

June 15, 2004

Anne Arundel County Public Schools Division of Human Resources

Human Resources Bulletin

No Child Left Behind (NCLB) and the “Highly Qualified” Designation

The Maryland State Department of Education (MSDE) recently released the long-awaited HOUSSE document (High, Objective, Uniform State Standard of Evaluation.) HOUSSE will be used by some teachers to demonstrate that they meet the standards to be designated as “highly qualified” (HQ) to teach in their subject areas. MSDE has published a comprehensive guide to understanding HQ to be included in *The Maryland Classroom*. This information is also available on the MSDE website.

Go to:

www.marylandpublicschools.org

Audiences - Teacher and Principal Resources

Scroll down to “Teacher Quality Regulations Under No Child Left Behind”

Scroll down to “Using Maryland’s HOUSSE.”

Teachers with Anne Arundel County Public Schools who do not currently meet HQ status need to complete HOUSSE and to forward the form and documentation to the Human Resources Office as quickly as possible. July 16, 2004 is the target date to receive your HOUSSE document in HR. Please see the “Frequently Asked Questions” (FAQs) and “Guidelines” listed below to see if you are currently HQ.

Remember that all subjects do not fall under NCLB. Some subjects are exempt from these regulations. Only teachers of core academic subjects (CAS) must be designated HQ. (Special education and English for Speakers of Other Languages (ESOL) may be considered CAS if the teacher is in a self-contained classroom. MSDE is still working on the criteria for HQ in these subject areas. MSDE indicated that they may develop a HOUSSE document designed specifically for these subjects.)

CAS include:

- Art, Music, Dance, Drama/Theatre
- Early Childhood
- Elementary (including immersion)
- English
- Foreign Languages
- Mathematics
- Reading and Language Arts
- Science: Biology, Chemistry, Earth/Space, Physical Science, Physics
- Social Studies: Civics and Government, History, Geography, Economics

Non-CAS include:

- Agriculture
- Accounting, Bookkeeping, Business, Cooperative Education, Industrial Arts, Marketing, and Trades & Industry
- Computer Science
- Driver Education
- Health and Health Occupations
- Journalism
- Home Economics
- Outdoor Education
- Physical Education
- Psychology
- Sociology
- Speech
- Non-teaching Specialist Areas – Administrator I/II, Guidance, Educational Media Specialist, Pupil Personnel Worker, School Psychologist, and Speech Pathology

IMPORTANT: If after reviewing this information, you believe you are highly qualified through testing in the subject area you are teaching *or* via the Advanced Professional Teaching Certificate in the subject area you are teaching, then **take no action at this time**. We are using technology to identify HQ teachers so it is not necessary to notify MSDE or our office. Teachers who do not believe they meet the HQ designation through testing or the APC, should complete HOUSSE and forward it to HR as soon as possible. Be certain to maintain a photocopy of your HOUSSE document and verification materials in your professional portfolio.

FAQs:

- What areas are most impacted by the requirements for HQ designation?

Early childhood teachers will have to obtain the APC, pass the PRAXIS II 0014 elementary content test, or complete HOUSSE to meet the HQ designation.

Middle school teachers with elementary 1–6 and middle school certification who hold an SPC will have to obtain an APC, or pass the middle school or secondary PRAXIS II content test(s) for the CAS they are teaching, or complete an academic major or the equivalent for the CAS they are teaching, or complete HOUSSE to meet the HQ designation.

Special education and ESOL teachers teaching a CAS will have to pass the early childhood, elementary school, middle school, or secondary subject PRAXIS II test for the CAS they are teaching, or complete an academic major or the equivalent for the CAS they are teaching (where applicable), or complete the specialized HOUSSE (if and when available) to meet the HQ designation. Special education and ESOL teachers at the elementary or middle school levels may want to submit qualifying scores for the Praxis II

tests for elementary education to establish that they are HQ and to add the elementary and middle school endorsement to their MD teaching certificates.

Educators teaching out-of-field in CAS will have to pass the appropriate PRAXIS II test(s) for the CAS they are teaching, or complete an academic major or the equivalent for the CAS they are teaching (where applicable), or complete HOUSSE to meet the HQ designation.

- What is HOUSSE?

It is a rubric consisting of 5 areas of competency. A teacher of a CAS who does not meet HQ via an APC or testing in their subject area, is required to accumulate a total of 100 points on the rubric in order to be considered HQ. This is a self-evaluative form to be completed by the teacher. The HOUSSE documents will be audited for accuracy by the local school system and MSDE.

- Do all teachers need to use HOUSSE to verify their HQ status?

No. Only a small number of teachers will need to use HOUSSE.

- Who does not need to complete HOUSSE?

Teachers who hold an advanced professional teaching certificate (APC) in the subject area they are teaching are ***not required*** to complete HOUSSE. Teachers who hold a standard professional teaching certificate (SPC) and have passed the National Teacher's Exam content area test or an out-of-state content area test or the MD Praxis II test(s) for the content area they are teaching are also ***not required*** to complete HOUSSE.

- Who needs to complete HOUSSE?

Standard professional certificate holders who have not taken the content area test for the subject area they are teaching need to complete HOUSSE, or they may establish that they are HQ by passing the appropriate Praxis II test(s). APC holders who are teaching out of field may complete HOUSSE or pass the test for the out-of-field assignment.

- Can a conditionally certificated teacher be considered HQ?

No. MD requires that teachers hold a regular MD teaching certificate (SPC or APC) to be considered HQ.

- If I hold an APC in biology, but I am teaching mathematics, am I considered HQ for mathematics too?

Teachers who are misassigned (teaching out of the field of certification) must become HQ for each subject taught.

- How do I obtain the HOUSSE document?

Go to the Maryland State Department of Education website at: www.marylandpublicschools.org/MSDE/Audiences/TeachersPrincipals/Overview then click on “Using Maryland’s HOUSSE” (it will appear in the box on the right side of the screen.) Print out the form and complete the document. Return it to HR in an envelope marked “HOUSSE”. Remember to include photocopies of any documentation needed to support the information you have noted on your HOUSSE document.

The guidelines below will help you determine your status as “Highly Qualified”, or whether you need to complete HOUSSE.

No Child Left Behind Guidelines

All teachers must be designated HQ in all of the core academic subjects that they are teaching by July 1, 2006.

Early Childhood Education Teacher (Pre-K–Grade 3)

You are already designated HQ if you—

- hold an APC or a national board certificate in early childhood education pre-K–3.

To become designated as HQ, you would have the following options:

- Option 1—Obtain an APC in ECE
- Option 2—Hold an SPC and pass **both** PRAXIS II 0020 Early Childhood Education and 0014 Elementary School Content Knowledge. **(Most ECE teachers with an SPC have passed only 0020 and will need to pass PRAXIS II 0014 if they wish to use this method to be designated Highly Qualified.)**
- Option 3 —Meet the points for the ECE HOUSSE
(See www.marylandpublicschools.org)

Elementary Education Teacher in an Elementary School

You are already designated HQ if you—

- hold an APC or a national board certificate in elementary education 1–6 and middle school **or**
- hold an SPC and passed appropriate tests.

To become designated as HQ, you would have the following options:

- Option 1—Obtain an APC in elementary education 1-6 and middle school
- Option 2—Hold an SPC and pass **both** PRAXIS II 0014 Elementary School Content Knowledge and 0012 Elementary Education: Content Area Exercises—pedagogy.
- Option 3—Meet the points for elementary HOUSSE
(See www.marylandpublicschools.org)

Middle School Teachers

You are already designated HQ if you—

- hold an APC or a national board certificate in elementary education 1-6 and middle school **or**
- hold an APC in a secondary core academic subject (Grades 5–12 or Grades 7–12).

To become designated as HQ, you would have the following options:

- Option 1—Obtain an APC in elementary 1–6 and middle school or in a secondary CAS
- Option 2—Hold an SPC in elementary education 1–6 and middle school and pass the PRAXIS II middle school tests (English/language arts, science, social studies, and/or math) or the secondary PRAXIS II content tests for the CAS you are teaching.
- Option 3—Complete an academic major or the equivalent in the CAS you are teaching
- Option 4—Meet the points for the secondary HOUSSE in the CAS you are teaching (See www.marylandpublicschools.org)

Secondary CAS and K–12 Music and Art

You are already designated HQ if you—

- hold an APC or a national board certificate in the CAS you are teaching **or**
- hold an SPC and passed the appropriate tests in the CAS you are teaching.

To become designated as HQ, you would have the following options:

- Option 1—Obtain an APC in the secondary CAS you are teaching.
- Option 2—Hold an SPC and pass the PRAXIS II content test(s) in the CAS you are teaching.
- Option 3—Complete an academic major or the equivalent in the CAS.
- Option 4—Meet the points for secondary HOUSSE in the CAS you are teaching (See www.marylandpublicschools.org)

What's New in MD Teacher Certification?

Interested in adding another teaching area (endorsement) to your standard professional or advanced professional teaching certificate? Well, it just got easier. You only need to submit a qualifying test score for the appropriate Praxis II content area test or tests in order to add the endorsement. Additional course work and age/grade level experience are no longer required.

Be aware that the testing option only applies to content areas. Guidance, pupil personnel worker, administration, reading teacher/specialist, school psychologist, educational media specialist, and other specialist endorsements are not included.

You may register online to take the test(s) by accessing the Educational Testing Service website at www.ets.org/praxis. Use code R7403 at the time of testing so that your score will be sent to MSDE automatically. This will save you time and money. Fax a copy of your qualifying test results to Human Resources, Attention: Certification, at 410-222-5600, and include a note requesting the endorsement to your certificate. We'll take it from there.

See below for a list of the subjects and the Praxis II content area tests available through this option. Where 2 tests are listed, both must be taken and a qualifying composite score for both tests is acceptable.

Good luck!

PRAXIS II CONTENT AREA ASSESSMENTS			
When more than one test is noted for subject area, then all tests for that subject area must be taken.			
SUBJECT AREA	TEST REQUIRED	TEST CODE	MD SCORE
Art	Art: Content Knowledge (mc-2 hrs)	0133	159
	Art: Content, Traditions, Criticism, and Aesthetics (cr-1hr)	0132	145
	*Composite Score for 0133 & 0132		
Biology	Biology: Content Knowledge, Part 1 (mc – 1 hr)	0231	155
	Biology: Content Knowledge, Part 2 (mc – 1 hr)	0232	146
	*Composite Score for 0231 & 0232		
Business Education	Business Education (mc - 2 hrs)	0100	590
Chemistry	Chemistry: Content Knowledge (mc - 2 hrs)	0245	153
ECE	Early Childhood Education (mc - 2 hrs)	0020	600
	Elementary Education: Content Knowledge	0014	142
Earth/Space	Earth/Science: Content Knowledge (mc - 2 hrs)	0571	152
Elem. Educ.	Elementary School: Content Knowledge (mc - 2 hrs)	0014	142
	Elementary Education: Content Area Exercises (cr – 2 hrs)	0012	150
English	Lang., Lit. & Composition-Content Knowledge (mc - 2 hr)	0041	164
ESOL	<i>* required after 7/1/04</i>	0360	570
French	Content Knowledge (mc - 2 hrs, w/listening section)	0173	161
	Productive Language Skills (cr - 1 hr, w/ speaking section)	0171	170
	*Composite Score for 0173 & 0171 only		
German	Content Knowledge (mc 2 hrs w/listening section)	0181	153
	Productive Language Skills (cr -1 hr w/speaking section)	0182	164
	*Composite Score for 0181 & 0182 only		

Mathematics	Mathematics: Content Knowledge (mc - 2 hrs)	0061	141
Music	Content Knowledge (mc - 2 hrs, w/listening section)	0113	154
	Analysis (cr - 1 hr, w/listening section)	0112	147
	*Composite Score for 0113 and 0112		*301
Physics	Physics: Content Knowledge (mc - 2 hrs)	0265	143
Physical Education	P.E. Content Knowledge (mc - 2 hrs)	0091	153
Physical Science	Chemistry, Physics and General Science (cr - 1 hr)	0070	520
Social Studies Geography History Political Sci.	Social Studies: Content Knowledge (mc -2 hrs)	0081	154
Spanish	Content Knowledge (mc - 2 hrs, w/listening section)	0191	162
	Productive Language Skills (cr - 1 hr, w/speaking section)	0192	168
	*Composite Score for 0191 & 0192 only		*330
Special Education	Knowledge-Based Core Principles (mc - 1 hr)	0351	155
	Application Core Principles Across Categories (mc-1 hr)	0352	147
	*Composite Score for 0351 and 0352		*302
Technology Education	Technology Education (mc - 2 hrs)	0050	580

mc = multiple choice cr = constructed response

Middle School (NOTE: Endorsement to an existing MD professional certificate only)

Middle School: English/Language Arts	0049	160
Middle School: Mathematics	0069	152
Middle School: Science	0439	145
Middle School: Social Studies	0089	154

The Anne Arundel County Public School System does not discriminate on the basis of race, sex, age, national origin, religion, disability, sexual orientation, or familial status in matters affecting employment or in providing access to programs. Questions regarding non-discrimination should be directed to Mr. Leslie N. Stanton, Specialist in Human Relations, AACPS, 2644 Riva Road, Annapolis, Maryland 21401, (410) 222-5318; TDD (410) 222-5500.