

**NCLB HIGHLY QUALIFIED WORKSHEET**  
**SECONDARY GRADES 9-12**  
**SPECIAL EDUCATION**

Name \_\_\_\_\_

Core Academic/Subject Areas – check one:

- |   |   |
|---|---|
| <input type="checkbox"/> English                          | <input type="checkbox"/> Reading or language arts |
| <input type="checkbox"/> Science                          | <input type="checkbox"/> Mathematics              |
| <input type="checkbox"/> Civics and government            | <input type="checkbox"/> Economics                |
| <input type="checkbox"/> History                          | <input type="checkbox"/> Geography                |
| <input type="checkbox"/> Art                              | <input type="checkbox"/> Music                    |
| <input type="checkbox"/> Foreign language<br>(list _____) |   |

**NOTICE**

(Teachers with a Short-Term Emergency Special Education Certificate or Special Education Approval are not “Highly Qualified.”)

(Teachers with a Special Education Approval who pass the LBS1 content area test may receive the LBS1 endorsement on a current certificate by completing the proper application with the ROE. This endorsement will allow them to reach “Highly Qualified” status.)

**STEP A**

Do you hold a type 10/special, type 09/secondary, or type 03/elementary Illinois teaching certificate valid for the grade levels of assignment and subjects taught and endorsed for the student population served?

Yes (Continue to step B)     No (You cannot move on. You must meet Step A before you can be considered “Highly Qualified.”)

**STEP B**

1. Have you passed the relevant content-area test?

Yes (Stop, you are “Highly Qualified.”)                       No (Continue to #2)

2. Have you completed a major in the core content area or coursework equivalent to a major (32 semester hours)?

Yes (Stop, you are “Highly Qualified.”)                       No (Continue to #3)

3. Do you hold a master's or higher degree in a field directly related to the core content area?

\_\_\_\_ Yes (Stop, you are "Highly Qualified.")

\_\_\_\_ No (Continue to #4)

4. Did you complete an Illinois approved program in special education after June 30, 2002 **and** pass the Basic Skills test **and** pass the APT (Assessment of Professional Teaching) test?

\_\_\_\_ Yes (You are Highly Qualified in language arts. Continue to #5 for core content areas other than language arts.)

\_\_\_\_ No (Continue to #5)

5. Do you hold NBPTS certification or an Illinois master certificate?

\_\_\_\_ Yes (Stop, you are "Highly Qualified.")

\_\_\_\_ No (Continue to HOUSSE if you have at least one year of fulltime teaching experience. If not, you can only be considered "Highly Qualified" if you qualify for the extension of time as a result of special provision #1 on page 5 of this document.)

### **HOUSSE**

You are eligible to use the Illinois HOUSSE (High Objective Uniform State Standard of Evaluation). You must post a total of 100 or more points from the various options that follow to be considered "Highly Qualified."

### **POINTS AVAILABLE UNDER THE ILLINOIS HOUSSE**

Stop when you have accumulated a total of 100 or more points as you will have met "Highly Qualified" status for this core content area.

- a) Teaching experience in the core academic/subject area. (12.5 points per semester up to a maximum of 50 points)

Points for item a) \_\_\_\_\_

- v) Completion of a major or an approved program in special education and have at least 15 points in each core academic/subject area taught: 75 points for a special education teacher who teaches two or more academic subjects exclusively to children with disabilities in the primary or middle grades.

Points for item v) \_\_\_\_\_

Total accumulated points \_\_\_\_\_

- b) Completion of college coursework in the core academic/subject area. (5 points per semester hour)

Points for item b) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- c) Possession of NBPTS certification or an Illinois master certificate applicable to the area of assignment. (100 points for a general education teacher in grades below 6 or a special education teacher)

Points for item c) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- e) Participation in conference sessions, workshops, institutes, seminars, symposia, or other similar training events related to the core academic/subject area. (1 point per full hour of participation)

Points for item e) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- f) Presenting at conference sessions, workshops, institutes, seminars, symposia, or other similar training events. (First presentation of a given topic – 8 points; subsequent presentation of same topic – 3 points)

Points for item f) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- g) Work experience (non-teaching) directly related to the core academic/subject area (e.g. experience in a chemical laboratory for a chemistry teacher). (10 points per year of experience up to a maximum of 50 points)

Points for item g) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- h) Supervising a student teacher in the core academic/subject area. (10 points per student teacher in all applicable core content areas)

Points for item h) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- i) Peer review or peer coaching that meets the requirement of Section 25.875(b). (5, 8, 9, or 11 points per Section 25.875(b)(2))

Points for item i) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- j) Mentoring a new teacher in the core academic/subject area providing it conforms to the requirement of Section 25.875(2)(A). (9 or 11 points as per requirements of this section)

Points for item j) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- k) Participation in site-based management or decision-making teams, relevant committees, boards, or task forces directly related to school improvement plans and focused on the core academic/subject area. (8 or 11 points per semester per Section 25.875(d)) (May be counted only once per subject area.)

Points for item k) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- l) Teaching a college course in accordance with Section 25.875(j) that is directly related to the core academic/subject area. (20 points)

Points for item l) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- m) Participating in action research and inquiry projects that meet the requirements of Section 25.875(n) and are directly related to the core academic/subject area. (8 or 11 points as per requirements of this section)

Points for item m) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- n) Approved travel related to the core academic/subject area and meeting requirements of Section 25.875(p). (12 or 15 points per year as per requirements of this section)

Points for item n) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- o) Participation in a study group directly related to the core academic/subject area and meeting the requirements of Section 25.875(q). (6 or 8 points per semester as per requirements of this section)

Points for item o) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- p) Participation in an internship directly related to the core academic/subject area that meets the requirements of Section 25.875(s). (Points in relation to contact hours per requirements of this section)

Points for item p) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- q) Participation in curriculum development or assessment activities directly related to the core academic/subject area and the requirements of Section 25.875(u). (8 or 11 points per semester as per requirements of this section)

Points for item q) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- r) Publication of educational articles, columns, or books directly related to the core academic/subject area per Section 25.875(x)(2). (Points in accordance with this section)

Points for item r) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- s) Teacher-to-teacher consultation that includes activities such as observation, meetings, and exchange of information (whether face-to-face or via communications technology) and related to topics such as materials, curriculum, evidence-based practices, and techniques and strategies aligned to the State Goals for Learning. (1 point per hour of interaction with a teacher who is “Highly Qualified” in the relevant core academic/subject area up to a maximum of 50 points)

Points for item s) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

- t) Possession of NBPTS certification or an Illinois master teaching certificate in an area other than the relevant core academic/subject area. (15 points)

Points for item t) \_\_\_\_\_ Total accumulate points \_\_\_\_\_

- u) Possession of an Illinois standard teaching certificate in an area other than the area of assignment. (10 points)

Points for item u) \_\_\_\_\_ Total accumulated points \_\_\_\_\_

Illinois Administrative code 25.875 can be downloaded or printed from the Whiteside Regional Office website at [www.whitesideroe.org](http://www.whitesideroe.org) by going to the “Highly Qualified” menu item.

### **Special Provisions**

1) A special education teacher who is new to the profession, who is considered “Highly Qualified” in language arts, mathematics, or science, and who teaches two or more subjects shall be considered “Highly Qualified” in all subjects for two years after the date of first employment. After this two-year period has elapsed, the teacher shall be required to meet the criteria for being considered “Highly Qualified” in the core content areas of assignment.

2) SPECIAL EDUCATION TEACHERS NEED TO BE “HIGHLY QUALIFIED” IN ALL CORE CONTENT AREAS WHERE THEY ARE THE TEACHER OF RECORD.

3) A teacher who provides instruction at the primary level or the middle-grades level to students of secondary school age whose performance is assessed against alternate achievement standards will be considered “Highly Qualified” if he or she meets the criteria for either new or veteran special education teachers at either the secondary level or the level at which instruction is provided, whether the teacher is a veteran or new to the profession.