

RHODE ISLAND “HIGHLY QUALIFIED” TEACHER VERIFICATION FORM – ELEMENTARY/EARLY CHILDHOOD

Name _____

Certification Number or Social Security Number _____

School _____

District _____

A. Core Academic Classes	B. What Core Academic Subject classes are you teaching this school year? List each class on a separate line. (e.g., 2 nd Grade, Mathematics for 3rd grade pull-out program in special education)	C. What teaching certificate do you hold that qualifies you for this assignment? (e.g., provisional elementary, life professional elementary and special education, professional secondary English). If you are teaching in a core academic area for which you do not hold a certificate write NONE on the corresponding line. You cannot be “highly qualified” for that assignment until you earn the appropriate certificate. Do not respond to Option #1 or #2 for that assignment.	D. Option #1: Are you “Highly Qualified” for this class assignment through Academic Preparation or Testing? 1a. Do you hold National Board for Professional Teaching Standards Certification in the content area of the teaching assignment? (certificate) OR 1b. Have you passed a rigorous content examination identified by RIDE as acceptable for the teaching assignment? (score report) OR 1c. Are you a special education teacher that IS NOT the teacher of record** for a core content area and hold a valid special education certificate at the appropriate grade level? If you answered YES to any ONE of these questions, write yes in this column and record the letter (A, B, or C) of the question to which you responded YES. **The teacher of record is the teacher responsible for content instruction and determining student grades	E. Option #2: Are you “Highly Qualified” for this class assignment through Prior Experience 2a. Did you achieve the required points in each of the four core academic subject areas across the five categories of the rubric? AND 2b. Did you demonstrate experience through at least three of the five categories in each of the four core academic subject areas? If you answered YES to both of these questions, write yes in this column.
1.				
2.				
3.				
4.				
5.				
Total	Add total number of Core Academic Subject Classes Taught _____		Add total number of Core Academic Subject Classes for which you are “highly qualified” through EITHER Option 1 or Option 2 _____	

- I am “highly qualified” for all current core academic subject class teaching assignments.
- I am NOT “highly qualified” for the following assignment(s) in core academic subject class(es) _____ and will complete a plan to become highly qualified for the assignment by the end of the 2005 – 2006 school year.

Directions for Completing Elementary/Early Childhood Rhode Island “Highly Qualified” Teacher Verification Form

1. List all core academic subject class assignments (e.g., Grade 2, Mathematics for Students with Special Needs) in Column B. For multiple sections of the same course, list each class on a different line.
2. Provide the Rhode Island Teaching Certificate valid for that assignment (e.g., provisional PK-6 elementary, professional elementary with mid-level endorsement, life professional K-12 music) in Column C.
3. For each assignment, determine whether or not the Option #1 criteria are met by answering questions A, B, and C in Column D. If the answer to any ONE of these is YES, write ‘yes’ for the assignment under that column and record the letter of the question that corresponds to the ‘yes’ response.
4. For each assignment for which the teacher does not meet the “highly qualified definition through Option #1” in Column D, complete the Rhode Island HOUSSE Content Area Rubric – Elementary to determine whether the criteria are met based upon prior experience. Answer each of the two questions in Column E. If both questions are answered ‘yes’ record ‘yes’ for the assignment under column E.
5. Record the total number of classes taught at the bottom of Column B (total number of core academic subject classes taught). Total the number of these classes for which the criteria of “highly qualified” are met through Option #1 or Option #2 and record that number in the “Total Row” for Columns D and E.
6. If the number of classes taught and the number of classes for which the teacher is “highly qualified” are the same, check the box that states “I am highly qualified for all current core academic subject class assignments” at the bottom of the form. Check the box that states “I am NOT highly qualified for the following assignment(s) in core academic subjects” at the bottom of the form and record the name(s) of the assignment(s) for which the definition of “highly qualified” have not been met.
7. Teachers who are “highly qualified” for all assignments, complete the “Rhode Island Highly Qualified Teacher Assurances Form” and submit it with all documentation to the building or district administrator designated by your school district.
8. Teachers who are NOT “highly qualified” for all assignments, must complete the “Plan to Become Highly Qualified form” for those assignments and submit it with all documentation to the building or district administrator designated by your school district.

RHODE ISLAND OPTION #2: PRIOR EXPERIENCE HOUSSE RUBRIC – ELEMENTARY

NAME: _____

Assignment: _____

Complete one copy of this rubric. Attach all documentation (e.g., transcripts, letters, CEU verification) necessary to support the experience credited through this rubric. **YOU MUST DEMONSTRATE EXPERIENCE IN AT LEAST 3 OF THE 5 CATEGORIES.**

	A. Years of Experience in an accredited school	B. College Level Course Work in the Content Area	C. Professional Development Activities related to the Content Area	D. Service to the Content Area	E. Awards	Total Points
	<p>Experience must be in the area of certification</p> <p>How many years have you taught elementary school? Multiply that number by 2 (points for each year). The maximum for this category is 24 points. Divide the total points by four and enter that number in each row below</p>	<p>Must be Content Specific to the area of certification</p> <p>Courses must be in content area; courses with an EDU or comparable prefix offered through education programs are not acceptable, with the exception of courses in reading.</p> <p>Each credit is worth three points (e.g., a three credit content course equals nine points)</p>	<p>Must be Content Specific to the area of certification</p> <p>Served on a committee that:</p> <ul style="list-style-type: none"> • developed, selected or evaluated content standards • selected or evaluated content curriculum • aligned local content standards with state standards • developed, validated or evaluated content assessments <p>Attended a local/regional, state or national professional conference/ seminar/ workshop in the content area Participated in activities awarded PDC/CEU credits in content area Participated on site visit team to education institution (PK-16) Served as a content instructor at a university, college or regional collaborative</p>	<p>Must be Content Specific to the area of certification:</p> <p>Served as:</p> <ul style="list-style-type: none"> • Department chair or team leader • Mentor teacher in the content area • Cooperating/Practicum teacher for student teacher • Officer in a regional, state, or national professional content organization <p>Membership in regional, state, or national professional content organization Made a content presentation at a regional, state or national professional content organization meeting Published a content article in regional, state, or national journal</p>	<p>Must be Content Specific to the area of certification:</p> <p>Teacher awards: <i>District, state, or professional association teacher of the year award</i> National Recognition such as: <i>Presidential Award Winner for Excellence in Mathematics or Science; Milken Distinguished Educator Award Winner; Christa McAuliffe Fellowship; Disney Teacher of the Year</i> Rhode Island Regents Fellow in Content Area</p>	
	-2 points per year for each content area -Maximum 6 points for each content area	- 3 points per credit (no recency requirement); - No maximum	-5 points for each activity for each year all activities must have occurred within the last five years - No maximum	-5 points for each documented service for each year all activities must have occurred within the last five years - No maximum	- 20 points each per activity - Maximum 20 points across the four content areas.	
English Language Arts 33 points required		# Sem. Cr. Hrs.:	# Activities:	# Services:	# Activities:	
	Total Points	Total Points	Total Points	Total Points	Total Points	
Mathematics 33 points required		# Sem. Cr. Hrs.:	# Activities:	# Services:	# Activities:	
	Total Points	Total Points	Total Points	Total Points	Total Points	
Science 17 points required		# Sem. Cr. Hrs.:	# Activities:	# Services:	# Activities:	
	Total Points	Total Points	Total Points	Total Points	Total Points	
Social Studies 17 points required		# Sem. Cr. Hrs.:	# Activities:	# Services:	# Activities:	
	Total Points	Total Points	Total Points	Total Points	Total Points	

RHODE ISLAND “HIGHLY QUALIFIED” TEACHER ASSURANCES FORM

Name _____ Certification No./Social Security No. _____

School _____ District _____

- I hereby assure the Rhode Island Board of Regents for Elementary and Secondary Education that I hold a full (provisional, professional, life professional) Rhode Island teaching certificate and I have accurately completed the attached *Highly Qualified Teacher Verification Form* and supporting documentation to verify that I have satisfied the requirements for “Highly Qualified” Teacher in all core academic subject classes that I teach as mandated by the *No Child Left Behind Act*.

- I hereby assure the Rhode Island Board of Regents for Elementary and Secondary Education that I hold a full (provisional, professional, life professional) Rhode Island teaching certificate and I have accurately completed the attached *Highly Qualified Teacher Verification Form* and supporting documentation to verify that I have satisfied the requirements for “Highly Qualified” Teacher in ____ (number) core academic subject classes that I teach and have NOT satisfied the requirements for “Highly Qualified” Teacher in ____ (number) core academic subject classes and will work to become highly qualified for these classes by the end of the 2005-2006 school year as mandated by the *No Child Left Behind Act*.

- I hereby assure the Rhode Island Board of Regents for Elementary and Secondary Education that I DO NOT hold a full (provisional, professional, life professional) Rhode Island teaching certificate and I have accurately completed the attached *Highly Qualified Teacher Verification Form* and supporting documentation to verify that I have satisfied the requirements for “Highly Qualified” Teacher in ____ (number) core academic subject classes that I teach and have NOT satisfied the requirements for “Highly Qualified” Teacher in ____ (number) core academic subject classes and will work to become highly qualified for these classes by the end of the 2005-2006 school year as mandated by the *No Child Left Behind Act*.

I hereby submit the above information as evidence of my qualifications. I certify the accuracy of the information provided. I understand that this information is subject to independent verification by the Department of Education.

Signature of Teacher

Date

I hereby assure the Rhode Island Board of Regents for Elementary and Secondary Education that I have reviewed the documents submitted by the teacher named above. I will submit this statement of assurances to become part of the teacher’s personnel folder at the district administrative offices.

Signature of Building Administrator

Date

Plan to Become Highly Qualified Form

Name _____

Certification Number/Social Security Number _____

School _____

District _____

A. Assignment(s) for which I am not Highly Qualified	B. Criteria I did not meet 1. Rhode Island certification 2. Appropriate certificate for assignment 3. Content area qualifications through Option #1 or Option #2	C. How I plan to meet the criteria 1. Become fully certified 2. Earn additional certification 3. Use Option 1 and become National Board certified or take an examination 4. Use Option #2 and earn additional points through: _____	D. Notes