

**Arkansas Department of Education**  
**Highly Qualified Teacher Designation Form (SINGLE SUBJECT)**

A highly qualified teacher (HQT) must have at least a bachelor's degree; must be appropriately licensed to teach; and must demonstrate content knowledge in the subject area. This form may be used by any Arkansas teacher for whichever HQT status is being sought.

Teacher Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ School District \_\_\_\_\_

**Choose level of HQT status being sought.**

**If applicable choose the subject area.**

Early Childhood/Elementary-K-6

English

Middle Childhood/Grades 4-8

Reading or Language Arts

Secondary/Grades 7-12

Mathematics

Science: (Specify subject \_\_\_\_\_)

Art

Social Studies: (Specify subject \_\_\_\_\_)

Music

Foreign Language: (Specify language \_\_\_\_\_)

**1) BACHELOR'S DEGREE (Provide the appropriate information and documentation.)**

Degree \_\_\_\_\_ Date Awarded \_\_\_\_\_ Institution \_\_\_\_\_

**2) ARKANSAS TEACHING LICENSE (Check one and provide the appropriate information.)**

INITIAL

NTLP PROVISIONAL

PROFESSIONAL TEACHING PERMIT OR PPTL

STANDARD

RECIPROCITY PROVISIONAL (all requirements completed except AR History course)

Area \_\_\_\_\_ Level \_\_\_\_\_ Expiration date: \_\_\_\_\_

**3) DEMONSTRATION OF CONTENT KNOWLEDGE IN THE SUBJECT OR AREA? (Check A or B or C, and provide the appropriate information and documentation.)**

**3.A.**  I passed the Praxis Content Knowledge assessment, or licensure content test in other state.

Assessment \_\_\_\_\_ Passing Score \_\_\_\_\_ Date taken \_\_\_\_\_

**OR**

**3.B.**  I am a Middle School or Secondary teacher and I have a major, or coursework equivalent to a major (24 credit hours), or graduate degree, or National Board Certification in the area. (Explain)

**OR**

**3.C.**  I am a Veteran teacher and I have accumulated >100 points in this area on the ARHOUSSE criteria survey. Score = \_\_\_\_\_ (Attach a copy of the ARHOUSSE form.)

**4) Are you HQT (i.e., do you have all of 1, 2, and 3 above)?** Yes \_\_\_\_\_ No \_\_\_\_\_

If you do not meet **all three criteria** (1, 2, & 3 above) you cannot be designated as highly qualified in this area at this time.

**As appropriate, and in conjunction with the school/district administrator the teacher is to develop, maintain and adhere to a written plan for becoming Highly Qualified in this area by the end of this school year.**

Teacher's signature \_\_\_\_\_

Date \_\_\_\_\_

School District Administrator's name \_\_\_\_\_

School District Administrator's signature \_\_\_\_\_

Date \_\_\_\_\_

**TEACHERS ARE TO ATTACH ALL APPROPRIATE DOCUMENTATION. COPIES OF ALL ARE TO BE MAINTAINED BY THE TEACHER AND KEPT ON FILE IN THE SCHOOL DISTRICT.**

## ARHOUSSE - Arkansas High Objective Uniform State Standard of Evaluation

To demonstrate subject area content knowledge a teacher must accumulate at least 100 points in the selected area. **This may be done by any teacher for whichever HQT status is being sought.**

Teacher Name \_\_\_\_\_

Date \_\_\_\_\_

School \_\_\_\_\_

School District \_\_\_\_\_

### NOTE: CONTENT KNOWLEDGE ONLY

**Choose level of HQT status being sought. If applicable choose the content area.**

Early Childhood/Elementary, K-6

Middle Childhood, Grades 4-8

Secondary, Grades 7-12

English

Reading or Language Arts

Mathematics

Science: (Specify subject \_\_\_\_\_)

Art

Social Studies: (Specify subject \_\_\_\_\_)

Music

Foreign Language: (Specify language \_\_\_\_\_)

The following evidence must be in the **content area indicated above.**

**Points**

National Teacher Exam Content Area Assessment(s) for this content area (e.g., Praxis # 010) or other non-Praxis non-licensure Content test (Describe)	50 points	
NBPTS Certification for this content area (including Elementary)	100 pts	
Content test taken for licensure in another state (describe)	100 pts	
Years of teaching experience in this subject area within the last ten years (10 pts/year)	# of years _____ (50 pts max)	
<b>Content-based</b> Professional Development - according to the school's Prof. Dev. Plan (1 pt/hr up to 8 pts/year)	# of years _____ (40 pts max)	

The following must **NOT HAVE BEEN USED ABOVE** under Professional Development.

College/University Coursework in the content area List coursework _____ _____ _____ _____	# credit hours _____ 3 pts per credit hour	
Served in an administrative capacity in the content area, e.g., Dept. chair, ACSIP chair, Lead teacher, etc. Describe: _____ _____ _____	# of years served _____ 10 pts per year (30 pts max)	
Documented Committee service in <b>local (LEA)</b> curriculum development <b>in this content area</b> in the last five years Describe: _____ _____ _____	# of activities _____ 5 pts per activity (25 pts max)	
Documented Committee service in <b>state or national</b> curriculum development <b>in this content area</b> in the last five years Describe: _____ _____	# of activities _____ 10 pts per activity (30 pts max)	

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Textbook adoption committee service <b>in this content area</b> over the last five years Describe: _____ _____ _____	# of committees _____ 15 pts per committee (30 pts max)	
Papers published in refereed journals in this content area in the last five years Describe: _____ _____ _____	# of papers _____ 10 pts per paper (30 pts max)	
Presentations made at content-area or specialty-area association conferences in the last five years Describe: _____ _____ _____	# of pres'ns _____ 10 pts per pres'n (30 pts max)	
Conferences attended in this content area in the last five years Describe: _____ _____ _____	# of conferences _____ 5 pts per conference (15 pts max)	
Service as a Pathwise Mentor <b>in this content area</b>	# of years served _____ 10 pts per year (30 pts max)	
Participation in Arkansas Leadership Academy Individual or Team Institute	20 pts per academy	
Participation in ELLA Curriculum Training – Year Long	20 pts per year	
Participation in Arkansas Mathematics and Science Professional Development Institute – Year Long	20 pts per year	
Participation in Effective Literacy, Literacy Lab, Reading First, Curriculum Training, or some similar activity – Year Long (describe) _____	1 point per hour up to 20 points per year	
	<b>Total</b>	

\_\_\_\_\_  
Teacher's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School District Administrator

\_\_\_\_\_  
School District Administrator's signature

\_\_\_\_\_  
Date

**TEACHERS ARE TO ATTACH ALL APPROPRIATE DOCUMENTATION. COPIES OF ALL ARE TO BE MAINTAINED BY THE TEACHER AND KEPT ON FILE IN THE SCHOOL DISTRICT.**