

**RHODE ISLAND “HIGHLY QUALIFIED” TEACHER VERIFICATION FORM – SECONDARY\*\*/K-12 SPECIAL SUBJECTS**

**\*\*Both Middle School and Jr. High School grade 7 and 8 teachers are secondary and must complete this verification form**

Name \_\_\_\_\_

Certification Number or Social Security Number \_\_\_\_\_

School \_\_\_\_\_

District \_\_\_\_\_

<b>A. Number of Core Academic Classes</b>	<b>B. What Core Academic Subject classes are you teaching this school year? List each class on a separate line. Special Education teachers must list each Core Academic Subject for which they are the teacher of record** (e.g., Algebra 1, English 3, French 2, World History, A.P. Chemistry)</b>  **The teacher of record is the teacher responsible for content instruction and determining student grades	<b>C. What teaching certificate do you hold that qualifies you for this assignment? (e.g., provisional secondary mathematics, life professional secondary English, professional secondary French). If you are teaching a class in a core academic area for which you do not hold a certificate write NONE on the corresponding line. You can not be highly qualified for that assignment until you earn the appropriate certificate. Do not respond to Option #1 or #2 for that assignment.</b>	<b>D. Option #1: Are you “Highly Qualified” for this class assignment through Academic Preparation or Testing?</b>  1a. Do you hold an academic major or coursework equivalent to an academic major (30 credits) for the content area of the teaching assignment? <i>(transcript)</i> <b>OR</b> 1b. Do you hold an advanced degree in the content area of the teaching assignment? <i>(transcript)</i> <b>OR</b> 1c. Do you hold National Board for Professional Teaching Standards Certification in the content area of the teaching assignment? <i>(certificate)</i> <b>OR</b> 1d. If a Middle School educator, have you passed a rigorous content examination identified by RIDE as acceptable for the teaching assignment? <i>(score report)</i> <b>OR</b> 1e. 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 <b>YES</b> to any <b>ONE</b> of these questions, write yes in this column and record the letter (A, B, C, D, or E) of the question to which you responded <b>YES</b> .	<b>E. Option #2: Are you “Highly Qualified” for this class assignment through Prior Experience</b>  2a. Did you achieve at least 100 points across the five categories of the rubric? <b>AND</b>  2b. Did you demonstrate experience through at least three of the five categories?  If you answered <b>YES</b> to both of these questions, write yes in this column.
1.				
2.				
3.				
4.				
5.				
6.				
<b>Total</b>	<b>Add total number of Core Academic Subject Classes Taught _____</b>		<b>Add total number of Core Academic Subject Classes for which you are “highly qualified” through EITHER Option 1 or Option 2 _____</b>	

- 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 Rhode Island Secondary K-12 Special Subjects “Highly Qualified” Teacher Verification Form**

1. List all core academic subject classes you are currently teaching (e.g., Algebra 1, English 3, French 2, World History, AP Chemistry) in Column B. If you teach multiple sections of the same course, list each class on a different line.
2. Provide the Rhode Island Teaching Certificate that you hold for that assignment (e.g., provisional 7-12 mathematics, professional elementary with mid-level endorsement, life professional K-12 music) in Column C.
3. For each assignment, determine whether or not you meet the criteria of Option #1 by answering questions A, B, C, D and E in Column D. If you answered Yes to any ONE of these questions, write yes for the assignment under that column and record the letter of the question to which you answered yes.
4. For each assignment that does not read “Highly Qualified, Option #1” in Column D, complete the Rhode Island HOUSSE Content Area Rubric – Secondary/K-12 Specialists to determine if you have met the criteria based upon prior experience for each core content assignment you hold. If you answered Yes to each of the two questions in Column E record a yes for the assignment under column E.
5. Add the number of classes you have recorded in column B and record the total number at the bottom of Column B under “total number of core academic subject classes taught. Add the total number of these classes for which you are “highly qualified” under 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 you are “highly qualified” are the same, check the box that states “I am highly qualified for all current core academic subject class teaching assignments” at the bottom of the form. If you have not recorded “Highly Qualified” for one or more assignments, 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 you are not highly qualified.
7. If you 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. If you are NOT highly qualified for all assignments, for any assignment for which you are not “highly qualified” complete the “Plan to Become Highly Qualified” Form 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 – SECONDARY/K-12

### Special Subjects

NAME: \_\_\_\_\_

Core Academic Subject Area (class): \_\_\_\_\_

Complete one copy of this rubric for EACH assignment for which “Highly Qualified” will be demonstrated through Option #2. 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
<p><b>Experience must be in the area of certification</b></p>	<p><b>Must be Content Specific to the area of certification</b></p> <p>Courses must be in content area; courses with an EDU or comparable prefix offered through education programs are not acceptable. Each credit is worth three points (e.g., a three credit content course equals nine points)</p>	<p><b>Must be Content Specific to the area of certification</b></p> <p>Served on a committee that:</p> <ul style="list-style-type: none"> <li>• developed, selected or evaluated content standards</li> <li>• selected or evaluated content curriculum</li> <li>• aligned local content standards with state standards</li> <li>• developed, validated or evaluated content assessments</li> </ul> <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><b>Must be Content Specific to the area of certification:</b></p> <p>Served as:</p> <ul style="list-style-type: none"> <li>• Department chair or team leader</li> <li>• Mentor teacher in the content area</li> <li>• Cooperating/Practicum teacher for student teacher</li> <li>• Officer in a regional, state, or national professional content organization</li> </ul> <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><b>Must be Content Specific to the area of certification:</b></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>
<p>-2 points per year -Maximum 24 points</p>	<p>- 3 points per credit; (no recency requirements) - No maximum</p>	<p>-5 points for each activity for each year all activities must have occurred within the last five years - No maximum</p>	<p>-5 points for each documented service for each year all activities must have occurred within the last five years - No maximum</p>	<p>- 20 points each per activity - Maximum 20 points</p>
<p><b># Years:</b></p>	<p><b># Sem. Cr. Hrs.:</b></p>	<p><b># Activities:</b></p>	<p><b># Services:</b></p>	<p><b># Activities:</b></p>
<p><b><u>Total Points</u></b></p>	<p><b><u>Total Points</u></b></p>	<p><b><u>Total Points</u></b></p>	<p><b><u>Total Points</u></b></p>	<p><b><u>Total Points</u></b></p>

**GRAND TOTAL POINTS:** \_\_\_\_\_ IS THE TOTAL GREATER THAN OR EQUAL TO 100? \_\_\_\_\_

DID YOU EARN POINTS IN AT LEAST THREE COLUMNS (CATEGORIES)? \_\_\_\_\_

*If you answered yes to each of these questions then you are “highly qualified” for this assignment under Option #2.*

**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 \_\_\_\_\_

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