

*Guide Sheet for Highly Qualified Teachers
For Title II, Part A coordinators
Prepared by EPSB Division of Certification
Revised September 2015*

Conditions required to demonstrate Highly Qualified Status

1. Must hold a Bachelor's degree
2. Must hold **Full State Certification** that allows them to teach the course in question
 - a. See below for Full vs. Not Full State Certification
 - b. Full State Certification in one area does not equal Full State Certification in another area (check permissions)
3. Demonstrate Core Content Competency for the content area in question
 - a. Have a Major in the core content area OR
 - b. Have passed the certification test (Praxis or NTE) for the core content area OR
 - c. Meet the HOUSSE requirements for the core content area (experienced teachers only)

HQT situations do not always fall into a limited set of scenarios; therefore, coordinators should become familiar with the general information about HQT, frequently asked questions, and the HOUSSE Index which may be found at: <http://www.epsb.ky.gov/nclb.asp>.

Specific questions should be addressed via e-mail to: EPSBHQ@ky.gov.

Not Full State Certification

The following certificates do NOT meet the definition of Full State Certification. Individuals holding these certificates can **never** be considered HQ. To move them to HQ status, they must move to a certificate in the Full State Certification category.

Certificate Type	Conditions of Issuance	Validity period	Renewable?	Steps to move to an HQ eligible certification
Adjunct	For part time employment only Must have content area major or minor however, per KRS 161.048, can NEVER be considered HQ	One year	Yes	Must move to a certificate designated as Full State Certification Options include (but not limited to) completing a regular certification program or enrolling in a temporary provisional program
Emergency	Issued at the request of a local school district to an individual holding no valid certification in an area.	One year	No	Must move to a certificate designated as Full State Certification Options include (but not limited to) completing a regular certification program or enrolling in a temporary provisional program
Conditional	For an individual that has completed a teacher prep program but has not yet passed one or more of the certification tests	One year	No	Must pass all required certification tests to be issued a KY Statement of Eligibility and then begin KTIP
6 Month Temporary	Out of state teachers with less than 2 years of experience needing KY certification tests	6 months	No	Must pass all required certification tests to be issued a KY Statement of Eligibility and then begin KTIP

Full State Certification

The following certificates represent Full State Certification. They do not guarantee a teacher can meet HQ status for a particular content area; the teacher must meet condition 3 above to do that.

Certificate Type	Conditions of Issuance	Special notes or conditions for HQ status
Professional	Represents completion of a full teacher preparation program and KTIP if required	
<i>Statement of Eligibility</i>	<i>Represents completion of a full teacher preparation program</i>	<i>This is not a Certificate – an individual must be in KTIP to be considered certified</i>
Provisional Internship	One year certificate issued to individuals participating in KTIP	Teachers cannot use the HOUSSE while in KTIP to deem HQ status
Provisional	Represents completion of a full teacher preparation program prior to 2000 (No longer issued)	Teachers holding this certificate may have permissions which do not correlate with their major or test. HOUSSE or additional testing may be required to demonstrate HQ status (i.e. 1-8 certified teachers in a middle school)
Standard	Represents completion of a full teacher preparation program (No longer issued)	Teachers holding this certificate may have permissions which do not correlate with their major or test. HOUSSE or additional testing may be required to demonstrate HQ status (i.e. 1-8 certified teachers in a middle school)
Probationary	Issued to allow teacher who has completed a teacher education program to complete coursework and testing to add a new area Issued for one year; renewable twice more with 6 new hours (<i>usually need more to complete program in three years</i>) Varying prerequisites are necessary in these cases (see appropriate application form)	Individuals on this type of certificate must pass the certification test to be considered HQ
Temporary Provisional	Issued to individuals enrolled in an approved alternative route program (options 6, 7, and 8) while employed in a local school in that certification area. Issued for one year; renewable twice more	Teachers cannot use the HOUSSE while on a Temporary Provisional certificate to deem HQ status

HQ Guidelines for special education teachers

Guidance is provided below for both Learning and Behavior Disorders teachers and Moderate and Severe Disabilities teachers.

- Special education teachers are not considered HQ for any content area based on their special ed certification or special education certification tests.
- Special education teachers that are collaborating are not required to demonstrate HQ status.
- New special education teachers that have demonstrated HQ status for one or more content areas have 2 years to successfully demonstrate HQ status for any other content area for which they are providing instruction
- Special education teachers must hold Full State Certification (FSC) to use the information below.

HQ GUIDELINES FOR: LEARNING AND BEHAVIOR DISORDERS TEACHERS				
Grade level	Class setting	Type of Students	HQ requirements	How to demonstrate HQ
Elementary	Collaboration	Any population covered by the LBD certificate	N/A – not delivering content instruction	N/A
Elementary	Resource/ Self- Contained	Any population covered by the LBD certificate	Demonstrate core content knowledge in “Elementary Education” content	<ol style="list-style-type: none"> 1. Passed the Praxis II content test for <u>Elementary Education</u> required at the time of testing. Please see http://www.ets.org/praxis/ky/requirements for current requirements. Contact EPSBHQ@ky.gov with questions about previously accepted tests. 2. Passed the National teachers Exam (NTE) in “<u>elementary education</u>” 3. Earned Rank II or Rank I in “<u>elementary education</u>” 4. Currently hold a National Board Certification in “<u>early or middle childhood</u>” 5. Passed KTIP in a setting serving exclusively Learning Behavior Disorders program in an elementary school (teachers currently in KTIP or on a Temporary Provisional cannot use this provision) 6. Completed KTIP in an “<u>elementary setting</u>”
Middle/High School	Collaboration	Any population covered by the LBD certificate	N/A – not delivering content instruction	N/A
Middle/High School	Resource/ Self- Contained	Any population covered by the LBD certificate	Must meet HQ requirements (demonstrate core content knowledge) for every core academic subject where they provide initial instruction	<ol style="list-style-type: none"> 1. Pass PRAXIS II CONTENT test for the level they teach 2. Hold a Degree or Major in the content 3. Qualify for HQ by using the EPSB HOUSSE calculator (teachers currently in KTIP or on a Temporary Provisional cannot use this provision)

HQ GUIDELINES FOR: MODERATE AND SEVERE DISABILITIES TEACHERS

Grade level	Class setting	Type of Students	HQ requirements	How to demonstrate HQ
Any	Collaboration	Any population covered by the MSD certificate	N/A – not delivering content instruction	N/A
Elementary	Resource/ Self- Contained	Any population covered by the MSD certificate Students in the alternate assessment program OR diploma bound students	Demonstrate core content knowledge in “Elementary Education” content	<ol style="list-style-type: none"> 1. Passed the Praxis II content test for <u>Elementary Education</u> required at the time of testing. Please see http://www.ets.org/praxis/ky/requirements for current requirements. Contact EPSBHQ@ky.gov with questions about previously accepted tests 2. Passed the National teachers Exam (NTE) in “<u>elementary education</u>” 3. Earned Rank II or Rank I in “<u>elementary education</u>” 4. Currently hold a National Board Certification in “<u>early or middle childhood</u>” 5. Passed KTIP in a setting serving exclusively MSD program in an elementary school (teachers currently in KTIP or on a Temporary Provisional cannot use this provision) 6. Completed KTIP in an “<u>elementary setting</u>”
Middle/High School	Resource/ Self- Contained	Any population covered by the MSD certificate Students in the alternate assessment program	Demonstrate core content knowledge in “Elementary Education” content	<ol style="list-style-type: none"> 1. Passed the Praxis II content test for <u>Elementary Education</u> required at the time of testing. Please see http://www.ets.org/praxis/ky/requirements for current requirements. Contact EPSBHQ@ky.gov with questions about previously accepted tests 2. Passed the National teachers Exam (NTE) in “<u>elementary education</u>” 3. Earned Rank II or Rank I in “<u>elementary education</u>” 4. Currently hold a National Board Certification in “<u>early or middle childhood</u>” 5. Passed KTIP in a setting serving exclusively MSD students in the alternate assessment program (teachers currently in KTIP or on a Temporary Provisional cannot use this provision) 6. Completed KTIP in an “<u>elementary setting</u>”
Middle/High School	Resource/ Self- Contained	Any population covered by the MSD certificate Diploma track students	Must meet HQ requirements (demonstrate core content knowledge) for every core academic subject where they provide initial instruction	<ol style="list-style-type: none"> 1. Pass PRAXIS CONTENT test for the level they teach 2. Hold a Degree or Major in the content 3. Qualify for HQ by using the EPSB HOUSSE calculator (teachers currently in KTIP or on a Temporary Provisional cannot use this provision)

HQ Guidelines for English as Second Language teachers

Guidance is provided below for ESL teachers.

- English as a Second Language content requires the teacher be Highly Qualified in the area of **English/Language Arts**
- ESL teachers are not considered HQ for any content area based on their ESL certification or ESL certification tests.
- ESL teachers must hold Full State Certification (FSC) as an ESL teacher to use the information below.

HQ GUIDELINES FOR ENGLISH AS A SECOND LANGUAGE TEACHERS			
Grade level	Content taught	HQ requirements	How to demonstrate HQ
Elementary	ESL or General Elementary Ed content to ELL students	Demonstrate core content knowledge in "Elementary Education" content	<ol style="list-style-type: none"> 1. Passed the Praxis II content test for <u>Elementary Education</u> required at the time of testing. Please see http://www.ets.org/praxis/ky/requirements for current requirements. Contact EPSBHQ@ky.gov with questions about previously accepted tests 2. Passed the National teachers Exam (NTE) in "elementary education" 3. Earned Rank II or Rank I in "elementary education" 4. Currently hold a National Board Certification in "early or middle childhood" 5. Passed KTIP in a setting serving exclusively ESL students in an elementary school (teachers currently in KTIP or on a Temporary Provisional cannot use this provision) 6. Completed KTIP in an "elementary setting"
Middle School	ESL	Must meet HQ requirements (demonstrate core content knowledge) for English/Language Arts at the middle school level	<ol style="list-style-type: none"> 1. Passed the Praxis II content test required for <u>Middle Grades English and Communications</u> certification. 2. Passed the Praxis II content test required for <u>High School English</u> certification. <ol style="list-style-type: none"> a. Please see http://www.ets.org/praxis/ky/requirements for current requirements. Contact EPSBHQ@ky.gov with questions about previously accepted tests 3. Hold a Degree or Major in English 4. Qualify for HQ in English by using the EPSB HOUSSE calculator (teachers currently in KTIP or on a Temporary Provisional cannot use this provision)
Middle School	Any NCLB core academic subject to ELL students	Must meet HQ requirements (demonstrate core content knowledge) for every core academic subject where they provide initial instruction	<ol style="list-style-type: none"> 1. Pass PRAXIS CONTENT test for middle school or high school 2. Hold a Degree or Major in the content 3. Qualify for HQ by using the EPSB HOUSSE calculator (teachers currently in KTIP or on a Temporary Provisional cannot use this provision)
High School	ESL	Must meet HQ requirements (demonstrate core content knowledge) for English/Language Arts at the high school level	<ol style="list-style-type: none"> 1. Passed the Praxis II content test required for <u>High School English</u> certification. Please see http://www.ets.org/praxis/ky/requirements for current requirements. Contact EPSBHQ@ky.gov with questions about previously accepted tests 2. Hold a Degree or Major in English 3. Qualify for HQ in English by using the EPSB HOUSSE calculator (teachers currently in KTIP or on a Temporary Provisional cannot use this provision)
High School	Any NCLB core academic subject to ELL students	Must meet HQ requirements (demonstrate core content knowledge) for every core academic subject where they provide initial instruction	<ol style="list-style-type: none"> 1. Pass PRAXIS CONTENT test for high school 2. Hold a Degree or Major in the content 3. Qualify for HQ by using the EPSB HOUSSE calculator (teachers currently in KTIP or on a Temporary Provisional cannot use this provision)