

**NCLB HIGHLY QUALIFIED WORKSHEET**  
**KINDERGARTEN & GRADES 1-5**  
**SPECIAL EDUCATION**

Name \_\_\_\_\_

**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**

1. Do you hold a type 03/elementary K-9 or type 10 /special preschool – age 21 certificate endorsed for the student population served, and have you passed the elementary/middle grade content test?

\_\_\_\_\_ Yes (Stop, you are “Highly Qualified”  
in all core content areas you are  
qualified to teach in Illinois.)                      \_\_\_\_\_ No (Continue to #2)

2. Do you hold a type 03/elementary K-9 or type 10/special K-12 certificate valid for the subject taught and endorsed for the student population served, and have you passed the content area test applicable for the specific core academic/subject area listed above?

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

3. Do you hold a type 04/early childhood PreK-3 certificate that is valid for the primary grades and early childhood special education or hold a type 10/special preschool – age 21 certificate endorsed for the student population served, and have you passed the early childhood or early childhood special education test? (Applicable only through grade 3)

\_\_\_\_\_ 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  
other core content areas.)                      \_\_\_\_\_ No (Continue to #5)

5. Do you hold a type 03/elementary K-9, type 10/special PreK – age 21 certificate endorsed for the student population served, or an early childhood certificate that is valid for the primary grades, and do you have one year of teaching experience?

\_\_\_\_\_ Yes (Continue to HOUSSE)

\_\_\_\_\_ No (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.” You can combine points from the various core content subject areas.

### **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.

- 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) \_\_\_\_\_

- d) Completion of the required content-area coursework within the context of completing an Illinois approved preparation program in elementary education or an approved out-of-state elementary education preparation program offered by an institution that was accredited by NCATE at the time: 75 points for a teacher in a self-contained general education classroom through grade 8. Completion of the required content-area coursework within the context of completing an Illinois approved early childhood education preparation program or an approved out-of-state early childhood preparation program offered by an institution that was accredited by NCATE at the time: 75 points for a teacher in a self-contained general education classroom through grade 3. (This coursework may not also be counted for points under subsection (b).)

Points for item d) \_\_\_\_\_

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

- 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 in either early childhood education or elementary education. 100 points for general education teachers in grades K-5 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 requirement 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.