



**Certification and Highly Qualified
Requirements and ISEE Staff Reporting**



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** - Key components to assist in accurate reporting and ensure funding.



Certification is required!

Idaho Statute Title 33 Chapter 12

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 therefore 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

Continued

Paraprofessionals (Parapros)

- Should never be used as the teacher of record
- They are not to be used as physical education teachers, music teachers, school librarians, study skills teachers...
- Use the 90000 Non-Certified codes for parapros that are assisting the teacher of record.

PLATO

- PLATO is a form of curriculum and must be facilitated by a teacher of record who is appropriately certificated/endorsed for the assignment and therefore should not be taught by a Parapro.



Federal Highly Qualified Teacher (HQT)

HQT is required for core content assignments ONLY

Three components required for teachers teaching core content assignments

- 1) BA or higher**
- 2) valid state certification**
- 3) demonstration of HQ status**

Core content areas and methods to achieve HQT status:
http://www.sde.idaho.gov/site/teacher_certification/HQT

NOTE: *Elementary Core Content cannot be demonstrate by:*

Graduate or Undergraduate degree major (30 credits) in content area or
NBPTS certification

NOTE: It is the responsibility of the district/charter to verify the highly qualified status of core content teachers and report correctly on the ISEE Staff Assignment Template for upload into SRM. This includes all HOUSSE rubric data and credit compilation, i.e., Graduate or Undergraduate degree major (30 credits) in content area.



Assignment Credential Manual

2013-2014 Assignment Credential Manual

Aligns - Assignment > Endorsement > HQT

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



2013-2014 ISEE Manuals

-  [Changes to the 2013 Manual Memo](#)
-  [2013-2014 Assignment Credential Manual](#)

NOTE: Additional Documents will be posted at this link, including:

- This PowerPoint
- The step by step instructions for running the Credential-HQT report
- The PTE Manual

Use the Professional Technical Education (PTE) Assignment Credential Manual for all PTE funded assignments – The PTE manual will also be posted under this section on the ISEE website.

NOTE: PTE contact information provided at the end of this PowerPoint.



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.

NOTE: 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 to determine the alignment between the assignment, the required endorsement and to determine if it is a core content area that requires highly qualified status.

Use the **Assignment Credential Manual** to determine the alignment between the assignment, the required endorsement and to determine if it is a core content area that requires highly qualified status.

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.

- **Provisional Authorization**

NOTE: 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 funded position)

Example: A music teacher does not show up for work the first day of school or becomes ill during the school 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**

NOTE: This route allows an individual to be the teacher of record for an assignment while they are meeting the certificate/endorsement requirements. Preliminary requirements exist in order to qualify for the authorization, (i.e., 8-16 wk pedagogy and Praxis...). **Example:** 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***

NOTE: This route 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. Example: 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.

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

All application packets are available at:

http://www.sde.idaho.gov/site/teacher_certification/alt_routes.htm



Ensuring Funding for HQT Issues

The “Plan for Achieving Highly Qualified Status” will ensure funding when the teacher holds the proper endorsement, but must achieve highly qualified status for teaching in a core content area.

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)

The “Plan for Achieving Highly Qualified Status” and additional information including the methods of achieving highly qualified status can be obtained on the following website:

http://www.sde.idaho.gov/site/teacher_certification/HQT

content assignment

NOTE: An authorization is not necessary when a person holds the proper endorsement, but must achieve highly qualified status only. **Example:** a person obtained the certificate/endorsement prior to the Praxis II testing requirement and the person was unable to complete a HOUSSSE rubric, as they were not teaching during that time. A sample plan is available on the above mentioned website. 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.

NOTE: Elementary Core Content cannot be demonstrate by:

Graduate or Undergraduate degree major (30 credits) in content area or NBPTS certification



Credential-HQT

Report Access and Review

Key components to assist in accurate reporting and ensure funding:

- 1) Make sure to review the [Changes to the 2013 Manual Memo](#)
 - 00084 Development Support – Special Education – Elementary (Gr. 1-6) has been added to accommodate students with severe and profound disabilities who are assessed against alternate content standards.
 - Teachers holding the endorsements 7029 Generalist K/12, 7030 Hearing Impaired K/12, 7035 Visually Impaired K/12, 7038 Bilingual K/12 and 7028 Gifted & Talented K/12 can now teach general education elementary assignments.
 - The Elementary assignment codes for Hearing Impaired, Visually Impaired, Bilingual, and Gifted & Talented have been eliminated. Hearing impaired, visually impaired, bilingual and Gifted & Talented students should be coded using the general education codes that represent the content being taught to the student.

NOTE: The self-contained elementary and special education codes were eliminated last year. Districts/charters must break out codes for self-contained elementary and special education assignments to account for all segments of a students day, (e.g., 00011 English - Elementary (Gr. 1-6), 00087 Special Education English - Elementary (Gr. 1-6)).

NOTE: The assignment code 00005 Exploratory (Gr. K-6) can ONLY be used for those segments of the day when the teacher provides instruction for non-core content assignments, (i.e. journalism, publication production, engineering, guitar, culture/language awareness, etc.).



Credential/HQT Report and Review

- 2) 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/>
- 3) Make sure you are entering and uploading the ISEE Staff Assignment spreadsheet using current, accurate, legal names and correct dates of birth for all individuals listed.
- 4) It is imperative to check to see if the individual already has an EDUID before creating a new one.
- 5) Run your Credential/HQT report and ensure all individuals hold the proper certificate/endorsement for the assignment being taught and the person is highly qualified for any core content assignment.



Credential-HQT Report and Review

6) It is important to code assignment periods consistently from one upload to the next.

NOTE: 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.

7) Make sure to use end dates on your staff assignment template if you need to exit an assignment or person.

8) Make sure the grade indicated corresponds to the acceptable grades for the assignment code being used.



Contacts

- Cina Lackey – Alternate Authorizations, ISEE Assignment Information
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- Annette Schwab – Ethics, ISEE Assignments
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- Teresa Burgess – HQT and Title IIA
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- Andrea Capdeville – General Certification Information
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