



Once Highly Qualified, Always Highly Qualified*

Grade 7-12 Teacher Instruction Page -Getting Started

All teachers should go on the State Department of Education website to the Certification Page and print a copy of their certification information.

Here's how: Go to website: www.state.tn.us/education

Page 1 - Scroll down the left side of the page,
Click on "LEA Operations"

Page 2 - Scroll down and click on "Teacher Certification"

Page 3 - Scroll down to **General Use** and click on "Search"

Page 4 – Type in your SS #, you will see a page with your name.
Click on your name. Print your certification page.

This page gives you your license number, certificate type, endorsements, license expiration dates, career ladder information and it will list any tests you have taken that may be used toward "Highly Qualified."

FIRST - Obtain a "TEACHER QUALITY ASSURANCE PAGE" from your principal.

SECOND - Select from the options available for teachers in Grades 7-12 listed below and follow the directions for submitting your highly qualified documentation.

HIGHLY QUALIFIED OPTIONS FOR GRADES 7-12

NTE/Praxis Scores – If you have printed your state certification information as indicated above, you will see listed any tests that can be used to show highly qualified. Attach this certification information to your Teacher Quality Assurance Page. You will write in the box the content area you want recognized as Highly qualified. This should be the content area that you teach. The option by which you meet the requirement is "Test Option". You can be recognized as highly qualified in multiple content areas as long as you have the proper documentation. You will submit your TQAP to your principal. Your principal will sign off verifying that you have met this requirement. The information will be forwarded to Human Resources by your principal.

*You are always highly qualified for the content area(s) indicated on your Teacher Quality Assurance Page. Should you change content area, you would need to complete the documentation for your new content area.

Academic Major - An academic major in the core subject content area that is verified on the College/university transcript meets the highly qualified requirement for middle and secondary teachers. Attach a copy (not official) of your transcript to the Teacher Quality Assurance Page. You will write in the box the content area you want recognized as highly qualified. This should be the content area that you teach. The option by which you meet the requirement is “Academic Major”. You can be recognized as highly qualified in multiple content areas as long as you have the proper documentation. You will submit your TQAP to your principal. Your principal will sign off verifying that you have met this requirement. The information will be forwarded to Human Resources by your principal.

Coursework Equivalent of an Academic Major - For the purpose of NCLB, 24 semester hours of coursework (undergraduate and graduate level, no time restrictions) in the core content area is the equivalent of an academic major. The 24 hours may include **up to** six semester hours of content methodology coursework. (Divide quarter hours by 1.5 to translate quarter hours to semester hours.)

Attach a copy (not official) of your transcript to the Teacher Quality Assurance Page with the 24 hours of coursework highlighted. You will write in the box, on the Assurance Page, the content area you want recognized as highly qualified. This should be the content area that you teach. The option by which you meet the requirement is “Coursework Equivalent”. You can be recognized as highly qualified in multiple content areas as long as you have the proper documentation. You will submit your TQAP to your principal. Your principal will sign off verifying that you have met this requirement. The information will be forwarded to Human Resources by your principal.

Professional Matrix

Your principal will provide you a copy of the Professional Matrix. For the majority of teachers, you will qualify in 3 easy steps. The goal is to document 100 points.

Content Indicator Code 1 – Give yourself 5 points for each year you have taught in the last 10 year period, not to exceed 40 points.

Content Indicator Code 2 – Give yourself 10 points for each positive evaluation you have received in the last 10 year period, not to exceed 20 points.

Give yourself 5 points for Career Ladder II **or** 10 points for Career Ladder III. Copies of your summative evaluations should be available for verification but not attached to the Matrix.

Content Indicator Code 3 – Using your college transcript(s), (undergraduate or graduate, no time requirement), give yourself 2 points per semester hour not to exceed 40 points for any content/subject area courses related to the content area for which you are asking to be recognized as highly qualified. To facilitate the verification process, please have these courses highlighted. The transcript must be attached to the Matrix as documentation.

If you have not earned 100 points at this point, continue down through the Matrix until you have earned 100 points.

Attach the Professional Matrix and your documentation to the Teacher Quality Assurance Page. Your principal will sign off verifying that you have met this requirement. The information will be forwarded to Human Resources by your principal.

National Board Certification (NBC) NBC must be in the content area being taught. Attach a copy of the NBC certificate to the Teacher Quality Assurance Page. Your principal will sign off verifying that you have met this requirement. The information will be forwarded to Human Resources by your principal.

Teacher Effect Data - You must have 3 years of Teacher Effect Data in the content area with no scores in the Below Level range. This is not an option that will be widely used in grades 7-12.

Framework for Evaluation and Professional Growth - This option will serve best for those teachers who cannot meet the requirements for particular content areas by any of the other available options.

Physical Education, Media Specialist (Librarians), Guidance Counselors, Theatre, Vocational, and Pre-K teachers are exempt from showing highly qualified. Special education teachers and ELL teachers who teach core academic subjects at the middle school or secondary level as the teacher of record must meet the highly qualified requirements for each core academic subject they are assigned to teach.

For anyone who cannot meet the Highly Qualified Requirement using one of the above options, we will work with that teacher individually. Teachers who are teaching on a permit, waiver or interim license can not meet the requirement until they advance to an acceptable license.

While you have until the beginning of the 2006-2007 school year to meet the requirement, you are encouraged to complete the paperwork ASAP.

If you have questions, please call Human Resources, 259-8611 or e-mail: gene.foster@mnps.org.