

# Certification and Highly Qualified Requirements and ISEE Staff Reporting



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# Overview

- **Certification** is required!
- **Federal Highly Qualified Teacher (HQT)** status is required for core content assignments
- **Assignment Credential Manual** - How to identify endorsements and highly qualified requirements for core content assignments and non-core content assignments
- **Ensure funding** - What to do if a person does not hold the proper certificate and/or endorsement for the assignment
- **Ensure funding** - What to do if a person is not highly qualified for a core content assignment
- **Credential/HQT report** - How to run and interpret your report.
- **FAQ** - Frequently asked questions



# Certification is required!

## Idaho Statute Title 33 Chapter 12 - Teachers

**33-1201. Certificate required.** Every person who is employed to serve in any elementary or secondary school in the capacity of *teacher, supervisor, administrator, education specialist, school nurse or school librarian* shall be required to have and to hold a certificate issued under authority of the state board of education, valid for the service being rendered; except that the state board of education may authorize endorsement for use in Idaho, for not more than five (5) years, certificates valid in other states when the qualifications therefor are not lower than those required for an Idaho certificate.

A Long-term substitute is a person who has taken over an assignment for a teacher of record, who stays in the same classroom, teaching the same assignment for 10 consecutive days or more. The long-term substitute should only be used when necessary for emergency situation.



# Certification is required!

## Idaho Statute Title 33 Chapter 12 - Teachers Continued

Parapros should never be used as the teacher of record. Idaho code requires all instructional staff to hold the proper certification/endorsement.

Parapros provide support for appropriately certificated teacher of record. They are not to be as physical education teachers, music teacher, study skills teachers...

Use the 90000 Non-Certified codes for parapros that are assisting the teacher of record. These codes are located on the ISEE website and also in the back of the Assignment Credential Manual located on the following webpage: <http://www.sde.idaho.gov/site/isee/>  
(Note: later slides in this presentation contain additional information regarding this manual)

**IMPORTANT:** PLATO is a form of curriculum and must be facilitated by a teacher of record who is appropriately certificated for the assignment. For example, if PLATO is used for math credit recovery, a math assignment code should be used and the teacher must hold a math endorsement and be highly qualified in math core content in order to grant graduation credit.



# Federal Highly Qualified Teacher (HQT) Requirements - Core Content Assignments ONLY

- *Three key components required for teachers teaching core content assignments 1) BA or higher 2) valid state certification 3) demonstration of HQ status*
- **Elementary Teachers** – Highly Qualified by *proof of elementary core mastery*
- **Middle School Teachers** – Highly Qualified content teacher by *proof of content mastery* for middle grades through 8<sup>th</sup> grade
- **High School Teachers** – Highly Qualified content teacher for 9<sup>th</sup> grade and above by *proof of content mastery as part of an endorsement*
- **Title I Assignments** – No HQT exceptions for Title I targeted or school wide. Must immediately be reassigned if not HQT for a core content Title I assignment



# Methods to achieve HQT status:

[http://www.sde.idaho.gov/site/teacher\\_certification/HQT](http://www.sde.idaho.gov/site/teacher_certification/HQT)

- Verifiable major (minimum 30 credits) in content area \*
- Masters in content area \*
- NBPTS certification in content area \*
- Praxis II content test successfully passed (free and fee based study materials available at <http://www.ets.org/praxis/prepare/materials>)
- Verifiable HOUSSE rubric completed prior to June 30, 2008  
As of June 30, 2008, HOUSSE was no longer available EXCEPT in certain cases pertaining to special ed. or rural districts – case by case basis only

**IMPORTANT:** *All HOUSSE rubric legacy data will be eliminated from the Credential/HQT report. It is the responsibility to verify HOUSSE rubric and report correctly on the ISEE Staff Assignment Template.*

***\*Does not include Elementary Core Content***



# ASSIGNMENT CREDENTIAL MANUAL

## 2012-2013 ISEE Manuals

Aligns - Assignment > Endorsement > HQT

**(Note:** In order to reduce confusion, all non-PTE funded assignment codes which align exclusively to the Professional Technical Education (PTE) endorsed teacher have been removed from this manual. The remaining PTE type assignment codes that are still listed in the 2012-2013 Assignment Credential Manual align to endorsements that can be attached to a Standard Secondary certificate. These codes should only be used when applicable and the district is not requesting PTE funds)

<http://www.sde.idaho.gov/site/isee/>



[2012-2013 Assignment Credential Manual](#)

[2012-2013 ISEE Staff Data Guidance](#)

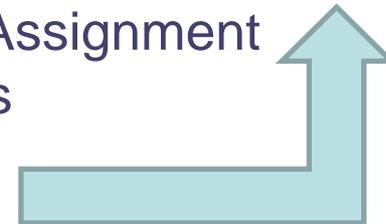
[Changes to the 2012 Manual Memo](#)

[2012-2013 Noncertified Assignment Codes](#)

[2012-2013 PTE Assignment Credential Manual](#)

Use the Professional Technical Education (PTE) Assignment Credential Manual for all PTE funded assignments

(Contact PTE for PTE manual questions and assignments 334-3216)



# ENSURE FUNDING

## Certification/HQT required

- Withheld funding is based on percentage assignment FTE for any assignment for which the teacher of record is not appropriately certificated and/or endorsed or highly qualified. For example, an FTE may have 4 assignments and hold the proper certificate, endorsement and highly qualified status for 3, but is missassigned for the 4th assignment and does not hold the proper endorsement to be teaching that period/assignment. Use the Assignment Credential Manual for alignment between assignment, the required endorsement and for core content areas the highly qualified requirement.
- A district/charter can apply for an alternate authorization to secure funding for those assignments being taught by someone that does not currently hold the proper credential for the assignment being taught.



# ENSURE FUNDING – Certificate/Endorsement is Required

Alternative Authorizations will ensure funding when a person does not hold the proper certificate and/or endorsement for the assignment. (All application packets are available at:

[http://www.sde.idaho.gov/site/teacher\\_certification/alt\\_routes.htm](http://www.sde.idaho.gov/site/teacher_certification/alt_routes.htm))

- **Provisional Authorization** – A music teacher does not show up for work the first day of school or becomes ill half way during the year and the district/charter has done everything possible to hire the properly certificated/endorsed person for the position. The district/charter can apply for the Provisional Authorization. This is a one-year emergency use only. It can only be used once per person, per assignment. It is not an alternate route to certification. (Not applicable to core content being taught in a Title I schoolwide or targeted classroom)
- **Alternative Authorization – Content Specialist** – This route allows an individual to be the teacher of record for an assignment while they are meeting the certificate/endorsement requirements. A district/charter needs a music teacher and there is an individual who has a degree in music but no certification. The individual will be eligible for the Alternative Authorization - Content Specialist if they can take and pass the music Praxis II, complete an introductory course in pedagogy, get a certification plan outlined by a college/university and apply for the Alternative Authorization – Content Specialist. The AA-Content Specialist can also be used for those doing student teaching.



# ENSURE FUNDING – Certificate/Endorsement is Required Continued

- **Alternative Authorization – Teacher to New Certification/Endorsement** – Allows an Idaho certificated individual to be the teacher of record for an assignment while they are meeting the certificate/endorsement requirements for the new certificate/endorsement. A music teacher holds the proper credential (Standard Secondary Certificate – Music K/12 endorsement) but the district/charter needs the person to additionally teach communications. The district can apply for the Alternative Authorization – Teacher to New Certification/Endorsement for communications.

**Note:** There are four options available under this alternate route. Option I is to be used to add certificates and/or endorsements, either through a traditional teacher preparation program or ABCTE (when applicable). This is the only option available to add certificates. Options II-IV can be used to add endorsements to an existing certificate. Option II and III are self explanatory. Option IV, however, is a unique option that allows adding endorsement through Praxis II testing and demonstrated proficiency through participation in a rigorous mentor program. Option IV is only applicable if the endorsement being sought meets the following criteria: 1) there is a Praxis II test applicable to the endorsement area, and 2) there is a some alignment between the Idaho Core Teacher Standards for the endorsement currently held to the one being sought. For example the standards to obtain the music endorsement are greatly different than the standards for a communication endorsement. The Option IV in this instance would therefore not be applicable. A person with an English endorsement, however, would be able to use Option IV to obtain a communications endorsement because there is an alignment between the core teaching standards. Option IV cannot be used to obtain the broad field endorsement such as social studies or natural science.



**THERE IN NO WAY IN IDAHO TO ADD AN ENDORSEMENT THROUGH PRAXIS II TESTING ALONE!**

# Ensuring Funding for HQT issues

- Highly qualified status is required for teachers teaching core content areas. Core content areas include:
  - Elementary Education (regular education and special education)
  - English/Language Arts, Math, Science, Foreign Language
  - Political Science/Government, History, Geography, Economics,
  - Visual and Performing Arts (Music, Drama, Arts – excludes Dance)
- Additional information and methods of achieving highly qualified status can be obtained on the following website: [http://www.sde.idaho.gov/site/teacher\\_certification/HQT/](http://www.sde.idaho.gov/site/teacher_certification/HQT/)
- NOTE: An authorization is not necessary when a person holds the proper endorsement but must achieve highly qualified status only. For example, a person obtained the certificate/endorsement prior to the Praxis II testing requirement and the person was unable to complete a HOUSSE rubric as they were not teaching during that time. The district/charter can put them on a “Plan for Achieving Highly Qualified Status”. A sample plan is available on the above mentioned website. This plan is valid for two years and will ensure funding for assignments being taught by teachers not yet highly qualified for their core content assignment. The staff assignment template has a specific column to indicate if a plan is in place, by what method the person will become HQT and the date this will be complete.



# Credential/HQT report

Click on the following PDF document for step by step instructions to access and run your report.  [District Credential/HQT report access and review process](#)

The following are key components to assist in accurate reporting and ensure funding:

1. Make sure to load and use the most current ISEE assignment option set, regardless of the system being used (e.g., PowerSchool), Inactive assignment codes not found in the most current manual/option set will not be funded. The current option set for ISEE reporting is available at: <http://www.sde.idaho.gov/site/isee/>
2. Make sure you are entering and uploading the ISEE Staff Assignment spreadsheet using current, accurate, legal names and correct date of birth for all individuals listed.



3. It is imperative to check to see if the individual already has an EDUID before creating a new one
4. Run your Credential/HQT report and ensure all hold the proper certificate/ endorsement for the assignment being taught and the person is highly qualified for any core content assignment
5. It is important to code assignment periods consistently from one upload to the next. For example, a class coded as taking place during period 1A on the September upload, should not be changed to period 1-A on the October upload, as it will reflect in the ISEE system as an additional assignment.
5. Make sure to use exit dates if you need to exit an assignment or person.
6. Make sure the grade indicated corresponds to the acceptable grades for the assignment code being used.



**IMPORTANT:** The **self-contained** elementary and special education codes are no longer available for use.

Districts/charters must break out codes for self-contained elementary and special education assignments to account for all segments of a student's day, (e.g., 00011 English - Elementary (Gr. 1-6), 00087 Special Education English - Elementary (Gr. 1-6)). The assignment code **00005** Exploratory (Gr. K-6) is to be used when the teacher provides instruction for non-core content. (i.e. journalism, publication production, engineering, guitar, culture/language awareness, etc.) This code can **ONLY** be used to indicate non-core content elementary/special education assignments in a self-contained elementary classroom.

For self-contained severe and profound special education classrooms only, a new code will be put in place next year, however, for the 2012-2013 school year districts/charters can use the assignment code 00092 Special Education Exploratory.



# FAQs

- **How do I code Gifted and Talented?** Gifted and talented assignments should be broken out similar to elementary and special education. New codes will be created next year to accommodate, however, for this year, the assignment codes will need to align to the proper student course code in order for the student to tie to the teacher providing the instruction for the specific content area. For example, if the course is Algebra I for an 8th grader, you would use 052052 for the staff assignment and for the student course enrollment record. In the staff assignment file you will indicate the flag “H-Honors” to indicate the teacher will need to hold the GT endorsement, however, the teacher will also need to be HQT for the specific core content for which they are teaching. In regards to HQT, this aligns with what has been provided to districts in the past and is outlined in the Assignment Credential Manual.
- **How do I code for classes being taught by IDLA?** the core content HQ teacher of record should be coded with the proper assignment code (i.e., 02103 Trigonometry) and the proctor or teacher in the classroom can be coded with either the 72005/22005 Tutorial codes for those that are certified or the 97501 for non-certified.



- **December 15th** – All final corrections must be uploaded
- **December 21** - Final signed Credential/HQT report is due

**NOTE:** The superintendent will need to sign the last page of the district report when all changes and adjustments have been completed. Please email your completed report to Annette Schwab at [asschwab@sde.idaho.gov](mailto:asschwab@sde.idaho.gov) with an electronic signature, or email the report without the signature and fax the signature page to (208) 334-2228, or mail it to the following address:

State Department of Education  
Attn: Annette Schwab  
PO Box 83720  
Boise, ID 83720-0027



# Contacts

- Cina Lackey – Alternate Authorizations, ISEE Assignment Information  
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