Elementary Education (Subtest II) 019</li> <li>▪ Middle Grades ELA 028</li> <li>▪ Middle Grades Math 030</li> <li>▪ Middle Grades Science 029</li> <li>▪ Middle Grades Social Studies 031</li> </ul>	<ul style="list-style-type: none"> <li>▪ Education in Elementary School 0010 (if passed before Sept 1, 1999)</li> <li>▪ Teacher, grades K-3 Praxis II: ECE 0020 (if passed before Sept. 1, 2005)</li> <li>▪ Introduction to the Teaching of Reading 0200 (if passed before Sept. 1, 2010)</li> <li>▪ Teaching Reading 0204 (if passed before Sept. 1, 2013)</li> <li>▪ Teacher, grades K-3 Praxis II: EYC 0021 (if passed before Sept. 1, 2013)</li> <li>▪ Teacher, grades 4-6 Praxis II: Elem. Ed. Content 0014 (if passed before Sept. 1, 2013)</li> <li>▪ Elementary Education: Curriculum, Instruction &amp; Assessment 0011 (if passed before Sept. 1, 2013)</li> <li>▪ Middle School ELA 0049 (if passed before Sept. 1, 2013)</li> <li>▪ Middle School Math 0069(if passed before Sept. 1, 2013)</li> <li>▪ Middle School Science 0439 (if passed before Sept. 1, 2013)</li> <li>▪ Middle School Social Studies 0089 (if passed before Sept. 1, 2013)</li> </ul>	<ul style="list-style-type: none"> <li>▪ General Knowledge</li> </ul>

Or if they meet the 90 clock hour option, only one core content area (or a combination) is necessary to apply to all core content areas in grades K-6.

## Roles, Responsibilities and Reporting

Highly qualified teacher and qualified paraprofessional reporting occurs on an annual basis. Many stakeholders have a role in ensuring that highly qualified teacher and qualified paraprofessional reporting is accurate.

### **Ohio Department of Education**

The Ohio Department of Education’s (ODE) role in implementing the state requirement is to:

- Provide schools with the materials and support needed to complete the Highly Qualified Teacher and Qualified Instructional Paraprofessional identification process; and
- Monitor the percentage of classes taught by highly qualified teachers.

### **School Administration**

The school’s role in implementation of the state requirement is to:

- Provide teachers and instructional paraprofessionals with the support needed to complete the highly qualified teacher and qualified instructional paraprofessional reporting process;
- Gather and maintain the evidence and data at the building level;
- Submit the required reporting materials to the EMIS coordinator; AND
- Ensure the EMIS coordinator submits the HQT report to the department.

The district and school Comprehensive Continuous Improvement Plan (CCIP) must include a detailed plan for meeting and maintaining the highly qualified teacher and qualified instructional paraprofessional requirements.

### **Teachers**

The teacher's role is to make sure they hold copies of evidence that they meet the highly qualified teacher requirements for their teaching assignment(s). Teachers can use the forms provided in this toolkit (or from their district) to determine if they might meet the highly qualified teaching requirements when teaching core academic subjects.

*Principals for each targeted assistance building and each schoolwide Title I building must attest in writing whether the school is in compliance. The verification shall be maintained on file in the building and at the school district office. The written verification may be reviewed by the public upon request.*

### **Reporting Materials**

This toolkit contains samples of the forms school administrators and teachers need to complete for HQT reporting.

- Principal's HQT Instruction Sheet
- Sample Principal's Recording Sheet for HQT Status
- Sample Ohio Highly Qualified Teacher Status Sheet

The Principal's Recording Sheets and Ohio Highly Qualified Teacher Status Sheets will be available from the EMIS coordinator following the Initial Staff/Course Collection.

## Principal's HQT Instruction Sheet Fall 2016

**All core academic subject teachers who are assigned students in EMIS must have their HQT status reported in the Initial Staff/Course Collection.**

**Directions:**

- 1) Have the EMIS coordinator create the following reports from your vendor system:
  - a. Highly Qualified Teacher Status Sheets;
  - b. Principal Recording Sheet for HQT Status; and
  - c. Principal Reporting Sheet for Instructional Paraprofessionals.
  
- 2) Obtain all three reports from the EMIS coordinator following the first submission to the Initial Staff/Course Collection each school year.
  
- 3) Instruct all K-12 core academic subject **teachers** to complete the appropriate HQT form(s) (Form A, Form A-Exception, Form B, Form B-Exception, Form C, Form C-Exception, Form D and/or Form E) for all current teaching assignment(s), include copies of supporting documentation, *and* complete the Ohio Highly Qualified Teacher Status Sheet for EMIS.
  
- 4) Instruct staff to complete, sign and date the Ohio Highly Qualified Teacher Status Sheet. The status sheets should be returned to the building administrator for filing with the district EMIS coordinator.
  
- 5) Complete the Principal's Recording Sheet for HQT Status, listing all teachers of core academic subjects and submit a copy to the EMIS coordinator.
  
- 6) Have **instructional paraprofessionals** (see page 29, *Who Must Meet These Requirements* section) in Title I schools or working in Title I programs complete Form F and attach supporting documentation. Complete the Principal's Recording Sheet for Qualified Instructional Paraprofessionals. This information will be submitted through EMIS as part of the Initial Staff/Course Collection.
  
- 7) Have **tutors** in Title I schools or working in Title I programs complete the appropriate HQT Worksheet form(s) for their current assignment(s) (Form A, Form A-Exception, Form B, Form B-Exception, Form C, Form C-Exception, Form D and/or Form E) and attach supporting documentation. Since this is not reported in EMIS, it should be kept on file.
  
- 8) Keep HQT forms and documentation on file. Follow local policies and procedures for record retention.
  - The original copy of the completed Ohio Highly Qualified Teacher Status Sheet and Principal's Recording Sheet for all core academic subject teachers should be kept on file.

# Sample Principal's Recording Sheet for HQT Status School Year 2016-2017

Principals may receive a customized reporting sheet for their building from the EMIS coordinator.

<i>District:</i>	Sample City SD	<i>District IRN#</i>	111111
<i>Building:</i>	J. Doe Elementary	<i>Building IRN#</i>	222222

Principal's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:**

Indicate for each teacher whether or not he or she has reviewed and updated the Highly Qualified Teacher Status Sheet. Please provide the completed sheet to your district EMIS coordinator, or to the individual who completes the EMIS reporting for your district during the Initial Staff/Course Collection.

Teacher's Name	ID No.	Returned HQT Status Sheet	
<i>(circle one)</i>			
Alan, Bob	xxxxxxx	Yes	No
Burcham, Lori	xxxxxxx	Yes	No
Estelle, Darren	xxxxxxx	Yes	No
Doe, Janey	xxxxxxx	Yes	No
Doe, Johnny	xxxxxxx	Yes	No
Fife, Barney	xxxxxxx	Yes	No
Jones, Sarah	xxxxxxx	Yes	No
Jordan, Michael	xxxxxxx	Yes	No
Michaels, Al	xxxxxxx	Yes	No
Norman, Bebo	xxxxxxx	Yes	No
Overberg, John	xxxxxxx	Yes	No

Building administrators should keep this form on file within the building. A copy of this form should be forwarded to the EMIS coordinator for reporting compliance.

**NOTE:** If the HQT status changes at any point before your district's final Initial Staff/Course Collection EMIS submission, the status sheet and this form can be revised and a copy forwarded to your district's EMIS coordinator in order to update the information reported to the Ohio Department of Education via EMIS.

## Procedures for Completion

All teachers of one or more of the core academic subjects as identified in ORC must meet the highly qualified teacher definition.

### New Teachers

New teachers, teachers new to the building, or teachers in a new teaching assignment must complete or provide copies of the appropriate HQT form(s) for their current teaching assignment.

In order to meet the HQT requirements, teachers must check “yes” in Section 1 and Section 2 of the appropriate form(s). In addition, the teacher must check “yes” for one item in Section 3. Or, if a teacher meets one of the *HOUSSE Exception Criteria*, he/she may use the HOUSSE options for their third “yes” for one EMIS reporting period if the teacher is in general education. The HOUSSE options are the items on Form A-Exception, Form B-Exception and Form C-Exception and the Ohio Expanded Rubric.

Once the teacher has identified how they meet the HQT requirement, they should complete, sign and return the Ohio Highly Qualified Teacher Status Sheet to the building administrator. The status sheet denotes the teacher’s schedule, which includes the grade level(s) and subject(s) taught by class period. The teacher indicates the criteria for meeting the state definition in each core academic subject from Section 3, the HOUSSE options or the Ohio Expanded Rubric.

If the teacher does not currently meet the state definition for all or part of his or her teaching assignment, “no” would be indicated on the status sheet for the class where the teacher is not HQT.

### Teachers Returning to the Same Teaching Assignment

Teachers returning to the same teaching assignment of K-12 core academic subjects will receive the Ohio Highly Qualified Teacher Status Sheet. The status sheet denotes the teacher’s schedule, which includes the grade level(s) and subject(s) taught by class period. The status sheet also indicates the criteria the teacher identified for meeting the state definition in each core academic subject as reported last school year. The teacher will confirm, or modify the information if changes have occurred from last year’s reported data, sign and return the Ohio Highly Qualified Teacher Status Sheet to the building administrator.

If the teacher does not currently meet the state definition for all or part of his or her teaching assignment, “no” would be indicated on the status sheet for the class where the teacher is not HQT.

## Sample Ohio Highly Qualified Teacher Status Sheet School Year 2016-2017

*Each teacher will receive a customized status sheet from their EMIS coordinator or principal following the entry into the Initial Staff/Course Collection.*

<i>Teacher ID:</i>	123456789	<i>Teacher Name:</i>	Doe, Janey
<i>District:</i>	Sample City SD	<i>District IRN#:</i>	111111
<i>Building:</i>	J. Doe Elementary	<i>Building IRN#:</i>	222222

Teachers of core academic subjects should review the chart below to verify meeting the state definition of a Highly Qualified Teacher. Core courses as defined by Ohio Revised Code include the following: English language arts, reading, science, mathematics, arts (includes music, visual arts, dance and drama), foreign language, government and civics, history, economics and geography.

Please review the HQT criteria that were reported for the courses taught during the 2015-2016 school year. If there are NO changes to this information, sign the form and check the blank indicating "NO CHANGES." If there are changes, please circle the number in the "Change HQT Criteria" column next to each course and sign the form.

- If the teacher is new to the district or was not teaching the same core academic course last year, an "X" will appear in the column labeled "HQT Criteria Reported in 2015-2016."
- A new teacher MUST circle the number of the appropriate reason in the column labeled "Changes to HQT Criteria for 2016-2017."
- If a teacher does not meet the definition for a particular course, circle "N" next to that course.

If this report shows a course that you are not teaching, draw a line through the information. Additionally, if you are teaching a course that is missing from the list, write the course name on the form and complete the column "Change HQT Criteria" using numbers 1 - 9 or "N."

**To meet the state definition of Highly Qualified, the teacher must have:**

- A minimum of a bachelor's degree;
- Full state certification/licensure in the teaching area; **and**
- One of the following:

<b>1</b> – Appropriate OAE/Praxis II/NTE License Exam	<b>7</b> - National Board Certification
<b>2</b> - Academic Major or equivalent in Core Academic Subject	<b>8</b> - Expanded HQT Rubric (100 points)
<b>3</b> - Appropriate Master's Degree	<b>9</b> - 90 Clock Hours of appropriate LPDC approvable Professional Development
<b>5</b> - 8-year Professional Certificate	<b>N</b> - Does NOT meet HQT definition
<b>6</b> - Permanent Teaching Certificate	<b>I</b> – Course Not Evaluated for HQT

## Sample Ohio Highly Qualified Teacher Status Sheet School Year 2016-2017 (con't.)

Subject Code/Name	Student Population	Grade Low	Grade High	HQT Criteria reported in 2015-2016	Change HQT Criteria for 2016-2017 (Complete this column if there are changes.)
050104 Reading 4-6	RG	06	06	1	1 2 3 5 6 7 8 9 N
050106 Reading 7-8	RG	07	08	3	1 2 3 5 6 7 8 9 N
050156 English Language Arts	RG	07	08	N	1 2 3 5 6 7 8 9 N
110175 Math 7-8	RG	07	08	1	1 2 3 5 6 7 8 9 N
110175 Math 7-8	RG	07	08	1	1 2 3 5 6 7 8 9 N
132130 Science 7-8	RG	07	08	1	1 2 3 5 6 7 8 9 N
132130 S Science 7-8	RG	07	08	1	1 2 3 5 6 7 8 9 N
<i>(Blank rows available below to add new courses)</i>					

\_\_\_\_ "NO CHANGES" Checking here means that there have been no changes to your HQT criteria for the courses you taught during the 2015-2016 school year.

*I hereby assure that all information presented is correct and is acceptable for reporting for state Highly Qualified Teacher requirements as stated in ORC 3319.074.*

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Your building administrator may request that you provide backup documentation.

*Disclaimer: This chart of codes is not found on the actual Teacher Status Sheet but can be used to help teachers accurately complete their status sheet.*

HQT Criteria Codes	
1 – Appropriate OAE/Praxis II/NTE exam	7 - National Board Certification
2 - Academic Major or equivalent in Core Academic Subject	8 - Expanded HQT Rubric (100 points)
3 - Appropriate Master's Degree	9 - 90 Clock Hours of appropriate LPDC approvable professional development
5 - 8-year Professional Certificate	N - Does NOT meet HQT definition
6 - Permanent Certificate	I – Course Not Evaluated for HQT



## HQT Forms

The HQT form(s) will be used to verify and report a teacher's Highly Qualified Teacher status based on the state criteria. **Teachers should complete the appropriate forms and supply supporting documentation to their principal or building administrator.**

In this section, five highly qualified teacher forms are provided for school and teacher use:

- Form A: Grades K-6 Regular Education
- Form B: Grades 7-12 Regular Education
- Form C: Music, Visual Arts, Dance, Drama and Foreign Language Regular Education
- Form D: Grades K-6 Special Education and Gifted Education/Intervention Specialist Teachers
- Form E: Grades 7-12 Special Education and Gifted Education/Intervention Specialist Teachers

The forms outline how a teacher can meet highly qualified requirements for a specific teaching position. To be HQT a teacher must meet all three of the following requirements:

Section 1: Hold at least a bachelor's degree;

Section 2: Hold a valid, Ohio license appropriate to the teaching assignment(s); **and**

Section 3: Hold evidence of content knowledge in the core academic subject(s) of the teaching assignment(s).

**If any one of the three requirements is missing, a teacher is not HQT.**

# Form A: Grades K-6 Regular Education

<b>Name:</b> <b>Teaching Assignment:</b> <b>Date:</b>		
<b>Section 1: Do you have at least a bachelor's degree?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Section 2: Do you hold *full state certification/licensure in your teaching assignment?</b> <i>*Substitute licenses do not meet this requirement.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If you answered NO to section 1 and/or 2 proceed no further.</b> 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.		
<b>Section 3: Do you have evidence that you have passed one or more of the following Ohio's State Licensure Exams (OAE, Praxis II, or NTE)?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Ohio Assessment for Educators (OAE) Current Ohio Licensing Exams as of September 1, 2013</b> <ul style="list-style-type: none"> <li>▪ Early Childhood Education 012</li> <li>▪ Reading (Subtest I) 038 &amp; Reading (Subtest II) 039</li> <li>▪ Elementary Education (Subtest I) 018 &amp; Elementary Education (Subtest II) 019</li> <li>▪ Middle Grades ELA 028</li> <li>▪ Middle Grades Math 030</li> <li>▪ Middle Grades Science 029</li> <li>▪ Middle Grades Social Studies 031</li> </ul>	<b>Praxis II</b> <ul style="list-style-type: none"> <li>▪ Education in Elementary School 0010 (if passed before Sept 1, 1999)</li> <li>▪ Teacher, grades K-3 Praxis II: ECE 0020 (if passed before Sept. 1, 2005)</li> <li>▪ Introduction to the Teaching of Reading 0200 (if passed before Sept. 1, 2010)</li> <li>▪ Teaching Reading 0204 (if passed before Sept. 1, 2013)</li> <li>▪ Teacher, grades K-3 Praxis II: EYC 0021 if passed before Sept. 1, 2013)</li> <li>▪ Teacher, grades 4-6 Praxis II: Elem. Ed Content 0014 (if passed before Sept. 1, 2013)</li> <li>▪ Elementary Education: Curriculum, Instruction &amp; Assessment 0011 (if passed before Sept. 1, 2013)</li> <li>▪ Middle School ELA 0049 (if passed before Sept. 1, 2013)</li> <li>▪ Middle School Math 0069 (if passed before Sept. 1, 2013)</li> <li>▪ Middle School Science 0439 (if passed before Sept. 1, 2013)</li> <li>▪ Middle School Social Studies 0089 (if passed before Sept. 1, 2013)</li> </ul>	<b>NTE</b> <ul style="list-style-type: none"> <li>▪ General Knowledge</li> </ul>
<b>Successful completion of one test covers for all core academic subjects applicable to grades K-6</b> <i>The following tests <b>DO NOT APPLY</b> for Section 3: Praxis II Principles of Learning &amp; Teaching, Praxis II Special Education tests or OAE Assessments of Professional Knowledge, OAE Special Education tests.</i>		
<b>If you answered yes to Section 1, 2, and 3 you meet the HQT requirement in this teaching assignment. You do not need to proceed any further. If you have answered no to Section 3, proceed to Form A-Exception (page 23) for further instruction.</b>		

# Form B: Grades 7-12 Regular Education

Complete one form for each **\*core academic subject area of your teaching assignment**

<b>Name:</b> <b>Teaching Assignment:</b> <b>Date:</b>		
<b>Section 1: Do you have at least a bachelor's degree?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Section 2: Do you hold *full state certification/licensure in your teaching assignment?</b> <i>*Substitute licenses do not meet this requirement.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If you answered NO to section 1 and/or 2 proceed no further.</b> 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.		
<b>Section 3: Only one "yes" in Section 3 is required</b>		
<b>Do you have evidence that you have passed Ohio's State Licensure Exams (OAE, Praxis II, or NTE) in the <u>core academic subject</u> of your teaching assignment?</b> <small>The following tests <b>DO NOT APPLY</b> for Section 3: Praxis II Principles of Learning &amp; Teaching, Praxis II Special Education tests, Praxis II Education of Young Children, Praxis II Elementary Education Content, Praxis II Elementary Education: Curriculum, Instruction, &amp; Assessment, or OAE Assessments of Professional Knowledge, OAE Special Education tests, OAE Elementary Education Subtests, OAE Early Childhood Education.</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you have an <b>academic major</b> or the equivalent in the <b>core academic subject</b> of your teaching assignment?</b> <small>(Major or equivalent = 30 semester hours/45 quarter hours in Undergraduate and/or Graduate courses)</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you have a <b>master's degree</b> in the core academic subject of your teaching assignment?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If you answered yes to Section 1, 2, and 3 you meet the HQT requirement in this teaching assignment. You do not need to proceed any further. If you have answered no to Section 3, proceed to Form B-Exception (page 24) for further instruction.</b>		

\*ORC 3319.074 (A)(1) "Core subject area" means reading and English language Arts, mathematics, science, foreign language, government, economics, fine arts, history and geography."

# Form C: Music, Visual Arts, Dance, Drama and Foreign Language (Regular Education)

<b>Name:</b> <b>Teaching Assignment:</b> <b>Date:</b>		
<b>Section 1: Do you have at least a bachelor's degree?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Section 2: Do you hold *full state certification or licensure in your teaching assignment?</b> <i>*Substitute licenses do not meet this requirement.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If you answered NO to section 1 and/or 2 proceed no further.</b> 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.		
<b>Section 3: Only one "yes" in Section 3 is required.</b>		
<b>Do you have evidence that you have passed Ohio's State? licensure exams</b> (OAE, Praxis II, NTE or, for world languages, the <i>Oral Proficiency Interview(OPI)</i> and the <i>Writing Proficiency (WPT)</i> through the American Council on the Teaching of Foreign Languages) in the <u>core academic subject</u> of your teaching assignment? <small>The following tests <b>DO NOT APPLY</b> for Section 3: Praxis II Principles of Learning and Teaching, Praxis II Special Education tests, or OAE Assessments of Professional Knowledge, OAE Special Education tests.</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you have an academic major or the equivalent in the core academic subject of your teaching assignment?</b> <small>(Major or equivalent = 30 semester hours/45 quarter hours in Undergraduate and/or Graduate courses)</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you have a master's degree in the *core academic subject of your teaching assignment?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If you answered yes to Section 1, 2, and 3 you meet the HQT requirement in this teaching assignment. You do not need to proceed any further. If you have answered no to Section 3, proceed to Form C-Exception (page 25) for further instruction.</b>		

## Form D: Grades K-6 Special Education and Gifted Education/Intervention Specialist Teachers

<b>Name:</b>			
<b>Teaching Assignment:</b>			
<b>Date:</b>			
<b>Section 1: Do you have at least a bachelor's degree?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Section 2: Do you hold *full state certification or licensure in your teaching assignment?</b> <i>*Substitute licenses do not meet this requirement.</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If you answered NO to section 1 and/or 2 proceed no further.</b> 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.			
<b>Section 3: Only one "yes" in Section 3 is required.</b>			
<b>Do you have evidence that you have passed one or more of the following Ohio's State Licensure Exams (OAE, Praxis II, or NTE)?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Ohio Assessment for Educators (OAE) Current Ohio Licensing Exams as of 9/1/2013</b>	<b>Praxis II</b>	<b>NTE</b>	
<ul style="list-style-type: none"> <li>• Early Childhood Education 012</li> <li>• Reading (Subtest I) 038 &amp; Reading (Subtest II) 039</li> <li>• Elementary Education (Subtest I) 018 &amp; Elementary Education</li> <li>• Middle Grade ELA 028</li> <li>• Middle Grades Math 030</li> <li>• Middle Grades Science 029</li> <li>• Middle Grades Social Studies 031</li> </ul>	<ul style="list-style-type: none"> <li>• Education in Elementary School 0010 (if passed before Sept. 1, 1999)</li> <li>• Teacher, grades K-3 Praxis II: ECE 0020 (if passed before Sept. 1, 2005)</li> <li>• Introduction to the Teaching of Reading 0200 (if passed before Sept. 1, 2010)</li> <li>• Teaching Reading 0204 (if passed before Sept. 1, 2013)</li> <li>• Teacher, grades K-3 Praxis II: EYC 0021 (if passed before Sept. 1, 2013)</li> <li>• Teacher, grades 4-6 Praxis II: Elem. Ed. content 0014 (if passed before Sept. 1, 2013)</li> <li>• Elementary Education: Curriculum, Instruction &amp; Assessment 0011 (if passed before Sept. 1, 2013)</li> <li>• Middle School ELA 0049 (if passed before Sept. 1, 2013)</li> <li>• Middle School Math 0069 (if passed before Sept. 1, 2013)</li> <li>• Middle School Science 0439 (if passed before Sept. 1, 2013)</li> <li>• Middle School Social Studies 0089 (if passed before Sept. 1, 2013)</li> </ul>	<ul style="list-style-type: none"> <li>• General Knowledge</li> </ul>	
Successful completion of one test covers for all core academic subjects applicable to grades K-6 The following tests <b>DO NOT APPLY</b> for Section 3: Praxis II Principles of Learning & Teaching, Praxis II Special Education tests or OAE Assessments of Professional Knowledge, OAE Special Education tests.			
<b>Do you have a Master's Degree in one of the following areas? Education (e.g., special education), Curriculum/Instruction, Reading, or Teaching?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you hold a Permanent Certificate appropriate to your teaching assignment?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you hold National Board Certification appropriate to your teaching assignment?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you have 90 clock hours of professional development approvable by an LPDC since 1998 AND post initial licensure in the content area(s) and grade band you are seeking HQT?</b> <i>90 clock hours in 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.</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If you answer yes to Section 1-3 above, you meet the HQT requirement in this teaching assignment.</b>			

## Form E: Grades 7-12 Special Education and Gifted Education/Intervention Specialist Teachers

<b>Name:</b> <b>Teaching Assignment:</b> <b>Date:</b>		
<b>Complete one form for each *core academic subject area of your teaching assignment</b>		
<b>Section 1: Do you have at least a bachelor's degree?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Section 2: Do you hold *full state certification/licensure in your teaching assignment? *Substitute licenses do not meet this requirement.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If you answered NO to section 1 and/or 2 proceed no further.</b> 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.		
<b>Section 3: Only one "yes" in Section 3 is required.</b>		
<b>Do you have evidence that you have passed Ohio's State Licensure Exams (OAE, Praxis II, or NTE) in the <u>core academic subject</u> of your teaching assignment? Tests that COULD apply:</b> <ul style="list-style-type: none"> <li><b>For English language arts:</b> OAE Reading Subtest I and II; OAE Middle Grades ELA; or previously passed Praxis II Teaching Reading, Praxis II Middle School ELA, Praxis II Introduction to the Teaching of Reading</li> <li><b>For math:</b> OAE Middle Grades Math; or previously passed Praxis II Middle School Mathematics</li> <li><b>For science:</b> OAE Middle Grades Science; or previously passed Praxis II Middle School Science</li> <li><b>For social studies:</b> OAE Middle Grades Social Studies, or previously passed Praxis II Middle School Social Studies</li> </ul> <p><i>The following tests DO NOT APPLY for Section 3: Praxis II Principles of Learning &amp; Teaching, Praxis II Special Education tests, Praxis II Education of Young Children, Praxis II Elementary Education Content, Praxis II Elementary Education: Curriculum, Instruction, &amp; Assessment, or OAE Assessments of Professional Knowledge, OAE Special Education tests, OAE Elementary Education Subtests, OAE Early Childhood Education.</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you have an Academic Major or the equivalent in the core academic subject of your teaching assignment?</b> <small>(Major or equivalent = 30 semester hours/45 quarter hours in Undergraduate and/or Graduate courses)</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you have a Master's Degree in the core academic subject of your teaching assignment?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you hold a Permanent Certificate appropriate to your teaching assignment with at least 30 semester hours/45 quarter hours in the academic subject you teach?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you hold National Board Certification in the academic subject you teach?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you have 90 clock hours of professional development approvable by an LPDC since 1998 AND post initial licensure in the content area(s) and grade band you are seeking HQT?</b> 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). *If the teacher is seeking HQT in multiple core subject areas, then 90 clock hours of evidence must be provided for <u>each</u> core area.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If you answer yes to Section 1-3 above, you meet the HQT requirement in this teaching assignment.</b> *ORC 3319.074 (A)(1) "Core subject area" means reading and English language Arts, mathematics, science, foreign language, government, economics, fine arts, history, and geography.		

## HOUSSE Forms and Expanded Rubric

In certain circumstances teachers may need temporary, alternative options for meeting highly qualified teacher requirements and this option is called the High Objective Uniform State Standard Evaluation (HOUSSE) option. Teachers in **specific circumstances** may have one year to report or earn HQT status using the HOUSSE options available on the exception forms.

### Exception Forms

Regular education teachers who are not able to use Forms A-C may move to Form A-Exception, Form B-Exception, or Form-C Exception, to see if they meet exception criteria. To use the exception form(s) for HQT purposes, teachers must meet one of the following criteria:

- A. Fully licensed, but not teaching since January 2002.
- B. Fully licensed and returning to teaching after an extended leave of at least one year within the 2002-2016 school years (e.g., military leave, reduction in force, medical, approved leave of absence, disability, family care leave, administrator returning to the classroom, recently working as a substitute).
- C. First year teaching in Ohio, previously taught out-of-state.
- D. Fully licensed but have not taught this grade since January 2002 (e.g., taught grade 5 science, now teaching grade 8 science).
- E. Fully licensed but have not taught this subject since January 2002 (e.g., taught 9<sup>th</sup> grade math now teaching 9<sup>th</sup> grade ELA).
- F. First year teaching in a public school.

If a teacher meets one of the criteria above, they can move to the appropriate exception form to see if they are highly qualified using the HOUSSE options listed. If they can use one of the HOUSSE options outlined on the exception form as evidence of content knowledge, this evidence **CAN ONLY BE USED FOR ONE YEAR**. Then, that teacher would need to use Form A, B, or C for highly qualified teacher reporting the next year.

# Form A-Exception: Grades K-6 Regular Education

<b style="color: red;">Name:</b> <b style="color: red;">Teaching Assignment:</b> <b style="color: red;">Date:</b>
---

To use the Ohio Highly Qualified Teacher Forms for HQT purposes for **ONE YEAR** you must meet **one of the following** HOUSSE Exception Criteria:

<input type="checkbox"/> Fully licensed but not teaching since January 2002
<input type="checkbox"/> Fully licensed and returning to teaching after an extended leave of at least one year within the 2002-2016 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 <b style="color: red;">grade</b> since January 2002 (e.g., taught grade 8 English language arts, now teaching grade 5)
<input type="checkbox"/> Fully licensed but have not taught this <b style="color: red;">subject</b> since January 2002 (e.g., taught grade 5 math now teaching grade science)
<input type="checkbox"/> First year teaching in a public school
<b>If you were able to mark one of the criterions above, move to the rubric below to see if you hold evidence of content knowledge for HQT in this teaching assignment. If you do not meet one of the criteria above, then you cannot move to the rubric below.</b>

## Ohio Highly Qualified Teacher Rubric (Abbreviated)

<b>Only one yes is required in this rubric:</b>		
Do you have a <b style="color: red;">master's degree</b> in one of the following areas? Education (e.g., special education), Curriculum/Instruction, Reading, or Teaching?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you hold a <b style="color: red;">permanent certificate</b> appropriate to your teaching assignment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you hold <b style="color: red;">National Board Certification</b> appropriate to your teaching assignment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have <b style="color: red;">90 clock hours of professional development</b> approvable by an LPDC since 1998 AND post initial licensure in the content area(s) and grade band you are seeking HQT? <i>90 clock hours in 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.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If you were able to mark yes to one of the options on the Ohio Highly Qualified Teacher Rubric, you can use this option for HQT purposes for ONE EMIS YEAR. In the following school year, you will need to provide evidence using Form A.</b>		



## Form B-Exception: Grades 7-12 Regular Education

Complete one form for each core academic subject area of your teaching assignment.

Name	Teaching Assignment	Date
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To use the Ohio Highly Qualified Teacher Form for HQT purposes for **ONE YEAR**, you must meet **one of the following** HOUSSE Exception Criteria:

<input type="checkbox"/> Fully licensed but have not taught this <b>subject</b> since January 2002 (e.g., taught grade 9 science, but now teaching grade 9 social studies)
<input type="checkbox"/> First year teaching in a public school
<input type="checkbox"/> Fully licensed but not teaching since January 2002
<input type="checkbox"/> Fully licensed and returning to teaching after an extended leave of at least one year within the 2002-2016 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, having previously taught out of state
<input type="checkbox"/> Fully licensed but have not taught in this grade since January 2002 (e.g., taught grade 9 English language arts, but now teaching that subject in grade 11.

If you were able to mark one of the criteria above, move to the form below to see if you hold evidence of content knowledge for HQT in this teaching assignment. If you do not meet one of the criteria above, then you cannot move to the form below.

### Ohio Highly Qualified Teacher Rubric (Abbreviated)

<b>Only one yes is required in this rubric:</b>		
Do you have a <b>master's degree</b> in the core academic subject of your teaching assignment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you hold a <b>permanent certificate</b> appropriate to your teaching assignment with at least 30 semester hours/45 quarter hours in the academic subject you teach?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you hold <b>National Board certification</b> in the academic subject you teach?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Do you have <b>90 clock hours of professional development</b> approvable by an LPDC since 1998 AND post initial licensure in the content area(s) and grade band you are seeking HQT?</p> <p>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). *If the teacher is seeking HQT in multiple core subject areas, then 90 clock hours of evidence must be provided for <u>each</u> core subject area.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>If you were able to mark yes to one of the options on the Ohio Highly Qualified Teacher Rubric, you can use this option for HQT purposes for ONEYEAR. In the following school year you will need to provide evidence using Form B.</b></p>		

## Form C-Exception: Music, Visual Arts, Dance, Drama and Foreign Language (Regular Education)

<b>Name</b>	<b>Teaching Assignment</b>	<b>Date</b>
-------------	----------------------------	-------------

To use the Ohio Highly Qualified Teacher Form for HQT purposes for **ONE YEAR**, you must meet **one of the following** HOUSSE Exception Criteria:

<input type="checkbox"/> Fully licensed but not teaching since January 2002
<input type="checkbox"/> Fully licensed and returning to teaching after an extended leave of at least one year within the 2002-2016 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 <b>grade</b> since January 2002 (e.g., taught grade 5 Spanish, without teaching grade 8 Spanish)
<input type="checkbox"/> Fully licensed but have not taught this <b>subject</b> since January 2002 (e.g., taught grade 5 music w teaching grade 5 drama)
<input type="checkbox"/> First year teaching in a public school

### Ohio Highly Qualified Teacher Rubric (Abbreviated)

<b>Only one yes is required in this rubric:</b>															
<b>Master's Degree</b>				<b>Permanent Certificate</b>				<b>National Board Certification</b>				<b>90 Clock Hours</b>			
<b>K-6 Only</b>				<b>K-6 Only</b>				<b>K-6 Only</b>				<b>K-6 and 7-12</b>			
<b>In one of the following areas:</b> Education; Curriculum/Instruction; Reading; OR Teaching				Appropriate to your teaching assignment.				Appropriate to your teaching assignment.				<b>90 clock hours of high quality professional development approvable by an LPDC since 1998 AND post initial licensure in the core area(s) and grade band you are seeking HQT:</b> 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).			
				<b>7-12 Only</b>				<b>7-12 Only</b>							
				Appropriate to your teaching assignment, with at least 30 semester hours/45 quarter hours in the academic subject you teach.				In the core academic subject of your teaching assignment.							
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		
<b>If you were able to mark yes to one of the options on the Ohio Highly Qualified Teacher Rubric, you can use this option for HQT purposes for ONEYEAR. In the following school year you will need to provide evidence using Form C.</b>															

## Ohio Highly Qualified Teacher Expanded Rubric

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 Worksheet (Forms A-E) or Forms A-Exception, Form B-Exception, or Form C-Exception. Teachers who are fully licensed in the area they teach and who earn **100 points on the Ohio Highly Qualified Teacher Expanded Rubric** meet the state HQT definition for one EMIS reporting period. **This completed form should be submitted along with your completed Form A, Form A-Exception, Form B, Form B-Exception, Form C, Form C-Exception, Form D or Form E to your building administrator.** You may need your college transcripts, documentation of professional development activities since 1998, any awards, recognition and/or presentations to complete this Ohio Highly Qualified Teacher Expanded Rubric.

Category	Criteria	Credit
<b>Years of Experience in the Teaching Assignment</b>	Please indicate the number of years of experience that you will have teaching this core academic subject and grade level as a fully certificated/licensed teacher by the end of the current year. Increments of less than a year should be expressed in tenths, based on a 10month school year, i.e., four years and six months is 4.6. (Short-term substitute teaching, long-term substitute teaching, student teaching, teaching under a conditional permit or temporary license, and summer school do not count.)	3 points per year up to 8 years (24 points maximum)
		Your points:
<b>College Coursework in this Content Area</b>	Use your college transcripts to report the courses that you have completed that are in the core academic subject of the teaching assignment. List all content courses that are directly related to the teaching assignment.	1 point per semester hour, up to 27 hours (27 points maximum)
		Your Points:
<b>College Coursework in Pedagogy Related to the Content Area</b>	Using your college transcripts, list all pedagogical courses that relate to this core academic subject. Education classes in methods in the teaching assignment, special education courses that deal with differentiating instruction, courses in assessment, and reading/literacy courses count; all other education courses not directly related to the content of the teaching assignment do not count.	1 point per semester hour, up to 27 hours (27 points maximum)
		Your Points:
<b>Professional Development in the Content Area</b>	List all professional development activities related directly to the core academic subject of your teaching assignment that you have taken since 1998.	3 points per professional development activity (24 points maximum)
		Your Points:

*The HQT Expanded Rubric is continued on the next page.*

## Ohio Highly Qualified Teacher Expanded Rubric

*...continued from previous page*

Category	Criteria	Credit
<b>Professional Activities in the Teaching Assignment</b>	Report any professional activities in which you have participated that document your knowledge and skill in this core academic subject. The activities should provide clear evidence of your expertise in this core academic subject and demonstrate advancing professional practice.	5 points per professional activity, up to 5 activities (25 points maximum)
		Your Points:
<b>Recognition in Content Area</b>	<p>Report any state or national teacher award received, or any publication that you have authored, that meets the following requirements:</p> <p><b>Awards</b> State or National Teacher of the Year; Milken Foundation; Presidential Awards for Excellence; Outstanding Educator Awards from content professional organizations; Martha Holden Jennings Scholar; other regional awards that are based on knowledge and skill in the core academic subject of your teaching assignment. Do not include district level awards.</p> <p><b>Publications</b> Research articles accepted for publication in a juried journal in the core academic subject.</p>	2 points per recognition, up to 3 recognitions (6 points maximum)
		Your Points:
<b>Your total points need to be 100 to meet the state definition of a Highly Qualified Teacher.</b>		<b>Your Total Points:</b>

# State Requirements for Instructional Paraprofessionals

State legislation requires that paraprofessionals meet one of three criteria to become qualified:

1. Complete at least two years of study at an institution of higher education (*defined as 48 semester or 72 quarter hours as verified by college transcript from an accredited institution of higher education\**); **OR**
2. Obtain an associate (or higher) degree from an accredited institution of higher education (*defined as any associate degree program from an accredited institution of higher education\**); **OR**
3. Meet a rigorous standard of quality and demonstrate through a formal State or local academic assessment — (i) knowledge of, and the ability to assist in instructing reading, writing and mathematics; or (ii) knowledge of, and the ability to assist in readiness for reading, writing and mathematics.

**Note: Only one of the three requirements is needed for compliance.**

*\* An accredited institution of higher education is defined in the Higher Education Act as an educational institution that is legally authorized by the State to provide a program of education beyond secondary education for which the institution awards a bachelor's degree or provides not less than a two-year program that is acceptable toward such a degree and is accredited at the college level by an accrediting agency recognized by the U.S. Secretary of Education.*

*If you are uncertain as to whether your degree or coursework is from an accredited higher education institution, please check with the institution.*

## Who Must Meet These Requirements?

### Targeted Assistance Title I Buildings

ESEA Sec.1111 (a)(2)(J) requirements apply only to paraprofessionals who have *instructional duties in programs supported by Title I funds*. Aides who serve as playground, bus or cafeteria aides do not have to meet the requirements. Special education aides who attend only to health care needs of students do not have to meet the requirements. Preschool aides who are funded by Title I must meet the requirements of the statute.

### Schoolwide Title I Buildings

*All paraprofessionals with instructional responsibilities* in schoolwide Title I buildings must meet the requirements regardless of the source of funding. Aides who serve as playground, bus or cafeteria aides do not have to meet the requirements. Special education aides who attend only to health care needs of students do not have to meet the requirements. Preschool aides who are housed in a schoolwide Title I building also must meet the requirements of the statute.

## Exceptions for Requirements

Exceptions to state statute for paraprofessionals in targeted assistance and schoolwide Title I buildings include paraprofessionals who serve as translators for children and paraprofessionals whose sole responsibilities consist of conducting parental involvement activities.

### State Assessment for Paraprofessionals

The *Parapro Assessment*, developed by Educational Testing Service (ETS) in 2002, is the state assessment for paraprofessionals in Ohio. The *Parapro Assessment* has been piloted and validated for Ohio, with a **passing score of 456** approved by the State Board of Education on June 10, 2003. The *Parapro Assessment* has portability across school districts.

The *Parapro Assessment* is available across Ohio at selected *Praxis* test centers. ETS has developed an online version of the test. The paper and pencil version of the *Parapro* test is no longer available. For more information about the online initialization process, or to download the *Test At A Glance* or a fact sheet about the *Parapro Assessment*, go to <http://www.ets.org/parapro>. The Registration Bulletin for the *Parapro* is also available on the Web site for downloading. Location for test sites can be found at the ETS Web site listed above. If an institution would like to become a test site, please complete the application at the following Web site: [http://www.ets.org/parapro/administrators/about/ibt\\_application](http://www.ets.org/parapro/administrators/about/ibt_application)

### Local (District) Assessment for Paraprofessionals

Local districts are empowered by the state statute to develop their own assessments. The Ohio Department of Education, as the grantee from the U.S. Department of Education, has the authority to develop guidelines for these local assessments, to assure the intent and integrity of the statute is met. Local assessments will meet state requirements but will not carry the assurance of portability across districts or states.

## Ohio Educational Aide Permit

*Currently in Ohio, the educational aide permit, valid for working with learners under the supervision of a fully licensed educator, shall be issued to an individual deemed to be of good moral character, who has a high school diploma or the equivalent, and who has been recommended by the employing school district, in accordance with Chapter 3301-25 of the Administrative Code (Teacher Education and Licensure Standards).*

The Educational Aide Permit will be issued as defined above for instructional and non-instructional aides in Ohio. However, paraprofessionals who have instructional duties in targeted assistance schools and schoolwide Title I buildings must meet the additional requirements. The term "ESEA Qualified" may be added to the Educational Aide permit for individuals who have successfully completed the paraprofessional requirement of the exam for paraprofessionals prescribed by the State Board of Education; or, an associate's degree (or higher) from an accredited institution of higher education; or, at least two years of study at an accredited institution of higher education.

If you have questions after reviewing these materials, please e-mail: [hqt@education.ohio.gov](mailto:hqt@education.ohio.gov)

## Frequently Asked Questions and Answers for Instructional Paraprofessionals

### **1. Q: Are all paraprofessionals required to meet the state definition?**

**A:** All individuals providing instruction through Title I or schoolwide Title I programs that are paid for or targeted for support from Title I funding, must comply.

Those **not** included:

- Playground, bus and cafeteria aides;
- Special education aides who attend only to the health care of students;
- Translators;
- Those whose sole responsibility consists of conducting parental involvement activities;
- Those working in non-instructional roles (non-instructional computer assistance).

### **2. Q: Who is considered an instructional paraprofessional?**

**A:** An instructional paraprofessional provides one-on-one tutoring; assists with classroom management (organizing instructional and other materials); provides instructional computer assistance; provides support in a library or media center; or provides instructional services under the direct supervision of a teacher.

Requirements do not apply to paraprofessionals working primarily as translators or solely on parental involvement activities, or to individuals working in non-instructional roles (food service, cafeteria or playground supervision, personal care service, and non-instructional computer assistance).

### **3. Q: What qualifications are required for instructional paraprofessionals?**

**A:** According to the regulations, instructional paraprofessionals who have instructional duties in Title I schoolwide buildings or are paid with Title I funds in a Title I targeted assistance building are required to meet the following criteria:

- 1) Complete at least two years of study at an institution of higher education (defined as 48 semester or 72 quarter hours as verified by a college transcript from an accredited institution of higher education\*); **OR**
- 2) Obtain an associate (or higher) degree from an accredited institution of higher education (defined as an associate degree program from an accredited institution of higher education); **OR**
- 3) Meet a rigorous standard of quality and demonstrate through a formal state or local academic assessment – (i) knowledge of, and the ability to assist in instructing reading, writing and mathematics; or (ii) knowledge of, and the ability to assist in readiness for reading, writing and mathematics.

*\* An accredited institution of higher education is defined in the Higher Education Act as an educational institution that is legally authorized by the State to provide a program of education beyond secondary education for which the institution awards a bachelor's degree or provides not less than a two-year program that is acceptable toward such a degree and is accredited at the college level by an accrediting agency recognized by the U.S. Secretary of Education. If you are*

uncertain as to whether your degree or coursework is from an accredited higher education institution, please check with the institution.

**4. Q: Do all instructional paraprofessionals, have to meet the educational requirements or just Title I instructional paraprofessionals?**

**A:** Education requirements impact only instructional paraprofessionals with instructional duties in a schoolwide Title I building or in any program supported by Title I funds.

**5. Q: Can instructional paraprofessionals be “grandfathered in” based on years of experience?** **A:** No, there is no provision that exempts instructional paraprofessionals from federal requirements.

**6. Q: What form of assessment are paraprofessionals required to take?**

**A:** The *Parapro Assessment* focuses on one’s knowledge of, and ability to assist in instructing reading/reading readiness, writing/writing readiness, and mathematics/mathematics readiness. A passing score of 456 (out of a total of 480 possible points) must be obtained on the *Parapro Assessment* in order to meet the requirements.

**7. Q: Where can I take the Parapro Assessment?**

**A:** The *Parapro Assessment* is offered at *Praxis* testing centers. To register for the computer delivered *Parapro Assessment*, visit the Educational Testing Service Web site at <http://www.ets.org/parapro/> . Online testing is available to districts as well.

**8. Q: If a paraprofessional does not pass the test, can the test be taken again?**

**A:** Candidates may take the test as many times as necessary to achieve a passing score of 456 (out of a total of 480 possible points).

**9. Q: If a paraprofessional does not pass one section of the test, can that portion be taken again or must the entire test be completed?**

**A:** Because the *Parapro Assessment* is a single test, there is no way to “bank” scores on any single part of it; therefore, the entire test must be retaken.

**10. Q: Are districts able to provide funding for paraprofessionals to meet the requirements?**

**A:** Primarily, Title I and Title II funds are used for ongoing training and professional development for paraprofessionals. However, other grants may apply such as IDEA, School Improvement, etc.

**11. Q: Does a paraprofessional who works in a computer lab have to meet the paraprofessional requirements?**

**A:** This depends upon the responsibilities assigned to the paraprofessional. If the paraprofessional has an instructional role, assisting students with academic content, they must meet the paraprofessional requirements for Title I schoolwide and targeted assistance buildings.

However, if the paraprofessional is employed in a computer lab for maintenance, mechanical assistance or security responsibilities, the paraprofessional would not be considered to be serving in an instructional role and thus would not need to meet the requirements.



## Principal's Recording Sheet for Instructional Paraprofessionals School Year 2016-2017

<i>District:</i>		<i>District IRN#:</i>	
<i>Building:</i>		<i>Building IRN#:</i>	
<i>Principal Name:</i>			

**Directions:**

Indicate for each instructional paraprofessional if he or she meets the designation of "qualified.". Please provide a copy of the completed recording sheet to your district EMIS coordinator, or the individual who does the EMIS reporting for your district during Initial Staff/Course Collection.

**N** = Does not meet Qualified Paraprofessional Requirement

**Y** = Does meet Qualified Paraprofessional Requirement

Paraprofessional's Name (Please print name)	ID No. (SSN or State ID)	Does the paraprofessional meet the qualified designation? (Circle One)	
		N	Y
		N	Y
		N	Y
		N	Y
		N	Y
		N	Y
		N	Y
		N	Y
		N	Y
		N	Y

**Building administrators should keep this form on file. A copy of this form should be forwarded to the EMIS coordinator for reporting compliance.**

**NOTE:** If the paraprofessional's status changes at any point before the final Initial Staff/Course Collection EMIS submission, this form can be completed again and a copy forwarded to the EMIS coordinator in order to update the information reported to the Ohio Department of Education via the Education Management Information System (EMIS).

**(Please photocopy this sheet if additional lines are needed.)**

**Procedures for Form F Completion**

Instructional paraprofessionals in Title I schoolwide or targeted assistance buildings who are Title I funded complete Form F. Once completed, the form is submitted to the building administrator for submission to the EMIS coordinator for the Initial Staff/Course Collection of Qualified Paraprofessionals. **Non-instructional paraprofessionals and paraprofessionals in non-Title I buildings/programs do not need to complete Form F.**

**Form F: Instructional Paraprofessionals  
(For Instructional Paraprofessionals in Title I Schoolwide or Targeted Assistance Buildings)**

To ensure that Title I schools and programs have qualified instructional staff, the *NCLB* statute has specific provisions for paraprofessionals who have instructional duties in targeted assistance Title I programs or in schoolwide Title I buildings. State legislation requires that paraprofessionals meet **one of three criteria** to become qualified:

1. Complete at least two years of study at an institution of higher education (defined as 48 semester or 72 quarter hours as verified by college transcript from an accredited institution of higher education); **OR**
2. Obtain an associate (or higher) degree from an accredited institution of higher education; **OR**
3. Meet a rigorous standard of quality and demonstrate, through a formal State or local academic assessment – (i) knowledge of, and the ability to assist in instructing reading, writing and mathematics; or (ii) knowledge of, and the ability to assist in readiness for reading, writing and mathematics.

<b>Only one “yes” is required: Two (2) Years of Study at an Institution of Higher Education (48 Semester or 72 Quarter Hours)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>An Associate (or higher) Degree from an Accredited Institution of Higher Education</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Passing the Test for Paraprofessionals</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Passing a Local Academic Assessment</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Yes**, I meet the federal definition for being a highly qualified paraprofessional.

**No**, I currently do not meet the federal guidelines for being a highly qualified paraprofessional.

Please sign and submit a copy of this form to your building administrator. Building administrators should use this form for reporting compliance with *NCLB* Section 1119 through the EMIS coordinator and should keep this form on file for each instructional paraprofessional within the building.

<b>Name (please print)</b>	<b>Signature</b>	<b>Date</b>

