

Highly Qualified Quick Reference Sheet

ELEMENTARY

For HQ at the Elementary “K-5 All” or “K-8 All”:

- Those with teaching certificates originally issued after 1993, all took the MTTC test.
 - Check “Passed a comprehensive content exam.”
- or*
- Those with teaching certificates originally issued prior to 1993 and have *any* MA
 - Check HOUSSE Option 1

For HQ in other core academic areas where the teacher is endorsed:

Using the Middle School Forms –

- Those with teaching certificates after 1993, all took the MTTC test.
 - Check “Passed a comprehensive content exam” for each area endorsed.
- or*
- Those with teaching certificates prior to 1993
If the teacher has ...
 - ...taken the MTTC Test - check “Passed a comprehensive content exam”.
 - ...a major in the area endorsed- check “Earned an academic major.”
 - ...a MA in teaching /curriculum (not leadership, counseling, special ed) -check HOUSSE Option 1.
 - ... 18 credits in classes *supporting the subject* –check HOUSSE Option 1.
 - ... 90 hours PD or 6 credits within the last 5 years in the subject – check HOUSSE Option 2.
 - ...completed a portfolio in the subject – check HOUSSE Option 3

Note: The “K-8 All”, is considered a minor in everything, so the teacher is considered endorsed for any subject. However you can only be HQ in a core academic subject by one of the options listed above.

MIDDLE SCHOOL and HIGH SCHOOL

For HQ in each core academic area where the teacher is endorsed:

- Those with teaching certificates originally issued after 1993, all took the MTTC test.
 - Check “Passed a comprehensive content exam” for each area endorsed.
- or*
- Those with teaching certificates originally issued prior to 1993
If the teacher has ...
 - ...taken the MTTC Test - check “Passed a comprehensive content exam”.
 - ...a major in the area endorsed- check “Earned an academic major.”
 - ...a MA in teaching /curriculum (not leadership, counseling, special ed) -check HOUSSE Option 1.
 - ... 18 credits in classes *supporting the subject* –check HOUSSE Option 1.
 - ... 90 hours PD or 6 credits within the last 5 years in the subject – check HOUSSE Option 2.
 - ...completed a portfolio in the subject – check HOUSSE Option 3.

Note: The “K-8 All”, is considered a minor in everything, so the teacher is considered endorsed for any subject. However you can only be HQ in a core academic subject by one of the options listed above.

Additionally with a “K-8 All”, you are HQ in elementary by:

Using the ELEMENTARY FORM

- Taking the MTTC test- check “Passed a comprehensive content exam”.
- or*
- have *any* MA -check HOUSSE Option 1

Teachers may view their teaching certificates online via the Michigan Department of Education website. The address is <https://mdoe.state.mi.us/teachercert/>.

Official Michigan Highly Qualified Elementary Teacher Report
Revised September 14, 2007

Full Name (as it appears on Michigan teaching certificate)	Core Academic Subject Area (one form for each subject)	
Place of Employment (District)	Building	Telephone Number

Note: All teachers must hold at least a bachelor's degree and full state certification (and be assigned within the subject and grade level validity of the Michigan certificate).

Check the one option you have completed that demonstrates you are a highly qualified teacher in the core academic content area identified at the top of this page.

Elementary teacher assigned to grades K-5:

- Passed a comprehensive elementary content exam.
- Completed one or more of the following HOUSSE options:
 - Have at least three years of teaching experience and have completed, after receiving the Michigan Provisional teaching certificate, a minimum of 18 semester hours in a core academic subject program of study or towards a master's or higher degree that supports the teaching of the core academic subject. (HOUSSE Option 1)
 - Have at least three years of teaching and completed (in the last five years) an individual professional development plan of 90 clock hours of professional development or 6 semester hours of coursework in the content area. (HOUSSE Option 2)
 - Demonstrated competence, as outlined in a local performance assessment of my employing district (portfolio or classroom observation). (HOUSSE Option 3)

.....

I hereby certify that I have successfully met the option, as noted above, of the Michigan definition of highly qualified teacher for the content area stated above and thereby deemed to be a highly qualified teacher as defined in the federal law, ESEA/No Child Left Behind, Section 1119 and Section 9101.

Signature of Teacher	Date
----------------------	------

MISREPRESENTATION OR FALSIFICATION OF INFORMATION MAY RESULT IN SUSPENSION OR REVOCATION OF THE TEACHING CERTIFICATE.

Please submit this form to your local district, ISD, or PSA superintendent or chief administrator before September 15, 2008, or upon demonstrating competence before being assigned to a new core academic area.

Mandated by Federal No Child Left Behind Act

Districts are responsible for placing a copy of this form in the teacher's personnel file and providing the teacher with a copy of the completed form for the individual's records.

Official Michigan Highly Qualified HIGH SCHOOL/SECONDARY Teacher Report
Revised September 14, 2007

Full Name (as it appears on Michigan teaching certificate)	Core Academic Subject Area (one form for each subject area)	
Place of Employment (District)	Building	Telephone Number

Note: All teachers must hold at least a bachelor's degree and full state certification (and be assigned within the subject and grade level validity of the Michigan certificate).

Check one option you have completed that demonstrates you are a highly qualified teacher in the core academic content area identified at the top of this page.

High School teacher assigned grades 9-12; or assigned secondary-level grades 6-12.

- Passed the appropriate MTTC subject content area examination.
- Have an earned academic major in the content area.
- Have an earned master's degree in the content area or a master's degree focused on improving the knowledge and skills needed to teach the content.
- Have coursework equivalent (at least 30 semester hours) of a major in the content area.
- Have National Board Certification in the content area.

Completed one or more of the following HOUSSE options:

- Have at least three years of teaching experience and have completed, after receiving the Michigan Provisional teaching certificate, a minimum of 18 semester hours in a core academic subject program of study or towards a master's or higher degree that supports the teaching of the core academic subject. (HOUSSE Option 1)
- Have at least three years of teaching and completed (in the last five years) an individual professional development plan of 90 clock hours of professional development or 6 semester hours of coursework in the content area. (HOUSSE Option 2)
- Demonstrated competence, as outlined in a local performance assessment of my employing district (portfolio or classroom observation) and approved by the MDE (HOUSSE Option 3).

I hereby certify that I have successfully met the option, as noted above, of the Michigan definition of highly qualified teacher for the content area stated above and thereby deemed to be a highly qualified teacher as defined in the federal law, ESEA/No Child Left Behind, Section 1119 and Section 9101.

Signature of Teacher	Date
----------------------	------

MISREPRESENTATION OR FALSIFICATION OF INFORMATION MAY RESULT IN SUSPENSION OR REVOCATION OF THE TEACHING CERTIFICATE.

Please submit this form to your local district, ISD, or PSA superintendent or chief administrator before September 15, 2008, or upon demonstrating competence before being assigned to a **new core** academic area.

Mandated by Federal No Child Left Behind Act

Districts are responsible for placing a copy of this form in the teacher's personnel file and providing the teacher with a copy of the completed form for the individual's records.

