

## Definition of the Highly Qualified Teacher (HQT)

To Satisfy the Federal Definition of Highly Qualified, Teachers Must:	3 Definitions of Teachers
<ul style="list-style-type: none"> <li>• Have at least a Bachelor’s degree</li> <li>• Have valid state certification                             <ul style="list-style-type: none"> <li>○ CE and CEAS are considered state certification</li> <li>○ No requirements have been waived</li> <li>○ No emergency or conditional certificates</li> </ul> </li> <li>• Demonstrate content expertise in the core academic subject(s) they teach</li> </ul>	<ul style="list-style-type: none"> <li>• New Teacher: Novice in first year of teaching</li> <li>• Newly Hired Teacher: Experienced teacher in first year in a new district</li> <li>• Veteran Teacher: Teacher who has been teaching one year or more</li> </ul>

## Who Needs to Demonstrate Content Expertise\*

Required to Demonstrate Content Expertise	Not Required to Demonstrate Content Expertise
<p><b>Elementary Generalists</b> and <b>Teachers of the Following Core Academic Subjects:</b> Arts (Music, Theater, Dance, Visual Arts) English World Languages Lang. Arts Math Reading Science Social Studies Economics Geography Government/Civics History</p>	<p><b>Personnel in the Following Areas:</b></p> <ul style="list-style-type: none"> <li>• Preschool teachers</li> <li>• Health/Physical Education</li> <li>• Educational Services Personnel                             <ul style="list-style-type: none"> <li>○ Librarians</li> <li>○ Guidance Counselors</li> <li>○ LDT-Cs, Psychologists, Social Workers</li> <li>○ Speech-Language Specialists</li> </ul> </li> <li>• Vo-tech</li> <li>• Business</li> <li>• School nurses</li> <li>• Family and Consumer Science</li> <li>• Technological Literacy &amp; Technical Education</li> <li>• Special education teachers providing in-class resource programs</li> <li>• Special education teachers providing pull-out support resource programs</li> <li>• Special education teachers (holding <b>any</b> special education certificate) providing consultation as a service P-12</li> <li>• Teachers of gifted and talented who do not provide direct instruction</li> </ul>

**\*Note:** Teacher interns are deemed highly qualified while enrolled in an internship program. This NCLB provision is effective through the 2012-2013 school year.

## How to Demonstrate that You Are a HQ General Education Teacher

<b>Self-contained Elementary Generalists Elementary Teacher (Grades K-3, K-6, K-8)</b>	<b>Departmentalized Middle Grades Content Specialists (Grades 6-8) (Grades 7-8)</b>
<b><i>Teachers of grade K-5, whether self-contained or departmentalized, qualify as elementary generalists</i></b>	
<ul style="list-style-type: none"> <li>• Pass Praxis II Elementary Content Knowledge Test</li> <li>• Pass National Teachers Examinations (NTE) (effective 1985-1994)</li> <li>• P-3 Praxis Test for P-3 teachers only (P-3 Praxis became effective Dec. 1, 2007)</li> </ul> <p>Preschool/nursery teachers (teaching 3 and 4 year olds) do not have to demonstrate content expertise unless assigned to a Title I setting.</p>	<p><b>Teachers holding K-8/N-8 certificate can:</b></p> <ul style="list-style-type: none"> <li>• Pass Praxis II Middle or P-12 Content Test</li> <li>• <b>Or</b> Undergraduate/graduate major in the content</li> <li>• <b>Or</b> 30 credits in the content (12 at junior/senior or graduate level)</li> <li>• <b>Or</b> National Board Certification in the content</li> </ul> <p><b>Teachers holding K-5/K-6 certificate can:</b></p> <ul style="list-style-type: none"> <li>• Grade 6 departmentalized assignments can meet the same requirements as N-8 certificate holders outlined above.</li> <li>• Grade 7&amp;8 teachers must obtain the middle school subject matter endorsement for assignment</li> </ul>
<p><b>For requirements for general education <u>and</u> special education teachers of world languages refer to: WORLD LANGUAGES CERTIFICATION AND HIGHLY QUALIFIED TEACHER REQUIREMENTS</b></p> <p style="color: red;"><a href="http://www.nj.gov/education/educators/license/nclb/">http://www.nj.gov/education/educators/license/nclb/</a></p>	

### HQ Requirements and Special Education Teachers

<b>Special Education Teachers Who Must Demonstrate Content Expertise in the Subject(s) They Teach</b>	<b>Special Education Teachers Who Do <u>Not</u> Need to Satisfy the HQT Requirement</b>
<p>Special education teachers who <b>provide direct instruction in core academic subjects</b> in special class programs (self-contained), departmentalized settings (grades 6-12), or pull-out replacement resource programs.</p> <p><b>Note:</b> Special education teachers who provide direct instruction in core academic subjects to students who are expected to take the New Jersey Assessment of Skills and Knowledge (NJ ASK) or the High School Proficiency Assessment (HSPA) <u>must have the content expertise to instruct to the level of the standards that the assessment measures.</u></p>	<ul style="list-style-type: none"> <li>• Special education teachers who <b>provide in-class resource programs grades P-12</b> (support or replacement) where the general education teacher has primary instructional responsibility</li> <li>• Special education teachers who <b>provide pull-out support resource programs grades P-12</b></li> <li>• Special education teachers who <b>provide consultation grades P-12</b> as a service on behalf of a student with disabilities or a group of students with disabilities</li> </ul>
<b>Special Education Teachers Who Can Qualify as Elementary Generalists</b>	<b>Special Education Teachers Who Must Qualify in Each Core Academic Subject They Teach</b>
<ul style="list-style-type: none"> <li>• Teach in pull-out replacement resource programs (K-5)</li> <li>• Teach in self-contained settings (K-6, K-8)</li> <li>• Teach classes where <u>every</u> student in the class is assessed using the alternate proficiency assessment (APA). * (P-3/TOSD teachers are <u>not authorized</u> to teach these classes.)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide pull-out replacement resource programs in grades 6 - 8 where all grades are departmentalized</li> <li>• Teach in self-contained settings above grade 8</li> <li>• Teach in departmentalized settings grades 6 and above</li> <li>• Teach in grades 9-12 (self-contained classes, departmentalized classes &amp; pull-out replacement)</li> </ul>
<p><b>Note:</b> At the secondary level instruction may be provided by a HQ general education teacher in a class organized around a single content area consisting solely of students with disabilities where an adapted general education curriculum is used and shall have a maximum instructional size of 12 and may be increased with the addition of a classroom aide up to 16 students.</p>	

## High Objective Uniform Standard of Evaluation (HOUSE) for General Education and Special Education Teachers

**While the HOUSE Matrix (Form F) can no longer be used in public school districts, charter schools and approved private schools for students with disabilities except in cases when an eligible teacher employs IDEA flexibility, the HOUSE Highly Qualified Teacher Identification packet (Forms A-E, and G) should be completed upon assignment for each teacher providing direct instruction in core academic subject matter. Forms can be downloaded from:**

<http://www.nj.gov/education/educators/license/nclb/>

**Teachers who successfully used the HOUSE prior to its expiration date retain their highly qualified status permanently for the teaching assignment designated on the approved forms. School districts should initiate a request for HQT documentation from the previous employer for review prior to making a hiring decision. At the time of hire, original files should be requested in an inter-district communication and be placed in the teacher's district personnel folder.**

### Special Education Teachers Who May Employ IDEA Flexibility

*IDEA Flexibility is applicable to all public school districts, charter schools and approved private schools for students with disabilities.*

#### ***IDEA flexibility allows:***

Novice (new) special education teachers, who upon hire meet the highly qualified requirements in language arts, mathematics **or** science, have **2 years from date of hire to** become highly qualified in additional subjects using the NJ HOUSE.

This applies to the following novice special education teachers or veteran teachers teaching special education for the first time\*:

- Teacher of the Handicapped (TOH) who may teach multiple content areas in middle or high school (grades 6-12)
- Teacher of Students with Disabilities (TOSD) and the N-8 or K-8 instructional certificate who may teach middle grades (6-8) in departmentalized settings

\* A veteran teacher holding the K-5, K-6 or N-8 Elementary Teacher Instructional Certification is considered to be a novice special education teacher if s/he is certified Teacher of Handicapped (TOH) or Teacher of Students with Disabilities (TOSD) and has been assigned to teach special education for the first time.

## Aligning Certification, Teaching Assignment, & HQT Requirements

Refer to page 3 for information on the HOUSE.		
<i>Note: To become highly qualified, the teacher must first be appropriately certified for the assignment.</i>		
Certification	Assignment	Can Demonstrate HQ Status through:
P-3	K-3	<ul style="list-style-type: none"> <li>• Passing the Praxis II P-3 (effective Dec. 1, 2007)</li> <li>• Passing the Praxis II Elementary Content Knowledge Test</li> </ul>
K-5, K-6	K-5, K-6 Self-Contained	<ul style="list-style-type: none"> <li>• Passing the Praxis II Elementary Content Knowledge Test</li> </ul>
K-5, K-6	Grade 6 Departmentalized	<ul style="list-style-type: none"> <li>• Passing the associated Praxis II Middle School Content Knowledge Test</li> </ul>
N-8	K-8 Self-Contained	<ul style="list-style-type: none"> <li>• Passing the Praxis II Elementary Content Knowledge Test</li> </ul>
N-8	6-8 Departmentalized	<ul style="list-style-type: none"> <li>• Passing the associated Praxis II Middle Content Test</li> <li>• <b>Or</b> Undergraduate/graduate major in the content</li> <li>• <b>Or</b> 30 content credits including 12 credits upper division</li> <li>• <b>Or</b> National Board Certification in the content</li> </ul>
K-5, K-6 Plus Middle School Subject Matter Specialization Endorsement	7-8 Departmentalized	<ul style="list-style-type: none"> <li>• Obtaining the Middle School Endorsement, which requires passing the Praxis II Middle School Content Test, 15 credits in the associated content <b>and</b> completion of course in adolescent development</li> </ul>
P-12 (Content Instructional Certificate)	6-8 Departmentalized or 9-12 Departmentalized	<ul style="list-style-type: none"> <li>• Holding P-12 Content Instructional Certificate</li> </ul>
TOH	K-3 Self-Contained	<ul style="list-style-type: none"> <li>• Passing the Praxis II P-3 (effective Dec. 1, 2007)</li> <li>• <b>Or</b> Passing Praxis II Elementary Content Knowledge Test</li> </ul>
TOH	K-5, K-6, K-8 Self-Contained	<ul style="list-style-type: none"> <li>• Passing the Praxis II Elementary Content Knowledge Test</li> </ul>
TOH	6-8 Departmentalized	<ul style="list-style-type: none"> <li>• Passing the associated Praxis II Middle Content Test</li> <li>• <b>Or</b> Undergraduate/graduate major in the content</li> <li>• <b>Or</b> 30 content credits including 12 credits upper division</li> <li>• <b>Or</b> National Board Certification in the content</li> </ul>
TOH	9-12 Departmentalized or Self-Contained or Pull-out replacement resource programs	<ul style="list-style-type: none"> <li>• Passing the associated P-12 Content Test</li> <li>• <b>Or</b> Undergraduate/graduate major in the content</li> <li>• <b>Or</b> 30 content credits including 12 credits upper division</li> <li>• <b>Or</b> National Board Certification in the content</li> </ul> <p><i>The teacher holding TOH and teaching in a <b>self-contained</b> 9-12 setting must meet the requirement for all four core academic content areas.</i></p>
TOH	Secondary classes where all students in the class are assessed using the APA	<ul style="list-style-type: none"> <li>• Passing the Praxis II Elementary Content Knowledge Test</li> </ul>
TOH	Support/Consultation All Levels Any Configuration	<ul style="list-style-type: none"> <li>• Must be appropriately certified but do not need to demonstrate content expertise. May provide support or consultative services grades N-12.</li> </ul>

*TOH = Teacher of the Handicapped; TOSD = Teacher of Students with Disabilities; N=nursery; P=preschool*

## Aligning Certification, Teaching Assignment, & HQT Requirements

**Refer to page 3 for information on the HOUSE.**

***Note: To become highly qualified, the teacher must first be appropriately certified for the assignment.***

Certification	Assignment	Becoming HQ
<b>TOSD &amp; P-3</b>	K-3	<ul style="list-style-type: none"> <li>• Passing the Praxis II P-3 (effective Dec. 1, 2007)</li> <li>• Passing the Praxis II Elementary Content Knowledge Test</li> </ul>
<b>TOSD K-5, K-6</b>	K-5, K-6 Self-Contained	<ul style="list-style-type: none"> <li>• Passing the Praxis II Elementary Content Knowledge Test</li> </ul>
<b>TOSD K-5, K-6</b>	6 <sup>th</sup> Grade Departmentalized	<ul style="list-style-type: none"> <li>• Passing the associated Praxis II Middle School Content Knowledge Test</li> </ul>
<b>TOSD K-5, K-6 + Middle School Subject Matter Specialization Endorsement</b>	7 <sup>h</sup> -8 <sup>h</sup> Grades Departmentalized	<ul style="list-style-type: none"> <li>• Obtaining the Middle School Endorsement, which requires passing the Praxis II Middle School Content Test, 15 credits in the associated content <b>and</b> completion of course in adolescent development.</li> </ul> <p><i>The teacher teaching in a <u>self-contained</u> 7-8 setting with the TOSD, K-5, K-6 and subject matter specialization endorsement must hold all four middle school endorsements.</i></p>
<b>TOSD N-8</b>	K-8 Self-contained	<ul style="list-style-type: none"> <li>• Passing the Praxis II Elementary Content Knowledge Test</li> </ul>
<b>TOSD N-8</b>	6-8 Departmentalized	<ul style="list-style-type: none"> <li>• Passing the associated Praxis II Middle Content Test</li> <li>• <b>Or</b> Undergraduate/graduate major in the content</li> <li>• <b>Or</b> 30 content credits including 12 credits upper division</li> <li>• <b>Or</b> National Board Certification in the content</li> </ul>
<b>TOSD + P-12 Content Instructional Certificate</b>	6-8 Departmentalized or 9-12 Departmentalized or Pull-out replacement resource programs	<ul style="list-style-type: none"> <li>• Holding the P-12 Content Instructional Certificate(s)</li> </ul> <p><i>The teacher teaching in a <u>departmentalized</u> setting, grades 6-12, holding the TOSD and P-12 instructional certificates, must be certified in <u>each</u> content area s/he teaches. This will constitute highly qualified status.</i></p>
<b>TOSD + P-12 Content Instructional Certificate</b>	9-12 Self-Contained	<ul style="list-style-type: none"> <li>• Holding the P-12 Content Instructional Certificate(s)</li> </ul> <p><i>The teacher teaching in a <u>self-contained</u> setting, grades 9-12 with the TOSD and P-12 instructional certificates, must <b>hold all four</b> P-12 core content instructional certificates. This will constitute highly qualified status.</i></p>
<b>TOSD+ K-5, K-6, or N-8 Certificate</b>	Secondary classes where all students in the class are assessed using the APA	<ul style="list-style-type: none"> <li>• Passing the Praxis II Elementary Content Knowledge Test</li> </ul>
<b>TOSD + All Certificates</b>	Support/Consultation All Levels Any Configuration	<ul style="list-style-type: none"> <li>• Must be appropriately certified but do not need to demonstrate content expertise. May provide support or consultative services grades N-12.</li> </ul>

***Note:*** Teachers who have achieved highly qualified status, whether through meeting federal requirements or successfully utilizing NJ HOUSE, retain highly qualified status permanently for the teaching assignment designated on the approved forms. The required forms must be completed with documentation attached, signed off by the teacher's supervisor (Form G) and filed. Provide a copy to the teacher. School districts must review forms for accuracy and acceptance upon assignment.

*TOH = Teacher of the Handicapped; TOSD = Teacher of Students with Disabilities; N=nursery; P=preschool*

For further assistance, contact [HQTeachers@doe.state.nj.us](mailto:HQTeachers@doe.state.nj.us) or call HQT: 609-777-4482