



Once Highly Qualified, Always Highly Qualified*

Grades K- 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."

OBTAIN A "TEACHER QUALITY ASSURANCE PAGE"

Highly Qualified Options Available for Teachers in Grades K-6

National Board Certification (NBC) - NBC must be at the grade level being taught (K-6). 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 - If you received TVAAS Teacher Effect Data last year **and all your scores** were NDD (Not Detectably Different) or Above Level, you may use that information for showing highly qualified. These scores are confidential but your principal would have received them. Have your principal sign off that you, in fact, have successfully met this criteria. You do not have to attach the test results to the Teacher Quality Assurance Page. The principal's signature serves as verification. This information will be forwarded, by your principal, to Human Resources.

*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.

NTE/Praxis Scores – If you have printed your state certification information, you will see indicated if you have tests that can be used to show highly qualified. For the Elementary Broad Content area, the following tests may be used to show highly qualified in all core academic subjects K-6: 0014, 0010, 0011, 0146, NTE Core Battery: 0510 & 0500, NTE 01, 0001 (Education in the Elementary School).

Music teachers teaching major portion: 0113, 0110; NTE 11

Art teachers teaching major portion: 0133, 0130; NTE 13, 0013

Attach your certification page to the completed Teacher Quality Assurance Page. Your content area is “Elementary”. That is all that is necessary to be recognized as highly qualified in the tested content area. 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 Evaluation sheet should be attached for documentation.

Content Indicator Code 3 – Using your college transcript(s), (undergraduate or graduate), as far back as you want to go, give yourself 2 points per semester hour not to exceed 40 points for any content/subject area courses as listed on the Matrix as well as courses related to the NCLB sub-groups. It would be helpful if you highlight the courses. The transcript must be attached to the Matrix as documentation.

By this time you should have 100 points. If you do not, then continue down through the Matrix until you total 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.

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 first day of the 2006-2007 school year to meet the requirement, you are encouraged to turn in the paperwork to your principal ASAP.

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