

Form A: Grades K-6 Regular Education

Name: Teaching Assignment: Date:		
Section 1: Do you have at least a bachelor's degree?	☐ Yes	☐ No
Section 2: Do you hold *full state certification/licensure in your teaching assignment? <i>*Substitute licenses do not meet this requirement.</i>	☐ Yes	☐ No
If you answered NO to section 1 and/or 2 proceed no further. You cannot meet the HQT requirement in this teaching assignment. Record "no" on the status sheet and return it to your building principal. If you answered "yes" to both, proceed to Section 3.		
Section 3: Do you have evidence that you have taken and passed one or more of the following Ohio's State Licensure Exams (OAE, Praxis II, or NTE)?	☐ Yes	☐ No
Ohio Assessment for Educators (OAE) Current Ohio Licensing Exams as of September 1, 2013 ▪ Early Childhood Education 012 ▪ Reading (Subtest I) 038 & Reading (Subtest II) 039 ▪ Elementary Education (Subtest I) 018 & Elementary Education (Subtest II) 019 ▪ Middle Grades ELA 028 ▪ Middle Grades Math 030 ▪ Middle Grades Science 029 ▪ Middle Grades Social Studies 031	Praxis II ▪ Education in Elementary School 0010 (if passed before Sept 1, 1999) ▪ Teacher, grades K-3 Praxis II: ECE 0020 (if passed before Sept. 1, 2005) ▪ Introduction to the Teaching of Reading 0200 (if passed before Sept. 1, 2010) ▪ Teaching Reading 0204 (if passed before Sept. 1, 2013) ▪ Teacher, grades K-3 Praxis II: EYC 0021 (if passed before Sept. 1, 2013) ▪ Teacher, grades 4-6 Praxis II: Elem. Ed. Content 0014 (if passed before Sept. 1, 2013) ▪ Elementary Education: Curriculum, Instruction & Assessment 0011 (if passed before Sept. 1, 2013) ▪ Middle School ELA 0049 (if passed before Sept. 1, 2013) ▪ Middle School Math 0069 (if passed before Sept. 1, 2013) ▪ Middle School Science 0439 (if passed before Sept. 1, 2013) ▪ Middle School Social Studies 0089 (if passed before Sept. 1, 2013)	NTE ▪ General Knowledge
Successful completion of one test covers for all core academic subjects applicable to grades K-6 <i>The following tests DO NOT APPLY for Section 3: Praxis II Principles of Learning & Teaching, Praxis II Special Education tests or OAE Assessments of Professional Knowledge, OAE Special Education tests.</i>		
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.		

Form B: Grades 7-12 Regular Education

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

Name: Teaching Assignment: Date:		
Section 1: Do you have at least a bachelor's degree?	☐ Yes	☐ No
Section 2: Do you hold *full state certification/licensure in your teaching assignment? <i>*Substitute licenses do not meet this requirement.</i>	☐ Yes	☐ No
If you answered NO to section 1 and/or 2 proceed no further. You cannot meet the HQT requirement in this teaching assignment. Record "no" on the status sheet and return it to your building principal. If you answered "yes" to both, proceed to Section 3.		
Section 3: Only one "yes" in Section 3 is required		
Do you have evidence that you have taken and passed Ohio's State Licensure Exams (OAE, Praxis II, or NTE) in the <u>core academic subject</u> of your teaching assignment? The following tests DO NOT APPLY for Section 3: Praxis II Principles of Learning & Teaching, Praxis II Special Education tests, Praxis II Education of Young Children, Praxis II Elementary Education Content, Praxis II Elementary Education: Curriculum, Instruction, & Assessment, or OAE Assessments of Professional Knowledge, OAE Special Education tests, OAE Elementary Education Subtests, OAE Early Childhood Education.	☐ Yes	☐ No
Do you have an Academic Major or the equivalent in the core academic subject of your teaching assignment? (Major or equivalent = 30 semester hours/45 quarter hours in Undergraduate and/or Graduate courses)	☐ Yes	☐ No
Do you have a Master's Degree in the core academic subject of your teaching assignment?	☐ Yes	☐ No
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.		

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

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

Name: Teaching Assignment: Date:		
Section 1: Do you have at least a bachelor's degree?	☐ Yes	☐ No
Section 2: Do you hold *full state certification/licensure in your teaching assignment? <i>*Substitute licenses do not meet this requirement.</i>	☐ Yes	☐ No
If you answered NO to section 1 and/or 2 proceed no further. You cannot meet the HQT requirement in this teaching assignment. Record "no" on the status sheet and return it to your building principal. If you answered "yes" to both, proceed to Section 3.		
Section 3: Only <i>one</i> "yes" in Section 3 is required.		
Do you have evidence that you have taken and passed Ohio's State Licensure Exams (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? The following tests DO NOT APPLY for Section 3: Praxis II Principles of Learning & Teaching, Praxis II Special Education tests, or OAE Assessments of Professional Knowledge, OAE Special Education tests.	☐ Yes	☐ No
Do you have an Academic Major or the equivalent in the core academic subject of your teaching assignment? (Major or equivalent = 30 semester hours/45 quarter hours in Undergraduate and/or Graduate courses)	☐ Yes	☐ No
Do you have a Master's Degree in the *core academic subject of your teaching assignment?	☐ Yes	☐ No
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.		

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

Name: Teaching Assignment: Date:		
Section 1: Do you have at least a bachelor's degree?	☐ Yes	☐ No
Section 2: Do you hold *full state certification/licensure in your teaching assignment? <i>*Substitute licenses do not meet this requirement.</i>	☐ Yes	☐ No
If you answered NO to section 1 and/or 2 proceed no further. You cannot meet the HQT requirement in this teaching assignment. Record "no" on the status sheet and return it to your building principal. If you answered "yes" to both, proceed to Section 3.		
Section 3: Only one "yes" in Section 3 is required.		
Do you have evidence that you have taken and passed one or more of the following Ohio's State Licensure Exams (OAE, Praxis II, or NTE)?	☐ Yes	☐ No
Ohio Assessment for Educators (OAE) Current Ohio Licensing Exams as of Sept. 1, 2013 ▪ Early Childhood Education 012 ▪ Reading (Subtest I) 038 & Reading (Subtest II) 039 ▪ Elementary Education (Subtest I) 018 & Elementary Education (Subtest II) 019 ▪ Middle Grades ELA 028 ▪ Middle Grades Math 030 ▪ Middle Grades Science 029 ▪ Middle Grades Social Studies 031	Praxis II ▪ Education in Elementary School 0010 (if passed before Sept 1, 1999) ▪ Teacher, grades K-3 Praxis II: ECE 0020 (if passed before Sept. 1, 2005) ▪ Introduction to the Teaching of Reading 0200 (if passed before Sept. 1, 2010) ▪ Teaching Reading 0204 (if passed before Sept. 1, 2013) ▪ Teacher, grades K-3 Praxis II: EYC 0021 (if passed before Sept. 1, 2013) ▪ Teacher, grades 4-6 Praxis II: Elem. Ed. Content 0014 (if passed before Sept. 1, 2013) ▪ Elementary Education: Curriculum, Instruction & Assessment 0011 (if passed before Sept. 1, 2013) ▪ Middle School ELA 0049 (if passed before Sept. 1, 2013) ▪ Middle School Math 0069 (if passed before Sept. 1, 2013) ▪ Middle School Science 0439 (if passed before Sept. 1, 2013) ▪ Middle School Social Studies 0089 (if passed before Sept. 1, 2013)	NTE ▪ General Knowledge
Successful completion of one test covers for all core academic subjects applicable to grades K-6 The following tests DO NOT APPLY for Section 3: Praxis II Principles of Learning & Teaching, Praxis II Special Education tests or OAE Assessments of Professional Knowledge, OAE Special Education tests.		
Do you have a Master's Degree in one of the following areas: Education (e.g., special education), Curriculum/Instruction, Reading, or Teaching?	☐ Yes	☐ No
Do you hold an eight-year professional certificate appropriate to your teaching assignment?	☐ Yes	☐ No
Do you hold a Permanent Certificate appropriate to your teaching assignment?	☐ Yes	☐ No
Do you hold National Board Certification appropriate to your teaching assignment?	☐ Yes	☐ No
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? <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>	☐ Yes	☐ No
If you answer yes to Section 1-3 above, you meet the HQT requirement in this teaching assignment.		

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

Name: Teaching Assignment: Date:		
Complete one form for each *core academic subject area of your teaching assignment		
Section 1: Do you have at least a bachelor's degree?	☐ Yes	☐ No
Section 2: Do you hold *full state certification/licensure in your teaching assignment? <i>*Substitute licenses do not meet this requirement.</i>	☐ Yes	☐ No
If you answered NO to section 1 and/or 2 proceed no further. You cannot meet the HQT requirement in this teaching assignment. Record "no" on the status sheet and return it to your building principal. If you answered "yes" to both, proceed to Section 3.		
Section 3: Only one "yes" in Section 3 is required.		
Do you have evidence that you have taken and 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: For ELA: OAE Reading Subtest I and II; OAE Middle Grades ELA; or previously taken and passed Praxis II Teaching Reading, Praxis II Middle School ELA, Praxis II Introduction to the Teaching of Reading For Math: OAE Middle Grades Math; or previously taken and passed Praxis II Middle School Mathematics For Science: OAE Middle Grades Science; or previously taken and passed Praxis II Middle School Science For Social Studies: OAE Middle Grades Social Studies, or previously taken and passed Praxis II Middle School Social Studies <i>The following tests DO NOT APPLY for Section 3: Praxis II Principles of Learning & Teaching, Praxis II Special Education tests, Praxis II Education of Young Children, Praxis II Elementary Education Content, Praxis II Elementary Education: Curriculum, Instruction, & Assessment, or OAE Assessments of Professional Knowledge, OAE Special Education tests, OAE Elementary Education Subtests, OAE Early Childhood Education.</i>	☐ Yes	☐ No
Do you have an Academic Major or the equivalent in the core academic subject of your teaching assignment? (Major or equivalent = 30 semester hours/45 quarter hours in Undergraduate and/or Graduate courses)	☐ Yes	☐ No
Do you have a Master's Degree in the core academic subject of your teaching assignment?	☐ Yes	☐ No
Do you hold an eight-year professional certificate appropriate to your teaching assignment with at least 30 semester hours/45 quarter hours in the academic subject you teach?	☐ Yes	☐ No
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?	☐ Yes	☐ No
Do you hold National Board Certification in the academic subject you teach?	☐ Yes	☐ No
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? 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). <i>*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.</i>	☐ Yes	☐ No
If you answer yes to Section 1-3 above, you meet the HQT requirement in this teaching assignment. *Core academic subjects are defined in Section 9101 of NCLB as English, language arts, reading, science, mathematics, arts (including music, visual arts, dance and drama), foreign language, government and civics, history, economics and geography.		

Form A-Exception: Grades K-6 Regular Education

Name:

Teaching Assignment:

Date:

To use the Ohio Highly Qualified Teacher Rubric for HQT purposes for **ONE EMIS REPORTING PERIOD**, you must meet **one of the following** HOUSSE Exception Criteria:

- ☐ Fully licensed but not teaching since Jan. 2002
- ☐ Fully licensed and returning to teaching after an extended leave of at least one year within the 2002-2015 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)
- ☐ First year teaching in Ohio, previously taught out-of-state
- ☐ Fully licensed but have not taught in this **grade** since Jan. 2002 (e.g., taught grade 8 Language Arts, now teaching grade 5)
- ☐ Fully licensed but have not taught this **subject** since Jan. 2002 (e.g., taught 5th grade math now teaching 5th grade science)
- ☐ First year teaching in a public school

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.

Ohio Highly Qualified Teacher Rubric (Abbreviated)

Only one yes is required in this rubric:

Do you have a Master's Degree in one of the following areas: Education (e.g., special education), Curriculum/Instruction, Reading, or Teaching?	☐ Yes	☐ No
Do you hold an eight-year professional certificate appropriate to your teaching assignment?	☐ Yes	☐ No
Do you hold a Permanent Certificate appropriate to your teaching assignment?	☐ Yes	☐ No
Do you hold National Board Certification appropriate to your teaching assignment?	☐ Yes	☐ No
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? <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>	☐ Yes	☐ No

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 REPORTING PERIOD. In the following school year you will need to provide evidence using Form A.

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:

To use the Ohio Highly Qualified Teacher Rubric for HQT purposes for **ONE EMIS REPORTING PERIOD**, you must meet **one of the following** HOUSSE Exception Criteria:

- ☐ Fully licensed but not teaching since Jan. 2002
- ☐ Fully licensed and returning to teaching after an extended leave of at least one year within the 2002-2015 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)
- ☐ First year teaching in Ohio, previously taught out-of-state
- ☐ Fully licensed but have not taught in this **grade** since Jan. 2002 (e.g., taught grade 9 Language Arts, now teaching grade 11)
- ☐ Fully licensed but have not taught this **subject** since Jan. 2002 (e.g., taught 9th grade science now teaching 9th grade social studies)
- ☐ First year teaching in a public school

If you were able to mark one of the criterlons 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.

Ohio Highly Qualified Teacher Rubric (Abbreviated)

Only one yes is required in this rubric:		
Do you have a Master's Degree in the core academic subject of your teaching assignment?	☐ Yes	☐ No
Do you hold an eight-year professional certificate appropriate to your teaching assignment with at least 30 semester hours/45 quarter hours in the academic subject you teach?	☐ Yes	☐ No
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?	☐ Yes	☐ No
Do you hold National Board Certification in the academic subject you teach?	☐ Yes	☐ No
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? 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.	☐ Yes	☐ No
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 REPORTING PERIOD. In the following school year you will need to provide evidence using Form B.		

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

Name:

Teaching Assignment:

Date:

To use the Ohio Highly Qualified Teacher Rubric for HQT purposes for **ONE EMIS REPORTING PERIOD**, you must meet one of the following HOUSSE Exception Criteria:

☐ Fully licensed but not teaching since Jan. 2002
☐ Fully licensed and returning to teaching after an extended leave of at least one year within the 2002-2015 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)
☐ First year teaching in Ohio, previously taught out-of-state
☐ Fully licensed but have not taught in this grade since Jan. 2002 (e.g., taught grade 5 Spanish, now teaching grade 8)
☐ Fully licensed but have not taught this subject since Jan. 2002 (e.g., taught 5 th grade music now teaching 5 th grade drama)
☐ First year teaching in a public school
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.

Ohio Highly Qualified Teacher Rubric (Abbreviated)

Only one yes is required in this rubric:				
Master's Degree	8-Year Professional Certificate	Permanent Certificate	National Board Certification	90 Clock Hours
K-6 Only	K-6 Only	K-6 Only	K-6 Only	K-6 and 7-12
In one of the following areas : Education; Curriculum/Instruction; Reading; OR Teaching	Have or ever have had an eight-year professional certificate appropriate to your teaching assignment.	Appropriate to your teaching assignment.	Appropriate to your teaching assignment.	90 clock hours of high quality professional development approvable by an LPDC since 1998 AND post initial licensure in the core area(s) and grade band you are seeking HQT: 90 clock hours in appropriate content knowledge; of which up to a maximum of 45 clock hours may be in teaching skills, pedagogy, or Academic Content Standards appropriate to the content area (45 clock hours = 3 semester hours).
	7-12 Only	7-12 Only	7-12 Only	
	Have or ever have had an eight-year professional certificate appropriate to your teaching assignment. With at least 30 semester hours/45 quarter hours in the academic subject you teach.	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
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 REPORTING PERIOD. In the following school year you will need to provide evidence using Form C.				

HQT Frequently Asked Questions 2015-2016

1. Q: Who must be reported as highly qualified teachers under the NCLB 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: Core academic subjects, as defined in Section 9101 of NCLB, include English, language arts, reading, science, mathematics, arts (includes music, visual arts, dance and drama), foreign language, government and civics, history, economics and geography.

3. Q: When must teachers of core academic subjects meet the NCLB federal definition of being designated as highly qualified?

A: By the end of the 2005-2006 school year, all veteran elementary, middle and secondary teachers of core academic subjects should have been highly qualified. Newly hired teachers must be HQT upon employment.

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 being used to determine if a teacher meets the federal HQT definition?

A: Teachers can meet the federal HQT definition in two ways:

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

(2) 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 EMIS reporting period.

7. Q: Now that the High Objective Uniform State Standard Evaluation (HOUSSE) has 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 EMIS reporting period to report or earn HQT status using the HOUSSE options. (See *HQT Worksheets Form A-Exception, Form B-Exception, Form C-Exception.*)

HQT Frequently Asked Questions 2015-2016

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 Jan. 2002; or
- Are returning to teaching after an extended leave of at least one year within the 2002-2015 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** EMIS reporting period for general education teachers.

9. Q: *How will a teacher meet HQT if they do 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 Worksheet.

10. Q: *I am a regular educator who has taught the same exact assignment (grade level, core subject(s) since before Jan. 31, 2007. I have supporting documentation that I was previously reported as HQT prior to Jan. 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 Jan. 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 NCLB 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 Counselor do not apply.

HQT Frequently Asked Questions 2015-2016

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: How do I go about determining if I have the appropriate amount and type of clock hours (90 clock hours, professional development approvable by your LPDC since 1998 and post initial licensure)?

A: To show appropriate content knowledge for your teaching assignment you need a total of 90 clock hours of which a **minimum** of 45 clock hours in content knowledge in the subject area of your teaching assignment is needed. 45 clock hours or more are needed in the specific content area of your teaching assignment. Clock hours in teaching skills pedagogy may also be used, but can only be used for a maximum of 45 hours. 45 clock hours or less in teaching skills pedagogy can be counted. 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 Regular Education 1-8 (or K-8) Licensure, 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 federal definition of HQT.

HQT Frequently Asked Questions 2015-2016

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 will 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. 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 Housse option may be used for one EMIS reporting period.

22. Q: Does the HQT status get put onto my license?

A: HQT is verified and reported by schools. HQT forms and worksheets are to be completed by a teacher and turned in to a designee at the school and/or district. HQT status is not put onto your teaching license.

23. Q: If I am eligible to use the Housse criteria and choose the 90 clock hours 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 use professional development that occurred AFTER your initial certificate or license was granted.

24. Q: I hold a valid early childhood license (PK-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: English language arts, reading, math, science, government, civics, history, economics, and geography but **NOT** music, visual arts, dance, drama, and foreign language.

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 Highly Qualified Teacher definition pertain to special educators & gifted educators /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 multi-handicapped students or significantly cognitively disabled students need to be highly qualified in all 7th-12th grade core academic content areas?

A: A teacher whose students are eligible to be assessed against the alternate achievement standards may meet HQT requirements as they apply to a K-6th grade intervention specialist (Form D) for the 2015-2016 school year. **For the 2016-2017 school year, teachers will need to be highly qualified in 7th-12th grade core academic content areas of their teaching assignment as it applies for 7th-12th grade intervention specialist (Form E).** The Ohio Academic Content Standards-Extended provide access to Ohio's New Learning Standards in core academic content areas for grades K-12. For more guidance, click [here](#).

HQT Frequently Asked Questions 2015-2016

28. Q: If an intervention specialist has taken the Teaching Reading exam and passed, are they eligible to be HQT in ELA in Grades 7-12?

A: Yes. The Praxis II Teaching Reading Exam (#0204), Praxis II Introduction to the Teaching of Reading (#0200), or 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 Grades 7-12 ELA per U.S. Department of Education (see Page 4).

29. Q: Does a K-6 special education & gifted education/intervention specialist need to show content knowledge (Section 3) for each core content area of their teaching assignment?

A: No. If they have taken and passed one or more of the following Ohio's State Licensure Exams (OAE, Praxis II or NTE), one test covers for all core content areas for grades K-6:

*OAE	Praxis II	NTE
▪ Early Childhood Education 012 ▪ Reading (Subtest I) 038 & Reading (Subtest II) 039 ▪ Elementary Education (Subtest I) 018 & Elementary Education (Subtest II) 019 ▪ Middle Grades ELA 028 ▪ Middle Grades Math 030 ▪ Middle Grades Science 029 ▪ Middle Grades Social Studies 031 (*Ohio licensing exams as of Sept. 1, 2013)	▪ Education in Elementary School 0010 (if passed before Sept 1, 1999) ▪ Teacher, grades K-3 Praxis II: ECE 0020 (if passed before Sept. 1, 2005) ▪ Introduction to the Teaching of Reading 0200 (if passed before Sept. 1, 2010) ▪ Teaching Reading 0204 (if passed before Sept. 1, 2013) ▪ Teacher, grades K-3 Praxis II: EYC 0021 (if passed before Sept. 1, 2013) ▪ Teacher, grades 4-6 Praxis II: Elem. Ed. Content 0014 (if passed before Sept. 1, 2013) ▪ Elementary Education: Curriculum, Instruction & Assessment 0011 (if passed before Sept. 1, 2013) ▪ Middle School ELA 0049 (if passed before Sept. 1, 2013) ▪ Middle School Math 0069 (if passed before Sept. 1, 2013) ▪ Middle School Science 0439 (if passed before Sept. 1, 2013) ▪ Middle School Social Studies 0089 (if passed before Sept. 1, 2013)	▪ General Knowledge

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.