

Elementary Teacher (K-6) Highly Qualified Verification

Section A - Teacher Information

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

New Teacher Definition

A new teacher is a fully licensed teacher hired **AFTER the 2006-07 school year** or a teacher who has changed Core Academic Subject teaching assignments after the 2006-07 school year.

Veteran Teacher Definition

A veteran teacher is a fully licensed teacher with more than one year of full-time teaching experience hired **PRIOR to or during the 2006-2007 school year**.

Section B – Do you meet the definition of a Highly Qualified Teacher?

1. Have you earned at least a bachelor's degree?	Yes	No
2. Do you hold a valid Indiana elementary school education teaching license, includes Elementary Primary (grades K-3) setting, Elementary Intermediate (grades 4-6) setting, or a special education teaching license that includes elementary school settings?	Yes	No
3. Have you completed one of the following? (Check only one box)		
<input type="checkbox"/> I have passed the PRAXIS II (#0011) licensing exam entitled "Elementary Education: Curriculum, Instruction and Assessment"		
<input type="checkbox"/> I have passed PRAXIS II (#0020) "Early Childhood Education," K-3 only.	Yes	No
<input type="checkbox"/> I have passed the National Teacher Exam (NTE) (#0010) specialty area test called "Education in the Elementary School?"		
<input type="checkbox"/> I have been considered Highly Qualified in another state.		
<input type="checkbox"/> I have completed the National Board for Professional Teaching Standards (NBPTS) certification in the Core Academic Subject area to which I am currently assigned.		
<input type="checkbox"/> I have earned 100 points on the HOUSSE rubric. HOUSSE is not an option for New Teachers, and can only be used by Veteran Teachers hired prior to or during the 2006-07 school year who have not changed Core Academic Subject teaching assignments.		

If you answered **YES** to **ALL** of the three questions above, you meet the definition of Highly Qualified and do not need to complete the remainder of the form. **Documentation of the completion of each chosen requirement above MUST be kept on file at your central office along with this verification form.** Please see [Documenting Teachers' Highly Qualified Status](#) for guidance on what items must be kept on file for HQ documentation.

If you answered **NO** to **ANY** of the questions above, you **DO NOT MEET** the definition of Highly Qualified and should proceed to "Section C." Section C will be your Action Plan for becoming Highly Qualified.

Section C – ACTION PLAN - How will you become Highly Qualified?

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

If you answered “No” to question #1 in Section B:

- I will earn a bachelor’s degree from a regionally accredited institution.
- By what date do you anticipate earning the degree? _____
 - From what institution of higher learning will you earn the degree?

If you answered “No” to question #2 in Section B:

- I will earn a valid Indiana elementary school education teaching license.
- What type of license will you earn? _____
 - How many hours of credit do you need to complete your degree? _____
 - From which institution of higher learning will you eventually receive your degree?

 - What classes will you take towards your degree before the next school year?

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

If you answered “No” to question #3 in Section B:

- I will pass the PRAXIS II exam entitled “Elementary Education: Curriculum, Instruction and Assessment,” #10011
- List the date by which you are scheduled to take the exam. _____
 - Name the site where you will take the test. _____
- I will earn National Board for Professional Teaching Standards (NBPTS) certification in my Core Academic Subject area.
- List the date that you are scheduled to earn the certification. _____
- I can demonstrate 100 points on the [HOUSSE \(High Objective Uniform State Standard of Evaluation\)](#) rubric for elementary school teachers earned PRIOR to the end of the 2006-07 school year (Note: HOUSSE is not an option for New Teachers nor for Veteran Teachers who have changed Core Academic Subject teaching assignments since the 2006-07 school year).
- List the date by which you will provide the Indiana HOUSSE and supporting documentation to your school corporation. _____

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