



# Highly Qualified Participant Activity Packet



# Highly Qualified Determination Forms

# **Elementary Determination Forms**

- 1. New Teacher**
- 2. Experienced Teacher**
- 3. Special Education Teacher**

Determining "Highly Qualified" Status  
New Elementary Teacher (PK-6<sup>th</sup>)

Teacher's Name: \_\_\_\_\_ Date \_\_\_\_\_

This documentation must be maintained in teacher's service record or personnel file.

**NEW TEACHER**  
Use the following criteria for teachers who are new to the profession, defined as having less than one year of creditable teaching experience at the time of determination.

**General Elementary Curriculum**

Holds at least a Bachelor's Degree:

\_\_\_ Yes      \_\_\_ No

**AND**

Has full state teaching certification in any area:

\_\_\_ Yes      \_\_\_ No

**AND**

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
- TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
- TExES EC-4, EC-6, or 4-8 ESL Generalist

Has passed the appropriate TExES exam:

\_\_\_ Yes      \_\_\_ No

**Outside General Elementary Curriculum**  
(Music, Art, Theatre, Dance)

Holds at least a Bachelor's Degree:

\_\_\_ Yes      \_\_\_ No

**AND**

Has full state teaching certification in any area:

\_\_\_ Yes      \_\_\_ No

**AND**

Has demonstrated subject competency in the area being taught in the following way:

Has passed the appropriate TExES generalist or subject exam:

\_\_\_ Yes      \_\_\_ No

Teacher **meets** the definition of Highly Qualified:

Yes \_\_\_\_\_ \*No \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Date

\*If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teacher will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

## Determining "Highly Qualified" Status Experienced Elementary Teacher (PK-6<sup>th</sup>)

Teacher's Name: \_\_\_\_\_ Date \_\_\_\_\_

This documentation must be maintained in teacher's service record or personnel file.

### EXPERIENCED TEACHER

Use the following criteria for teachers who have already completed at least one year (90 days) of creditable teaching experience.

#### General Elementary Curriculum

Holds at least a Bachelor's Degree:  
 Yes  No

**AND**

Has full state teaching certification in any area:  
 Yes  No

**AND**

Has demonstrated subject competency in the General Elementary Curriculum in one of the following ways:

Has passed ExCET Comprehensive exam:  
 Yes  No

**OR**

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
  - TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
  - TExES EC-4, EC-6, or 4-8 ESL Generalist
- Yes  No

**OR**

Meets the criteria for HOUSE Option A\*:  
 Yes  No

#### Outside General Elementary Curriculum (Music, Art, Theatre, Dance)

Holds at least a Bachelor's Degree:  
 Yes  No

**AND**

Has full state teaching certification in any area:  
 Yes  No

**AND**

Has demonstrated subject competency in the area being taught in one of the following ways:

Has passed appropriate ExCET exam:  
 Yes  No

**OR**

Has passed the appropriate TExES exam:  
 Yes  No

**OR**

Meets the criteria for HOUSE Option A\*:  
 Yes  No

**\*If using HOUSE Option A to demonstrate competency, the teacher must be eligible for one of the allowable continued uses of HOUSE, and a HOUSE Option worksheet for Elementary must be attached.**

Teacher **meets** the definition of Highly Qualified:  
Yes \_\_\_\_\_ \*No \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Date

If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teacher will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

**Determining "Highly Qualified" Status**  
**Special Education Elementary Teacher (PK-6<sup>th</sup>)**

Teacher's Name: \_\_\_\_\_ Date \_\_\_\_\_

This documentation must be maintained in teacher's service record or personnel file.

**New Special Education Teacher**

Holds at least a Bachelor's Degree:

\_\_\_ Yes    \_\_\_ No

**AND**

Has appropriate Texas Special Education teaching certification:

\_\_\_ Yes    \_\_\_ No

**AND**

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
- TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
- TExES EC-4, EC-6, or 4-8 ESL Generalist

\_\_\_ Yes    \_\_\_ No

**Experienced Special Education Teacher**

Holds at least a Bachelor's Degree:

\_\_\_ Yes    \_\_\_ No

**AND**

Has appropriate Texas Special Education teaching certification:

\_\_\_ Yes    \_\_\_ No

**AND**

Has demonstrated subject competency in the General Elementary Curriculum in one of the following ways:

Has passed the appropriate TExES Generalist or ExCET Comprehensive exam:

\_\_\_ Yes    \_\_\_ No

**OR**

Meets the criteria for HOUSE Option A.\*

\_\_\_ Yes    \_\_\_ No

Note: New Special Education teachers who teach multiple subjects and are highly qualified at the time of hire in math, language arts, or science may demonstrate highly qualified in other subject areas within 2 years after the date of employment. Demonstration of highly qualified in "other" subjects may include using HOUSE A for elementary after one creditable year of experience is obtained.

All teachers with any assignment in the General Elementary Curriculum must have documentation showing the teacher is Highly Qualified in the General Elementary Curriculum.

**\*If using HOUSE Option A to demonstrate competency, the teacher must be eligible for one of the allowed continued uses of HOUSE, a HOUSE Option worksheet for Elementary must be attached.**

Teacher **meets** the definition of Highly Qualified:  
Yes \_\_\_\_\_ \*No \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Administrator                      Date

\*If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teacher will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

# **Secondary Determination Forms**

- 1) Regular Educaiton**
- 2) Special Education**

## Determining "Highly Qualified" Status Secondary Teacher (7-12)

Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

The following criteria must be met by **any secondary teacher** teaching a core academic subject to meet the definition of "highly qualified."

Holds at least a bachelor's degree: \_\_\_\_\_ Yes \_\_\_\_\_ No

**AND**

Has full state teaching certification in any area: \_\_\_\_\_ Yes \_\_\_\_\_ No

**In addition** to the two criteria above, secondary teachers **must demonstrate subject competency** in every core academic subject area teaching assignment.

**A secondary teacher may demonstrate subject competency in one of the following ways.  
Documentation must be maintained in the teacher's service record or personnel file.**

Subject #1: \_\_\_\_\_

Has passed the appropriate ExCET exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has passed the appropriate TExES exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has an academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has a Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Meets HOUSE\* Option for Secondary Teachers

*(This option is only allowable for teachers who have had at least one year (90 days) of experience and is eligible for one of the allowable continued uses of HOUSE options.)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Subject #2: \_\_\_\_\_

Has passed the appropriate ExCET exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has passed the appropriate TExES exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has an academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has a Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Meets HOUSE\* Option for Secondary Teachers

*(This option is only allowable for teachers who have had at least one year (90 days) of experience and is eligible for one of the allowable continued uses of HOUSE options.)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Subject #3: \_\_\_\_\_

Has passed the appropriate ExCET exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has passed the appropriate TExES exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has an academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has a Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Meets HOUSE\* Option for Secondary Teachers

*(This option is only allowable for teachers who have had at least one year (90 days) of experience and is eligible for one of the allowable continued uses of HOUSE options.)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Teacher meets the definition of highly qualified for this subject:

\_\_\_\_\_ Yes \_\_\_\_\_ No\*

\* The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.

Teacher meets the definition of highly qualified for this subject:

\_\_\_\_\_ Yes \_\_\_\_\_ No\*

\* The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.

Teacher meets the definition of highly qualified for this subject:

\_\_\_\_\_ Yes \_\_\_\_\_ No\*

\* The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.

**\*If using HOUSE Option to determine subject competency for experienced secondary teachers, you must attach HOUSE Option worksheet for each subject.**

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Date



## Determining "Highly Qualified" Status Secondary Special Education Teacher (7-12)

Teacher's Name \_\_\_\_\_ Date \_\_\_\_\_

The following criteria must be met by **any secondary teacher** teaching a special education core academic subject to meet the definition of "highly qualified."

Holds at least a bachelor's degree: \_\_\_\_\_ Yes \_\_\_\_\_ No

**AND**

Has appropriate state **special education teaching certification**: \_\_\_\_\_ Yes \_\_\_\_\_ No

**In addition**, secondary teachers **must demonstrate subject competency** in every core academic subject area teaching assignment.

Any secondary teacher may demonstrate subject competency for any core academic subject taught in one of the following ways.  
Documentation must be maintained in teacher's service record or personnel folder.

### NEW TEACHER

Use the following criteria for teachers who are **new to the profession**, defined as having less than one year (90 days) of creditable teaching experience, prior to the start of the current school year.

Subject : \_\_\_\_\_

Has passed the appropriate TExES Generalist exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

*(If teaching core academic subjects exclusively to children assessed on alternate achievement standards and providing instruction only at the elementary level)*

Meets Highly Qualified for Elementary: \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Attach Elementary Highly Qualified Worksheet)

### EXPERIENCED TEACHER

Use the following criteria for teachers who had at least one year (90 days) of creditable teaching experience as of the start of the current school year.

Subject : \_\_\_\_\_

Has passed the appropriate ExCET Subject exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has passed the appropriate TExES Subject exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Meets HOUSE\* for Secondary: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

*(If teaching core academic subjects exclusively to children assessed on alternate achievement standards and providing instruction only at the elementary level)*

Meets Highly Qualified for Elementary: \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Attach Elementary Highly Qualified Form)

**OR**

*(If teaching core academic subjects exclusively to children assessed on alternate achievement standards and providing instruction above elementary level)*

Demonstrates Appropriate Level of Knowledge\* as defined by TEA: \_\_\_\_\_ Yes \_\_\_\_\_ No

Teacher meets the definition of highly qualified: \_\_\_\_\_ Yes \_\_\_\_\_ No

Teacher meets the definition of highly qualified: \_\_\_\_\_ Yes \_\_\_\_\_ No

TExES Exams meeting subject competency requirements for 7<sup>th</sup> and 8<sup>th</sup> grades:  
EC-12 Special Ed. (Reading/LA or Math)  
4-8 Generalist (Reading/LA, Math, Science, Social Studies)  
4-8 Content Specific Exam (for specific content area only)

NOTE: New Special Ed teachers who teach multiple subjects and are highly qualified in math, language arts, or science at the time of hire may demonstrate highly qualified in other subject areas within 2 years after the date of employment, which may include using HOUSE after one year of teaching experience.

*\*If using Appropriate Level of Knowledge or HOUSE for Secondary Option to determine subject competency for secondary special education teachers, you must attach Appropriate Level of Knowledge/HOUSE worksheet for each subject. The teacher must be eligible for one of the allowable continued uses of HOUSE options.*

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Date

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# HOUSE Forms

# **HOUSE Forms**

- 1) Elementary**
- 2) Secondary Regular Educaiton**
- 3) Secondary Special Education**

**Determining "Highly Qualified" Status**  
**HOUSE Worksheet for Experienced Elementary Teachers**  
**Used to Demonstrate Subject Competency**

Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**HOUSE OPTION A**

Subject competency is demonstrated by meeting all of the following criteria:

The teacher has at least one creditable year of teaching experience, defined as a minimum of 90 full-time instructional days as a teacher of record in a school year.

\_\_\_ Yes      \_\_\_ No

**AND**

The teacher has a minimum of 24 points derived as follows:

	<u>Points</u>
1 point for each year of teaching experience at the elementary level (maximum of 12 points)	_____
1 point for each hour of college coursework in English/Language Arts, Math, Science, and/or Social Studies*	_____
1 point for every 15 hours of Professional Development that meet the standards for CPE credit	_____

Total Points: \_\_\_\_\_

**AND**

Each of the following is represented in the 24 points above, whether through experience, college coursework, or professional development:

English/Language Arts	_____
Mathematics	_____
Science	_____
Social Studies*	_____

\*The social studies requirement may be met through coursework or CPE hours in government, history, economics, geography, or political science.

**Documentation of HOUSE:\***

\_\_\_ All points earned prior to June 1, 2010

\*Experienced teachers who were eligible to implement HOUSE during the 2009-2010 school year may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

**Continued Allowable Uses of HOUSE:**

\_\_\_ Multi-subject special education

\_\_\_ Visiting international teacher

\_\_\_ Validation (determined by TEA only)  
 TEA notification date \_\_\_\_\_

\_\_\_\_\_  
 Signature of Authorized Administrator

\_\_\_\_\_  
 Date

**Determining "Highly Qualified" Status**  
**HOUSE** Worksheet for **Experienced Secondary** Teachers  
 Used to Demonstrate Subject Competency

Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Subject #1: \_\_\_\_\_

Subject #2: \_\_\_\_\_

Competency is demonstrated by meeting **all** of the following criteria:

The Teacher has at least one creditable year of teaching experience (defined as a minimum of 90 full-time instructional days as a teacher in a school year) in the subject to be taught or a closely related field [or the core academic subject receiving graduation credit] (see lists below)

\_\_\_ Yes \_\_\_ No

**AND**

The teacher has a minimum of 24 points derived as follows:

	<u>Points</u>
1 point for each year of teaching experience <b>at the secondary level</b> in the subject to be taught or a closely related field (maximum of 12 points)	_____

1 point for each hour of college coursework in the subject to be taught or in a closely related field	_____
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1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit.	_____
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**Total Points:** \_\_\_\_\_

**AND**

At least 6 points represent the **specific subject to be taught**

Competency is demonstrated by meeting **all** of the following criteria:

The Teacher has at least one creditable year of teaching experience (defined as a minimum of 90 full-time instructional days as a teacher in a school year) in the subject to be taught or a closely related field [or the core academic subject receiving graduation credit] (see lists below)

\_\_\_ Yes \_\_\_ No

**AND**

The teacher has a minimum of 24 points derived as follows:

	<u>Points</u>
1 point for each year of teaching experience <b>at the secondary level</b> in the subject to be taught or a closely related field (maximum of 12 points)	_____

1 point for each hour of college coursework in the subject to be taught or in a closely related field	_____
---	-------

1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit.	_____
--	-------

**Total Points:** \_\_\_\_\_

**AND**

At least 6 points represent the **specific subject to be taught**

**Documentation of HOUSE:\***

\_\_\_ At least one year (90 days) of creditable teaching experience as of the start of the current school year

\*Experienced teachers who were eligible to implement HOUSE may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

**Continued Allowable Uses of HOUSE: (after one creditable year of experience)**

- \_\_\_ Rural multi-subject secondary
  - \_\_\_ Multi-subject special education
  - \_\_\_ Visiting international teacher
  - \_\_\_ Secondary foreign language with no certification exam
  - \_\_\_ Math or Science Secondary teacher
  - \_\_\_ Validation (determined by TEA only)
- TEA notification date \_\_\_\_\_

**Documentation of HOUSE:\***

\_\_\_ At least one year (90 days) of creditable teaching experience as of the start of the current school year

\*Experienced teachers who were eligible to implement HOUSE may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

**Continued Allowable Uses of HOUSE: (after one creditable year of experience)**

- \_\_\_ Rural multi-subject secondary
  - \_\_\_ Multi-subject special education
  - \_\_\_ Visiting international teacher
  - \_\_\_ Secondary foreign language with no certification exam
  - \_\_\_ Math or Science Secondary teacher
  - \_\_\_ Validation (determined by TEA only)
- TEA notification date \_\_\_\_\_

**Closely Related Fields** (For CTE courses accepted for graduation credit in a core academic subject area, other CTE courses in the same CTE courses in the same CTE Career Cluster are acceptable as closely related fields.)

<b>English*</b> Reading Speech Journalism	<b>Reading/LA</b> English Speech Journalism	<b>History *</b> Geography Government Economics Political Science	<b>Economics *</b> Government History Geography Political Science	<b>Geography *</b> History Economics Government Political Science	<b>Arts*</b> Art Music Theatre Dance	<b>Civics and Government *</b> History Economics Geography Political Science	<b>Foreign Language</b> NONE
--	--	---	---	---	--	--	---------------------------------

<b>Science*</b> Life Sciences Physical Sciences Biology Earth Science Physics Chemistry	<b>Mathematics*</b> Engineering Statistics Accounting  * any other course approved by SBOE for graduation credit in the subject area
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\_\_\_\_\_  
 Signature of Authorized Administrator

\_\_\_\_\_  
 Date

**Determining "Highly Qualified" Status**  
**Appropriate Level of Knowledge/HOUSE** Worksheet for  
Secondary Special Education Teachers  
 Used to Demonstrate Subject Competency

Teacher's Name: \_\_\_\_\_ Subject: \_\_\_\_\_ Date: \_\_\_\_\_

To demonstrate subject area competency through the appropriate level of knowledge option or the HOUSE option, the special education teacher must document one creditable year of teaching experience in the subject being taught or a closely related field and document 24 points from the following:

- |  |                              |
|--|------------------------------|
| Meets the standard for Elementary Highly Qualified: (see special note #1)<br>(9 points for competency in Reading/Language Arts, Math, Science, or Social Studies)  | Points Received<br>_____ (9) |
| OR   |                              |
| Passing an appropriate TExES Certification Exam:<br>(12 points for any of the following:)<br>EC-12 Special Education (Competency in Reading/LA or Math)<br>4-8 Generalist (Competency in Reading/LA, Math, Science, or Social Studies)<br>4-8 Content Specific Exam (for specific content area only) | _____ (12)                   |
| AND  |                              |
| 1 point for each year of teaching experience at the secondary level in the subject to be taught or a closely related field (maximum of 12 points-see special note #2)  | _____                        |
| OR   |                              |
| 1 point for each hour of college coursework in the subject to be taught or in a closely related field (see special note #3)  | _____                        |
| OR   |                              |
| 1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit.<br>(see special note #3)  | _____                        |

**Total Points: (Must equal or exceed 24 points) \_\_\_\_\_**

At least 6 points represent the specific subject to be taught:    \_\_\_ Yes    \_\_\_ No

**Documentation of HOUSE:\***

\_\_\_ At least one year (90 days) of creditable teaching experience as of the start of the current school year

\*Experienced teachers who were eligible to implement HOUSE may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

**Continued Allowable Uses of HOUSE: (after one creditable year of experience)**

- \_\_\_ Rural multi-subject secondary
- \_\_\_ Multi-subject special education
- \_\_\_ Visiting international teacher
- \_\_\_ Secondary foreign language with no certification exam
- \_\_\_ Math or Science Secondary teacher
- \_\_\_ Validation (determined by TEA only)    TEA notification date \_\_\_\_\_

**Special Notes:**

1. If using the Elementary HOUSE option for documenting the 9 points for meeting the standard for Elementary Highly Qualified, the teacher MAY NOT count the same college coursework or professional development for meeting Elementary HOUSE and Secondary Special Education HOUSE.
2. If using the Elementary teaching experience under the Elementary HOUSE option for documenting the 9 points for meeting the standard for Elementary Highly Qualified, the teacher may only count a maximum of 12 years teaching experience in any combination under this HOUSE option.
3. Districts MAY allow 6 points of college coursework or professional development for Special Education strategies or modifications courses or trainings.
4. The list of Closely Related Fields below is not all inclusive; however, districts must maintain documentation on any other fields considered as closely related at the local level.

**Closely Related Fields**

<b>English*</b> Reading Speech Journalism	<b>Reading/LA</b> English Speech Journalism	<b>History*</b> Geography Government Economics Political Science	<b>Economics*</b> Government History Geography Political Science	<b>Geography*</b> History Economics Government Political Science	<b>Arts *</b> Art Music Theatre Dance	<b>Civics and Government *</b> History Economics Geography Political Science	<b>Foreign Language</b> NONE	
<b>Science*</b> Life Sciences Physical Sciences Biology Earth Science Physics Chemistry	<b>Mathematics*</b> Engineering Statistics Accounting * any other course approved by SBOE for graduation credit in the subject area.	_____ Signature of Authorized Administrator						_____ Date



# Scenario 1

## (Slide 54)

# **Scenario 1: Is Lisa Highly Qualified?**

**Lisa is a certified elementary teacher who holds a bachelor's degree. She taught 6 years in grades 3,4,5,6, teaching all four subjects 5 of those years. She began in 1985 and became a consultant in 1995. She has now returned to teach fifth grade in your district. She has not taken any ExCET or TExES exams. You are able to document college coursework in Physics (6 hrs.), Math (6 hrs.), and English (9 hrs.).**



## Determining "Highly Qualified" Status Experienced Elementary Teacher (PK-6<sup>th</sup>)

Teacher's Name: \_\_\_\_\_ Date \_\_\_\_\_

This documentation must be maintained in teacher's service record or personnel file.

### EXPERIENCED TEACHER

Use the following criteria for teachers who have already completed at least one year (90 days) of creditable teaching experience.

#### General Elementary Curriculum

Holds at least a Bachelor's Degree:  
 Yes  No

**AND**

Has full state teaching certification in any area:  
 Yes  No

**AND**

Has demonstrated subject competency in the General Elementary Curriculum in one of the following ways:

Has passed ExCET Comprehensive exam:  
 Yes  No

**OR**

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
  - TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
  - TExES EC-4, EC-6, or 4-8 ESL Generalist
- Yes  No

**OR**

Meets the criteria for HOUSE Option A\*:  
 Yes  No

#### Outside General Elementary Curriculum (Music, Art, Theatre, Dance)

Holds at least a Bachelor's Degree:  
 Yes  No

**AND**

Has full state teaching certification in any area:  
 Yes  No

**AND**

Has demonstrated subject competency in the area being taught in one of the following ways:

Has passed appropriate ExCET exam:  
 Yes  No

**OR**

Has passed the appropriate TExES exam:  
 Yes  No

**OR**

Meets the criteria for HOUSE Option A\*:  
 Yes  No

**\*If using HOUSE Option A to demonstrate competency, the teacher must be eligible for one of the allowable continued uses of HOUSE, and a HOUSE Option worksheet for Elementary must be attached.**

Teacher **meets** the definition of Highly Qualified:  
Yes \_\_\_\_\_ \*No \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Date

If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teacher will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

**Determining "Highly Qualified" Status**  
**HOUSE Worksheet for Experienced Elementary Teachers**  
**Used to Demonstrate Subject Competency**

Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**HOUSE OPTION A**

Subject competency is demonstrated by meeting all of the following criteria:

The teacher has at least one creditable year of teaching experience, defined as a minimum of 90 full-time instructional days as a teacher of record in a school year.

\_\_\_ Yes      \_\_\_ No

**AND**

The teacher has a minimum of 24 points derived as follows:

	<u>Points</u>
1 point for each year of teaching experience at the elementary level (maximum of 12 points)	_____
1 point for each hour of college coursework in English/Language Arts, Math, Science, and/or Social Studies*	_____
1 point for every 15 hours of Professional Development that meet the standards for CPE credit	_____

Total Points: \_\_\_\_\_

**AND**

Each of the following is represented in the 24 points above, whether through experience, college coursework, or professional development:

English/Language Arts	_____
Mathematics	_____
Science	_____
Social Studies*	_____

\*The social studies requirement may be met through coursework or CPE hours in government, history, economics, geography, or political science.

**Documentation of HOUSE:\***

\_\_\_ All points earned prior to June 1, 2010

\*Experienced teachers who were eligible to implement HOUSE during the 2009-2010 school year may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

**Continued Allowable Uses of HOUSE:**

\_\_\_ Multi-subject special education

\_\_\_ Visiting international teacher

\_\_\_ Validation (determined by TEA only)  
 TEA notification date \_\_\_\_\_

\_\_\_\_\_  
 Signature of Authorized Administrator

\_\_\_\_\_  
 Date



# Scenario 2

## (Slide 60)

# **Scenario 2: Is Annie Highly Qualified?**

**Annie is a recent graduate of Texas A&M with a 4-8 math certificate. She taught 7<sup>th</sup> and 8<sup>th</sup> grade math her first year at a Middle School in 2009-2010. Her principal wants to assign her to a 6<sup>th</sup> grade math class in 2010-2011. Is she Highly Qualified for 6<sup>th</sup> grade math?**

## Determining "Highly Qualified" Status Experienced Elementary Teacher (PK-6<sup>th</sup>)

Teacher's Name: \_\_\_\_\_ Date \_\_\_\_\_

This documentation must be maintained in teacher's service record or personnel file.

### EXPERIENCED TEACHER

Use the following criteria for teachers who have already completed at least one year (90 days) of creditable teaching experience.

#### General Elementary Curriculum

Holds at least a Bachelor's Degree:  
\_\_\_ Yes \_\_\_ No

**AND**

Has full state teaching certification in any area:  
\_\_\_ Yes \_\_\_ No

**AND**

Has demonstrated subject competency in the General Elementary Curriculum in one of the following ways:

Has passed ExCET Comprehensive exam:  
\_\_\_ Yes \_\_\_ No

**OR**

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
  - TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
  - TExES EC-4, EC-6, or 4-8 ESL Generalist
- \_\_\_ Yes \_\_\_ No

**OR**

Meets the criteria for HOUSE Option A\*:  
\_\_\_ Yes \_\_\_ No

#### Outside General Elementary Curriculum (Music, Art, Theatre, Dance)

Holds at least a Bachelor's Degree:  
\_\_\_ Yes \_\_\_ No

**AND**

Has full state teaching certification in any area:  
\_\_\_ Yes \_\_\_ No

**AND**

Has demonstrated subject competency in the area being taught in one of the following ways:

Has passed appropriate ExCET exam:  
\_\_\_ Yes \_\_\_ No

**OR**

Has passed the appropriate TExES exam:  
\_\_\_ Yes \_\_\_ No

**OR**

Meets the criteria for HOUSE Option A\*:  
\_\_\_ Yes \_\_\_ No

**\*If using HOUSE Option A to demonstrate competency, the teacher must be eligible for one of the allowable continued uses of HOUSE, and a HOUSE Option worksheet for Elementary must be attached.**

Teacher **meets** the definition of Highly Qualified:  
Yes \_\_\_\_\_ \*No \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Date

If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teacher will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

**Determining "Highly Qualified" Status**  
**HOUSE Worksheet for Experienced Elementary Teachers**  
**Used to Demonstrate Subject Competency**

Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**HOUSE OPTION A**

Subject competency is demonstrated by meeting all of the following criteria:

The teacher has at least one creditable year of teaching experience, defined as a minimum of 90 full-time instructional days as a teacher of record in a school year.

\_\_\_ Yes      \_\_\_ No

**AND**

The teacher has a minimum of 24 points derived as follows:

	<u>Points</u>
1 point for each year of teaching experience at the elementary level (maximum of 12 points)	_____
1 point for each hour of college coursework in English/Language Arts, Math, Science, and/or Social Studies*	_____
1 point for every 15 hours of Professional Development that meet the standards for CPE credit	_____

Total Points: \_\_\_\_\_

**AND**

Each of the following is represented in the 24 points above, whether through experience, college coursework, or professional development:

English/Language Arts	_____
Mathematics	_____
Science	_____
Social Studies*	_____

\*The social studies requirement may be met through coursework or CPE hours in government, history, economics, geography, or political science.

**Documentation of HOUSE:\***

\_\_\_ All points earned prior to June 1, 2010

\*Experienced teachers who were eligible to implement HOUSE during the 2009-2010 school year may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

**Continued Allowable Uses of HOUSE:**

\_\_\_ Multi-subject special education

\_\_\_ Visiting international teacher

\_\_\_ Validation (determined by TEA only)  
 TEA notification date \_\_\_\_\_

\_\_\_\_\_  
 Signature of Authorized Administrator

\_\_\_\_\_  
 Date



# Scenario 3

## (Slide 73)

## **Scenario 3: Is Rebecca Highly Qualified?**

**Rebecca is beginning her second year as a teacher at your high school. She will again teach 5 sections of English and 1 of history. She has a bachelor's degree in secondary education, as well as a master's degree in English. She has 9 hours of history courses on her college transcript, but no hours in related fields (govt., economics, etc). She has secondary English certification and has taught 18 years. She began teaching in 1969, so she has not taken any ExCET/TEExES exams. To date, she has received 45 hours of professional development in history.**



## Determining "Highly Qualified" Status Secondary Teacher (7-12)

Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

The following criteria must be met by **any secondary teacher** teaching a core academic subject to meet the definition of "highly qualified."

Holds at least a bachelor's degree: \_\_\_\_\_ Yes \_\_\_\_\_ No

**AND**

Has full state teaching certification in any area: \_\_\_\_\_ Yes \_\_\_\_\_ No

**In addition** to the two criteria above, secondary teachers **must demonstrate subject competency** in every core academic subject area teaching assignment.

**A secondary teacher may demonstrate subject competency in one of the following ways.  
Documentation must be maintained in the teacher's service record or personnel file.**

Subject #1: \_\_\_\_\_

Has passed the appropriate ExCET exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has passed the appropriate TExES exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has an academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has a Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Meets HOUSE\* Option for Secondary Teachers

*(This option is only allowable for teachers who have had at least one year (90 days) of experience and is eligible for one of the allowable continued uses of HOUSE options.)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Subject #2: \_\_\_\_\_

Has passed the appropriate ExCET exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has passed the appropriate TExES exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has an academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has a Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Meets HOUSE\* Option for Secondary Teachers

*(This option is only allowable for teachers who have had at least one year (90 days) of experience and is eligible for one of the allowable continued uses of HOUSE options.)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Subject #3: \_\_\_\_\_

Has passed the appropriate ExCET exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has passed the appropriate TExES exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has an academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has a Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Meets HOUSE\* Option for Secondary Teachers

*(This option is only allowable for teachers who have had at least one year (90 days) of experience and is eligible for one of the allowable continued uses of HOUSE options.)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Teacher meets the definition of highly qualified for this subject:

\_\_\_\_\_ Yes \_\_\_\_\_ No\*

\* The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.

Teacher meets the definition of highly qualified for this subject:

\_\_\_\_\_ Yes \_\_\_\_\_ No\*

\* The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.

Teacher meets the definition of highly qualified for this subject:

\_\_\_\_\_ Yes \_\_\_\_\_ No\*

\* The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.

**\*If using HOUSE Option to determine subject competency for experienced secondary teachers, you must attach HOUSE Option worksheet for each subject.**

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Date

**Determining "Highly Qualified" Status**  
**HOUSE** Worksheet for **Experienced Secondary** Teachers  
 Used to Demonstrate Subject Competency

Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Subject #1: \_\_\_\_\_

Subject #2: \_\_\_\_\_

Competency is demonstrated by meeting **all** of the following criteria:

The Teacher has at least one creditable year of teaching experience (defined as a minimum of 90 full-time instructional days as a teacher in a school year) in the subject to be taught or a closely related field [or the core academic subject receiving graduation credit] (see lists below)

\_\_\_ Yes \_\_\_ No

**AND**

The teacher has a minimum of 24 points derived as follows:

Points

1 point for each year of teaching experience **at the secondary level** in the subject to be taught or a closely related field (maximum of 12 points) \_\_\_\_\_

1 point for each hour of college coursework in the subject to be taught or in a closely related field \_\_\_\_\_

1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit. \_\_\_\_\_

Total Points: \_\_\_\_\_

**AND**

At least 6 points represent the **specific subject to be taught**

Competency is demonstrated by meeting **all** of the following criteria:

The Teacher has at least one creditable year of teaching experience (defined as a minimum of 90 full-time instructional days as a teacher in a school year) in the subject to be taught or a closely related field [or the core academic subject receiving graduation credit] (see lists below)

\_\_\_ Yes \_\_\_ No

**AND**

The teacher has a minimum of 24 points derived as follows:

Points

1 point for each year of teaching experience **at the secondary level** in the subject to be taught or a closely related field (maximum of 12 points) \_\_\_\_\_

1 point for each hour of college coursework in the subject to be taught or in a closely related field \_\_\_\_\_

1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit. \_\_\_\_\_

Total Points: \_\_\_\_\_

**AND**

At least 6 points represent the **specific subject to be taught**

**Documentation of HOUSE:\***

\_\_\_ At least one year (90 days) of creditable teaching experience as of the start of the current school year

\*Experienced teachers who were eligible to implement HOUSE may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

**Continued Allowable Uses of HOUSE: (after one creditable year of experience)**

- \_\_\_ Rural multi-subject secondary
  - \_\_\_ Multi-subject special education
  - \_\_\_ Visiting international teacher
  - \_\_\_ Secondary foreign language with no certification exam
  - \_\_\_ Math or Science Secondary teacher
  - \_\_\_ Validation (determined by TEA only)
- TEA notification date \_\_\_\_\_

**Documentation of HOUSE:\***

\_\_\_ At least one year (90 days) of creditable teaching experience as of the start of the current school year

\*Experienced teachers who were eligible to implement HOUSE may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

**Continued Allowable Uses of HOUSE: (after one creditable year of experience)**

- \_\_\_ Rural multi-subject secondary
  - \_\_\_ Multi-subject special education
  - \_\_\_ Visiting international teacher
  - \_\_\_ Secondary foreign language with no certification exam
  - \_\_\_ Math or Science Secondary teacher
  - \_\_\_ Validation (determined by TEA only)
- TEA notification date \_\_\_\_\_

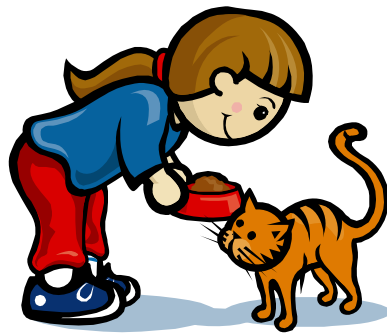
**Closely Related Fields** (For CTE courses accepted for graduation credit in a core academic subject area, other CTE courses in the same CTE courses in the same CTE Career Cluster are acceptable as closely related fields.)

<b>English*</b> Reading Speech Journalism	<b>Reading/LA</b> English Speech Journalism	<b>History *</b> Geography Government Economics Political Science	<b>Economics *</b> Government History Geography Political Science	<b>Geography *</b> History Economics Government Political Science	<b>Arts*</b> Art Music Theatre Dance	<b>Civics and Government *</b> History Economics Geography Political Science	<b>Foreign Language</b> NONE
--	--	---	---	---	--	--	---------------------------------

<b>Science*</b> Life Sciences Physical Sciences Biology Earth Science Physics Chemistry	<b>Mathematics*</b> Engineering Statistics Accounting  * any other course approved by SBOE for graduation credit in the subject area
---	---

\_\_\_\_\_  
 Signature of Authorized Administrator

\_\_\_\_\_  
 Date



# Scenario 4 (Slide 88)

# **Scenario 4: Is Kristen Highly Qualified?**

**Kristen is a special education teacher at your campus. She has provided math and reading instruction for 3rd-5th grade students for 8 years, starting in 2000-01. She has a bachelor's degree from the University of Texas in Marketing and attained her special education ExCET through an Alternative Certification Program. She has at least 2 college courses in math, science, and social studies, but only 1 English course. She recently passed the ELAR/Social Studies 4-8 TExES. Is she highly qualified?**

**Determining "Highly Qualified" Status**  
**Special Education Elementary Teacher (PK-6<sup>th</sup>)**

Teacher's Name: \_\_\_\_\_ Date \_\_\_\_\_

This documentation must be maintained in teacher's service record or personnel file.

**New Special Education Teacher**

Holds at least a Bachelor's Degree:

\_\_\_ Yes    \_\_\_ No

**AND**

Has appropriate Texas Special Education teaching certification:

\_\_\_ Yes    \_\_\_ No

**AND**

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
- TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
- TExES EC-4, EC-6, or 4-8 ESL Generalist

\_\_\_ Yes    \_\_\_ No

**Experienced Special Education Teacher**

Holds at least a Bachelor's Degree:

\_\_\_ Yes    \_\_\_ No

**AND**

Has appropriate Texas Special Education teaching certification:

\_\_\_ Yes    \_\_\_ No

**AND**

Has demonstrated subject competency in the General Elementary Curriculum in one of the following ways:

Has passed the appropriate TExES Generalist or ExCET Comprehensive exam:

\_\_\_ Yes    \_\_\_ No

**OR**

Meets the criteria for HOUSE Option A.\*

\_\_\_ Yes    \_\_\_ No

Note: New Special Education teachers who teach multiple subjects and are highly qualified at the time of hire in math, language arts, or science may demonstrate highly qualified in other subject areas within 2 years after the date of employment. Demonstration of highly qualified in "other" subjects may include using HOUSE A for elementary after one creditable year of experience is obtained.

All teachers with any assignment in the General Elementary Curriculum must have documentation showing the teacher is Highly Qualified in the General Elementary Curriculum.

**\*If using HOUSE Option A to demonstrate competency, the teacher must be eligible for one of the allowed continued uses of HOUSE, a HOUSE Option worksheet for Elementary must be attached.**

Teacher **meets** the definition of Highly Qualified:

Yes \_\_\_\_\_ \*No \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Date

\*If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teacher will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

**Determining "Highly Qualified" Status**  
**HOUSE Worksheet for Experienced Elementary Teachers**  
**Used to Demonstrate Subject Competency**

Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**HOUSE OPTION A**

Subject competency is demonstrated by meeting all of the following criteria:

The teacher has at least one creditable year of teaching experience, defined as a minimum of 90 full-time instructional days as a teacher of record in a school year.

\_\_\_ Yes      \_\_\_ No

**AND**

The teacher has a minimum of 24 points derived as follows:

	<u>Points</u>
1 point for each year of teaching experience at the elementary level (maximum of 12 points)	_____
1 point for each hour of college coursework in English/Language Arts, Math, Science, and/or Social Studies*	_____
1 point for every 15 hours of Professional Development that meet the standards for CPE credit	_____

Total Points: \_\_\_\_\_

**AND**

Each of the following is represented in the 24 points above, whether through experience, college coursework, or professional development:

English/Language Arts	_____
Mathematics	_____
Science	_____
Social Studies*	_____

\*The social studies requirement may be met through coursework or CPE hours in government, history, economics, geography, or political science.

**Documentation of HOUSE:\***

\_\_\_ All points earned prior to June 1, 2010

\*Experienced teachers who were eligible to implement HOUSE during the 2009-2010 school year may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

**Continued Allowable Uses of HOUSE:**

\_\_\_ Multi-subject special education

\_\_\_ Visiting international teacher

\_\_\_ Validation (determined by TEA only)  
 TEA notification date \_\_\_\_\_

\_\_\_\_\_  
 Signature of Authorized Administrator

\_\_\_\_\_  
 Date



# Scenario 5 (Slide 100)

# **Scenario 5: Is Joey Highly Qualified?**

**Joey is a secondary special education teacher who teaches reading and math to 7<sup>th</sup>-12<sup>th</sup> grade special education students. He holds a bachelor's degree, has taken and passed the EC-12 special education TExES, and has 2 years of experience teaching these same classes. On his transcript, he has 6 hours of reading, 6 hours of English, and 3 hours of math. Over the past two summers, he has accumulated 24 hours of professional development from math-related workshops and 6 hours in special education modifications. Is he highly qualified?**



## Determining "Highly Qualified" Status Secondary Special Education Teacher (7-12)

Teacher's Name \_\_\_\_\_ Date \_\_\_\_\_

The following criteria must be met by **any secondary teacher** teaching a special education core academic subject to meet the definition of "highly qualified."

Holds at least a bachelor's degree: \_\_\_\_\_ Yes \_\_\_\_\_ No

**AND**

Has appropriate state **special education teaching certification**: \_\_\_\_\_ Yes \_\_\_\_\_ No

**In addition**, secondary teachers **must demonstrate subject competency** in every core academic subject area teaching assignment.

Any secondary teacher may demonstrate subject competency for any core academic subject taught in one of the following ways.  
Documentation must be maintained in teacher's service record or personnel folder.

### NEW TEACHER

Use the following criteria for teachers who are **new to the profession**, defined as having less than one year (90 days) of creditable teaching experience, prior to the start of the current school year.

Subject : \_\_\_\_\_

Has passed the appropriate TExES Generalist exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

*(If teaching core academic subjects exclusively to children assessed on alternate achievement standards and providing instruction only at the elementary level)*

Meets Highly Qualified for Elementary: \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Attach Elementary Highly Qualified Worksheet)

### EXPERIENCED TEACHER

Use the following criteria for teachers who had at least one year (90 days) of creditable teaching experience as of the start of the current school year.

Subject : \_\_\_\_\_

Has passed the appropriate ExCET Subject exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has passed the appropriate TExES Subject exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Meets HOUSE\* for Secondary: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

*(If teaching core academic subjects exclusively to children assessed on alternate achievement standards and providing instruction only at the elementary level)*

Meets Highly Qualified for Elementary: \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Attach Elementary Highly Qualified Form)

**OR**

*(If teaching core academic subjects exclusively to children assessed on alternate achievement standards and providing instruction above elementary level)*

Demonstrates Appropriate Level of Knowledge\* as defined by TEA: \_\_\_\_\_ Yes \_\_\_\_\_ No

Teacher meets the definition of highly qualified: \_\_\_\_\_ Yes \_\_\_\_\_ No

Teacher meets the definition of highly qualified: \_\_\_\_\_ Yes \_\_\_\_\_ No

TExES Exams meeting subject competency requirements for 7<sup>th</sup> and 8<sup>th</sup> grades:  
EC-12 Special Ed. (Reading/LA or Math)  
4-8 Generalist (Reading/LA, Math, Science, Social Studies)  
4-8 Content Specific Exam (for specific content area only)

NOTE: New Special Ed teachers who teach multiple subjects and are highly qualified in math, language arts, or science at the time of hire may demonstrate highly qualified in other subject areas within 2 years after the date of employment, which may include using HOUSE after one year of teaching experience.

*\*If using Appropriate Level of Knowledge or HOUSE for Secondary Option to determine subject competency for secondary special education teachers, you must attach Appropriate Level of Knowledge/HOUSE worksheet for each subject. The teacher must be eligible for one of the allowable continued uses of HOUSE options.*

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Date

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**Determining "Highly Qualified" Status**  
**Special Education Elementary Teacher (PK-6<sup>th</sup>)**

Teacher's Name: \_\_\_\_\_ Date \_\_\_\_\_

This documentation must be maintained in teacher's service record or personnel file.

**New Special Education Teacher**

Holds at least a Bachelor's Degree:

\_\_\_ Yes     \_\_\_ No

**AND**

Has appropriate Texas Special Education teaching certification:

\_\_\_ Yes     \_\_\_ No

**AND**

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
- TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
- TExES EC-4, EC-6, or 4-8 ESL Generalist

\_\_\_ Yes     \_\_\_ No

**Experienced Special Education Teacher**

Holds at least a Bachelor's Degree:

\_\_\_ Yes     \_\_\_ No

**AND**

Has appropriate Texas Special Education teaching certification:

\_\_\_ Yes     \_\_\_ No

**AND**

Has demonstrated subject competency in the General Elementary Curriculum in one of the following ways:

Has passed the appropriate TExES Generalist or ExCET Comprehensive exam:

\_\_\_ Yes     \_\_\_ No

**OR**

Meets the criteria for HOUSE Option A:\*

\_\_\_ Yes     \_\_\_ No

Note: New Special Education teachers who teach multiple subjects and are highly qualified at the time of hire in math, language arts, or science may demonstrate highly qualified in other subject areas within 2 years after the date of employment. Demonstration of highly qualified in "other" subjects may include using HOUSE A for elementary after one creditable year of experience is obtained.

All teachers with any assignment in the General Elementary Curriculum must have documentation showing the teacher is Highly Qualified in the General Elementary Curriculum.

**\*If using HOUSE Option A to demonstrate competency, the teacher must be eligible for one of the allowed continued uses of HOUSE, a HOUSE Option worksheet for Elementary must be attached.**

Teacher **meets** the definition of Highly Qualified:

Yes \_\_\_\_\_ \*No \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Date

\*If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teacher will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

## Determining "Highly Qualified" Status Experienced Elementary Teacher (PK-6<sup>th</sup>)

Teacher's Name: \_\_\_\_\_ Date \_\_\_\_\_

This documentation must be maintained in teacher's service record or personnel file.

### EXPERIENCED TEACHER

Use the following criteria for teachers who have already completed at least one year (90 days) of creditable teaching experience.

#### General Elementary Curriculum

Holds at least a Bachelor's Degree:  
 Yes  No

**AND**

Has full state teaching certification in any area:  
 Yes  No

**AND**

Has demonstrated subject competency in the General Elementary Curriculum in one of the following ways:

Has passed ExCET Comprehensive exam:  
 Yes  No

**OR**

Has demonstrated subject competency in all general elementary curriculum by passing a generalist certification exam:

- TExES EC-4, EC-6, or 4-8 Generalist,
  - TExES EC-4, EC-6, or 4-8 Bilingual Generalist, or
  - TExES EC-4, EC-6, or 4-8 ESL Generalist
- Yes  No

**OR**

Meets the criteria for HOUSE Option A\*:  
 Yes  No

#### Outside General Elementary Curriculum (Music, Art, Theatre, Dance)

Holds at least a Bachelor's Degree:  
 Yes  No

**AND**

Has full state teaching certification in any area:  
 Yes  No

**AND**

Has demonstrated subject competency in the area being taught in one of the following ways:

Has passed appropriate ExCET exam:  
 Yes  No

**OR**

Has passed the appropriate TExES exam:  
 Yes  No

**OR**

Meets the criteria for HOUSE Option A\*:  
 Yes  No

**\*If using HOUSE Option A to demonstrate competency, the teacher must be eligible for one of the allowable continued uses of HOUSE, and a HOUSE Option worksheet for Elementary must be attached.**

Teacher **meets** the definition of Highly Qualified:  
Yes \_\_\_\_\_ \*No \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Date

If the teacher does not meet the definition of highly qualified, a plan must be developed by the LEA to ensure the teacher will meet the highly qualified requirements for the subject area assignment by the end of the current school year.

**Determining "Highly Qualified" Status**  
**Appropriate Level of Knowledge/HOUSE Worksheet for**  
**Secondary Special Education Teachers**  
**Used to Demonstrate Subject Competency**

Teacher's Name: \_\_\_\_\_ Subject: \_\_\_\_\_ Date: \_\_\_\_\_

To demonstrate subject area competency through the appropriate level of knowledge option or the HOUSE option, the special education teacher must document one creditable year of teaching experience in the subject being taught or a closely related field and document 24 points from the following:

- |  |                              |
|--|------------------------------|
| Meets the standard for Elementary Highly Qualified: (see special note #1)<br>(9 points for competency in Reading/Language Arts, Math, Science, or Social Studies)  | Points Received<br>_____ (9) |
| OR   |                              |
| Passing an appropriate TExES Certification Exam:<br>(12 points for any of the following:)<br>EC-12 Special Education (Competency in Reading/LA or Math)<br>4-8 Generalist (Competency in Reading/LA, Math, Science, or Social Studies)<br>4-8 Content Specific Exam (for specific content area only) | _____ (12)                   |
| AND  |                              |
| 1 point for each year of teaching experience at the secondary level in the subject to be taught or a closely related field (maximum of 12 points-see special note #2)  | _____                        |
| OR   |                              |
| 1 point for each hour of college coursework in the subject to be taught or in a closely related field (see special note #3)  | _____                        |
| OR   |                              |
| 1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit.<br>(see special note #3)  | _____                        |

**Total Points: (Must equal or exceed 24 points) \_\_\_\_\_**

At least 6 points represent the specific subject to be taught:    \_\_\_ Yes    \_\_\_ No

**Special Notes:**

1. If using the Elementary HOUSE option for documenting the 9 points for meeting the standard for Elementary Highly Qualified, the teacher MAY NOT count the same college coursework or professional development for meeting Elementary HOUSE and Secondary Special Education HOUSE.
2. If using the Elementary teaching experience under the Elementary HOUSE option for documenting the 9 points for meeting the standard for Elementary Highly Qualified, the teacher may only count a maximum of 12 years teaching experience in any combination under this HOUSE option.
3. Districts MAY allow 6 points of college coursework or professional development for Special Education strategies or modifications courses or trainings.
4. The list of Closely Related Fields below is not all inclusive; however, districts must maintain documentation on any other fields considered as closely related at the local level.

**Documentation of HOUSE:\***

\_\_\_ At least one year (90 days) of creditable teaching experience as of the start of the current school year

\*Experienced teachers who were eligible to implement HOUSE may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

**Continued Allowable Uses of HOUSE: (after one creditable year of experience)**

- \_\_\_ Rural multi-subject secondary
- \_\_\_ Multi-subject special education
- \_\_\_ Visiting international teacher
- \_\_\_ Secondary foreign language with no certification exam
- \_\_\_ Math or Science Secondary teacher
- \_\_\_ Validation (determined by TEA only)    TEA notification date \_\_\_\_\_

**Closely Related Fields**

<b>English*</b> Reading Speech Journalism	<b>Reading/LA</b> English Speech Journalism	<b>History*</b> Geography Government Economics Political Science	<b>Economics*</b> Government History Geography Political Science	<b>Geography*</b> History Economics Government Political Science	<b>Arts *</b> Art Music Theatre Dance	<b>Civics and Government *</b> History Economics Geography Political Science	<b>Foreign Language</b> NONE
--	--	--	--	--	---	--	---------------------------------

<b>Science*</b> Life Sciences Physical Sciences Biology Earth Science Physics Chemistry	<b>Mathematics*</b> Engineering Statistics Accounting * any other course approved by SBOE for graduation credit in the subject area.
---	--

\_\_\_\_\_  
 Signature of Authorized Administrator

\_\_\_\_\_  
 Date

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**Determining "Highly Qualified" Status**  
**HOUSE Worksheet for Experienced Elementary Teachers**  
**Used to Demonstrate Subject Competency**

Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**HOUSE OPTION A**

Subject competency is demonstrated by meeting all of the following criteria:

The teacher has at least one creditable year of teaching experience, defined as a minimum of 90 full-time instructional days as a teacher of record in a school year.

\_\_\_ Yes      \_\_\_ No

**AND**

The teacher has a minimum of 24 points derived as follows:

	<u>Points</u>
1 point for each year of teaching experience at the elementary level (maximum of 12 points)	_____
1 point for each hour of college coursework in English/Language Arts, Math, Science, and/or Social Studies*	_____
1 point for every 15 hours of Professional Development that meet the standards for CPE credit	_____

Total Points: \_\_\_\_\_

**AND**

Each of the following is represented in the 24 points above, whether through experience, college coursework, or professional development:

English/Language Arts	_____
Mathematics	_____
Science	_____
Social Studies*	_____

\*The social studies requirement may be met through coursework or CPE hours in government, history, economics, geography, or political science.

**Documentation of HOUSE:\***

\_\_\_ All points earned prior to June 1, 2010

\*Experienced teachers who were eligible to implement HOUSE during the 2009-2010 school year may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

**Continued Allowable Uses of HOUSE:**

\_\_\_ Multi-subject special education

\_\_\_ Visiting international teacher

\_\_\_ Validation (determined by TEA only)  
 TEA notification date \_\_\_\_\_

\_\_\_\_\_  
 Signature of Authorized Administrator

\_\_\_\_\_  
 Date



# Scenario 6

## (Slide 111)

# **Scenario 6: Is William Robert Highly Qualified?**

**Billy Bob has a bachelor's degree and has taught biology for 10 years in Oklahoma. He recently moved across the state line, obtained a job teaching biology in a Texas district, and holds a valid Texas one-year certificate. On his transcript, Billy Bob has 12 hours of biology and 18 hours of chemistry. Is he highly qualified?**

## Determining "Highly Qualified" Status Secondary Teacher (7-12)

Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

The following criteria must be met by **any secondary teacher** teaching a core academic subject to meet the definition of "highly qualified."

Holds at least a bachelor's degree: \_\_\_\_\_ Yes \_\_\_\_\_ No

**AND**

Has full state teaching certification in any area: \_\_\_\_\_ Yes \_\_\_\_\_ No

In **addition** to the two criteria above, secondary teachers **must demonstrate subject competency** in **every** core academic subject area teaching assignment.

**A secondary teacher may demonstrate subject competency in one of the following ways.  
Documentation must be maintained in the teacher's service record or personnel file.**

Subject #1: \_\_\_\_\_

Has passed the appropriate ExCET exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has passed the appropriate TExES exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has an academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has a Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Meets HOUSE\* Option for Secondary Teachers

*(This option is only allowable for teachers who have had at least one year (90 days) of experience and is eligible for one of the allowable continued uses of HOUSE options.)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Subject #2: \_\_\_\_\_

Has passed the appropriate ExCET exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has passed the appropriate TExES exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has an academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has a Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Meets HOUSE\* Option for Secondary Teachers

*(This option is only allowable for teachers who have had at least one year (90 days) of experience and is eligible for one of the allowable continued uses of HOUSE options.)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Subject #3: \_\_\_\_\_

Has passed the appropriate ExCET exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has passed the appropriate TExES exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has an academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has a Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Meets HOUSE\* Option for Secondary Teachers

*(This option is only allowable for teachers who have had at least one year (90 days) of experience and is eligible for one of the allowable continued uses of HOUSE options.)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Teacher meets the definition of highly qualified for this subject:

\_\_\_\_\_ Yes \_\_\_\_\_ No\*

\* The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.

Teacher meets the definition of highly qualified for this subject:

\_\_\_\_\_ Yes \_\_\_\_\_ No\*

\* The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.

Teacher meets the definition of highly qualified for this subject:

\_\_\_\_\_ Yes \_\_\_\_\_ No\*

\* The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.

**\*If using HOUSE Option to determine subject competency for experienced secondary teachers, you must attach HOUSE Option worksheet for each subject.**

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Date



**Determining "Highly Qualified" Status**  
**HOUSE** Worksheet for **Experienced Secondary** Teachers  
 Used to Demonstrate Subject Competency

Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Subject #1: \_\_\_\_\_

Subject #2: \_\_\_\_\_

Competency is demonstrated by meeting **all** of the following criteria:

The Teacher has at least one creditable year of teaching experience (defined as a minimum of 90 full-time instructional days as a teacher in a school year) in the subject to be taught or a closely related field [or the core academic subject receiving graduation credit] (see lists below)

\_\_\_ Yes \_\_\_ No

**AND**

The teacher has a minimum of 24 points derived as follows:

	<u>Points</u>
1 point for each year of teaching experience <b>at the secondary level</b> in the subject to be taught or a closely related field (maximum of 12 points)	_____

1 point for each hour of college coursework in the subject to be taught or in a closely related field	_____
---	-------

1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit.	_____
--	-------

**Total Points:** \_\_\_\_\_

**AND**

At least 6 points represent the specific subject to be taught

Competency is demonstrated by meeting **all** of the following criteria:

The Teacher has at least one creditable year of teaching experience (defined as a minimum of 90 full-time instructional days as a teacher in a school year) in the subject to be taught or a closely related field [or the core academic subject receiving graduation credit] (see lists below)

\_\_\_ Yes \_\_\_ No

**AND**

The teacher has a minimum of 24 points derived as follows:

	<u>Points</u>
1 point for each year of teaching experience <b>at the secondary level</b> in the subject to be taught or a closely related field (maximum of 12 points)	_____

1 point for each hour of college coursework in the subject to be taught or in a closely related field	_____
---	-------

1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit.	_____
--	-------

**Total Points:** \_\_\_\_\_

**AND**

At least 6 points represent the specific subject to be taught

**Documentation of HOUSE:\***

\_\_\_ At least one year (90 days) of creditable teaching experience as of the start of the current school year

\*Experienced teachers who were eligible to implement HOUSE may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

**Continued Allowable Uses of HOUSE: (after one creditable year of experience)**

- \_\_\_ Rural multi-subject secondary
  - \_\_\_ Multi-subject special education
  - \_\_\_ Visiting international teacher
  - \_\_\_ Secondary foreign language with no certification exam
  - \_\_\_ Math or Science Secondary teacher
  - \_\_\_ Validation (determined by TEA only)
- TEA notification date \_\_\_\_\_

**Documentation of HOUSE:\***

\_\_\_ At least one year (90 days) of creditable teaching experience as of the start of the current school year

\*Experienced teachers who were eligible to implement HOUSE may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

**Continued Allowable Uses of HOUSE: (after one creditable year of experience)**

- \_\_\_ Rural multi-subject secondary
  - \_\_\_ Multi-subject special education
  - \_\_\_ Visiting international teacher
  - \_\_\_ Secondary foreign language with no certification exam
  - \_\_\_ Math or Science Secondary teacher
  - \_\_\_ Validation (determined by TEA only)
- TEA notification date \_\_\_\_\_

**Closely Related Fields** (For CTE courses accepted for graduation credit in a core academic subject area, other CTE courses in the same CTE courses in the same CTE Career Cluster are acceptable as closely related fields.)

<b>English*</b> Reading Speech Journalism	<b>Reading/LA</b> English Speech Journalism	<b>History *</b> Geography Government Economics Political Science	<b>Economics *</b> Government History Geography Political Science	<b>Geography *</b> History Economics Government Political Science	<b>Arts*</b> Art Music Theatre Dance	<b>Civics and Government *</b> History Economics Geography Political Science	<b>Foreign Language</b> NONE
--	--	---	---	---	--	--	---------------------------------

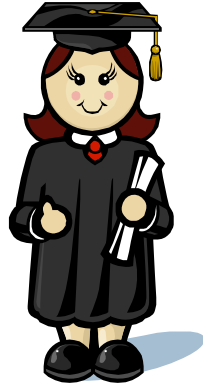
<b>Science*</b> Life Sciences Physical Sciences Biology Earth Science Physics Chemistry
---

<b>Mathematics*</b> Engineering Statistics Accounting  * any other course approved by SBOE for graduation credit in the subject area
---

\_\_\_\_\_  
 Signature of Authorized Administrator

\_\_\_\_\_  
 Date

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# Scenario 7 (Slide 125)

# **Scenario 7: Is Didi Highly Qualified?**

**Didi was hired at the beginning of the 2009-10 school year by your rural school district to teach five secondary English classes and 2 biology classes. She was fully certified via TExES to teach English, but not science. On her transcript, she has 6 hours of biology and 6 hours of chemistry. She has taken 30 hours of professional development related to science. Is she HQ?**

## Determining "Highly Qualified" Status Secondary Teacher (7-12)

Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

The following criteria must be met by **any secondary teacher** teaching a core academic subject to meet the definition of "highly qualified."

Holds at least a bachelor's degree: \_\_\_\_\_ Yes \_\_\_\_\_ No

**AND**

Has full state teaching certification in any area: \_\_\_\_\_ Yes \_\_\_\_\_ No

**In addition** to the two criteria above, secondary teachers **must demonstrate subject competency** in every core academic subject area teaching assignment.

**A secondary teacher may demonstrate subject competency in one of the following ways.  
Documentation must be maintained in the teacher's service record or personnel file.**

Subject #1: \_\_\_\_\_

Has passed the appropriate ExCET exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has passed the appropriate TExES exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has an academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has a Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Meets HOUSE\* Option for Secondary Teachers

*(This option is only allowable for teachers who have had at least one year (90 days) of experience and is eligible for one of the allowable continued uses of HOUSE options.)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Subject #2: \_\_\_\_\_

Has passed the appropriate ExCET exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has passed the appropriate TExES exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has an academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has a Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Meets HOUSE\* Option for Secondary Teachers

*(This option is only allowable for teachers who have had at least one year (90 days) of experience and is eligible for one of the allowable continued uses of HOUSE options.)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Subject #3: \_\_\_\_\_

Has passed the appropriate ExCET exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has passed the appropriate TExES exam: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has an academic major in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has a Graduate Degree in the subject taught: \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Has coursework equivalent to an undergraduate major in the subject taught (24 hours with 12 being upper division): \_\_\_\_\_ Yes \_\_\_\_\_ No

**OR**

Meets HOUSE\* Option for Secondary Teachers

*(This option is only allowable for teachers who have had at least one year (90 days) of experience and is eligible for one of the allowable continued uses of HOUSE options.)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Teacher meets the definition of highly qualified for this subject:

\_\_\_\_\_ Yes \_\_\_\_\_ No\*

\* The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.

Teacher meets the definition of highly qualified for this subject:

\_\_\_\_\_ Yes \_\_\_\_\_ No\*

\* The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.

Teacher meets the definition of highly qualified for this subject:

\_\_\_\_\_ Yes \_\_\_\_\_ No\*

\* The LEA must develop a plan to ensure the teacher will meet the HQ requirements by the end of the current school year.

**\*If using HOUSE Option to determine subject competency for experienced secondary teachers, you must attach HOUSE Option worksheet for each subject.**

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Date

**Determining "Highly Qualified" Status**  
**HOUSE** Worksheet for **Experienced Secondary** Teachers  
 Used to Demonstrate Subject Competency

Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Subject #1: \_\_\_\_\_

Subject #2: \_\_\_\_\_

Competency is demonstrated by meeting **all** of the following criteria:

The Teacher has at least one creditable year of teaching experience (defined as a minimum of 90 full-time instructional days as a teacher in a school year) in the subject to be taught or a closely related field [or the core academic subject receiving graduation credit] (see lists below)

\_\_\_ Yes \_\_\_ No

**AND**

The teacher has a minimum of 24 points derived as follows:

Points

1 point for each year of teaching experience **at the secondary level** in the subject to be taught or a closely related field (maximum of 12 points) \_\_\_\_\_

1 point for each hour of college coursework in the subject to be taught or in a closely related field \_\_\_\_\_

1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit. \_\_\_\_\_

Total Points: \_\_\_\_\_

**AND**

At least 6 points represent the **specific subject to be taught**

Competency is demonstrated by meeting **all** of the following criteria:

The Teacher has at least one creditable year of teaching experience (defined as a minimum of 90 full-time instructional days as a teacher in a school year) in the subject to be taught or a closely related field [or the core academic subject receiving graduation credit] (see lists below)

\_\_\_ Yes \_\_\_ No

**AND**

The teacher has a minimum of 24 points derived as follows:

Points

1 point for each year of teaching experience **at the secondary level** in the subject to be taught or a closely related field (maximum of 12 points) \_\_\_\_\_

1 point for each hour of college coursework in the subject to be taught or in a closely related field \_\_\_\_\_

1 point for every 15 hours of Professional Development in the subject to be taught or a closely related field that meets the standards for CPE credit. \_\_\_\_\_

Total Points: \_\_\_\_\_

**AND**

At least 6 points represent the **specific subject to be taught**

**Documentation of HOUSE:\***

\_\_\_ At least one year (90 days) of creditable teaching experience as of the start of the current school year

\*Experienced teachers who were eligible to implement HOUSE may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

**Continued Allowable Uses of HOUSE: (after one creditable year of experience)**

- \_\_\_ Rural multi-subject secondary
  - \_\_\_ Multi-subject special education
  - \_\_\_ Visiting international teacher
  - \_\_\_ Secondary foreign language with no certification exam
  - \_\_\_ Math or Science Secondary teacher
  - \_\_\_ Validation (determined by TEA only)
- TEA notification date \_\_\_\_\_

**Documentation of HOUSE:\***

\_\_\_ At least one year (90 days) of creditable teaching experience as of the start of the current school year

\*Experienced teachers who were eligible to implement HOUSE may document any highly qualified teacher determinations that use HOUSE options at any time that HOUSE options exist in federal statute.

**Continued Allowable Uses of HOUSE: (after one creditable year of experience)**

- \_\_\_ Rural multi-subject secondary
  - \_\_\_ Multi-subject special education
  - \_\_\_ Visiting international teacher
  - \_\_\_ Secondary foreign language with no certification exam
  - \_\_\_ Math or Science Secondary teacher
  - \_\_\_ Validation (determined by TEA only)
- TEA notification date \_\_\_\_\_

**Closely Related Fields** (For CTE courses accepted for graduation credit in a core academic subject area, other CTE courses in the same CTE courses in the same CTE Career Cluster are acceptable as closely related fields.)

<b>English*</b> Reading Speech Journalism	<b>Reading/LA</b> English Speech Journalism	<b>History *</b> Geography Government Economics Political Science	<b>Economics *</b> Government History Geography Political Science	<b>Geography *</b> History Economics Government Political Science	<b>Arts*</b> Art Music Theatre Dance	<b>Civics and Government *</b> History Economics Geography Political Science	<b>Foreign Language</b> NONE
<b>Science*</b> Life Sciences Physical Sciences Biology Earth Science Physics Chemistry	<b>Mathematics*</b> Engineering Statistics Accounting  * any other course approved by SBOE for graduation credit in the subject area	_____ Signature of Authorized Administrator		_____ Date			