

**Secondary Teacher (7-12)  
Highly Qualified Verification**

**Section A - Teacher Information**

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

Does your current teaching assignment include more than one Core Academic Subject? \_\_\_\_\_

**\*\*\*YOU MUST FILL OUT ONE FORM FOR EACH CORE ACADEMIC SUBJECT (CAS) THAT YOU TEACH\*\*\***

What Core Academic Subject are you currently assigned to teach?

- English/language arts   
  reading   
  mathematics   
  science   
  world languages  
 social studies (civics and government, economics, history, geography)   
  fine arts (music or visual arts)

**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 one of the following valid licenses for the Core Academic Subject area that you are currently assigned to teach? <ul style="list-style-type: none"> <li>• <b>Junior High/Middle School Teachers</b> should hold a valid Indiana teaching license appropriate for Junior High/Middle School (6-8), Secondary (grades 5-12), or a special education teaching license that includes middle school grades.</li> <li>• <b>High School Teachers</b> should hold a valid Indiana secondary education teaching license or a special education teaching license that covers grades 9-12.</li> </ul>	Yes	No

<p>3. Have you successfully completed <b>one</b> of the following for the <b>Core Academic Subject area that you are currently assigned to teach?</b></p> <p><input type="checkbox"/> I have passed the PRAXIS II exam for the Core Academic Subject area to which I am currently assigned.</p> <p><input type="checkbox"/> I have passed the National Teacher Exam (NTE) specialty area exam for the Core Academic Subject area to which I am currently assigned?</p> <p><input type="checkbox"/> I have earned either a bachelor’s or master’s degree or completed at least 24 college credit hours in the Core Academic Subject area to which I am currently assigned.</p> <p><input type="checkbox"/> I have earned National Board for Professional Teaching Standards (NBPTS) certification in the Core Academic Subject area to which I am currently assigned.</p> <p><input type="checkbox"/> I have been considered Highly Qualified in another state.</p> <p><input type="checkbox"/> I have earned 100 points on the HOUSSE rubric. <b>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.</b></p>	<p>Yes      No</p>
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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 this 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 - How will you become Highly Qualified?

Check the appropriate boxes demonstrating how you will become Highly Qualified. Answer all of the questions associated with your choice(s). **Make a copy of this form and ALL DOCUMENTATION for your records and send the completed information to your school corporation office. If you have any questions concerning this form, contact [HQT@doe.in.gov](mailto:HQT@doe.in.gov)**

### **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 Core Academic Subject area teaching license.

- In which Core Academic Subject area will you earn a license? \_\_\_\_\_
- How many credit hours do you need to earn your license? \_\_\_\_\_
- From which institution of higher learning? \_\_\_\_\_
- What classes will you take toward your license by the next school year? \_\_\_\_\_
- On what date will you take the Praxis II exam in your Core Academic Subject? \_\_\_\_\_
- By what date will you apply to have this area added to your license based on passing the Praxis II exam? \_\_\_\_\_
- 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 in my Core Academic Subject (CAS) area.

- List the date that you are scheduled to take the exam. \_\_\_\_\_
- Name the site where you will take the test. \_\_\_\_\_

I will earn a bachelor's or master's degree or complete a minimum of 24 college credit hours in my CAS area.

- If completing credit hours, how many additional hours do you need to earn in the CAS area? \_\_\_\_\_
- How many hours will you complete by next school year? \_\_\_\_\_
- By what date do you anticipate having the full 24 college credit hours required? \_\_\_\_\_
- If earning a degree in the CAS, how many college credit hours do you have left to earn? \_\_\_\_\_
- From which institution of higher learning will you eventually receive either your bachelor's or master's degree in the CAS? \_\_\_\_\_
- By what date do you anticipate earning the bachelor's or master's degree in the CAS area? \_\_\_\_\_

I will earn National Board for Professional Teaching Standards (NBPTS) certification in my CAS 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 secondary 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 CAS 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. \_\_\_\_\_