



ARKANSAS
DEPARTMENT
OF EDUCATION

ARKANSAS' HIGHLY QUALIFIED TEACHER PROVISIONS

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Highly Qualified Teacher (HQT)

... on the ADE website

➤ www.ArkansasEd.org

➤ > > “ESEA Flexibility”

➤ > > “Highly Qualified Teachers”

HQT provisions

- **Federal No Child Left Behind requirement**
 - teachers of core academic classes must demonstrate that they...
 - a) have a degree
 - b) have an appropriate license, and
 - c) demonstrate content knowledge **in the area(s) they teach**
- See [Arkansas Rules for HQT](#).

HQT provisions

- **HQT** is established in the **CONTENT AREA**

Math

Science

English

Reading or Language Arts

Art

Social Studies

Music

Foreign Language

Special Education is not a content area.

Which CLASSES require HQT?

The **SPECIFIC CLASSES** that require HQT are evident on the **ADE Course Code List**. These courses have a check mark (√) in the HQT column.

Every CLASS in:

Math, Science, English, Reading or Language Arts,
Social Studies, Art, Music or Foreign Language
requires a highly qualified teacher.

Classes reported in Cycle 2

Which CLASSES require HQT?

In Cycle 2:

- A class/section is reported as being taught.
- A teacher's name is attached to that class.
- If that class requires HQT ([Course Code List](#)) that teacher must be HQT for that subject.
- If that CLASS does not require HQT the teacher does not have to establish HQT status.

Which TEACHERS are required to establish HQT status?

Each teacher who teaches a class in:

Math

Science

English

Reading or Language Arts

Art

Social Studies

Music

Foreign Language

must have an HQT Designation Form on file.

HQT Requirements

HQT Designation Form - In addition to (1.) *degree* and (2.) *license*, the form is used to establish that the teacher has (3.) *content knowledge* in the subject area.

Content Knowledge options –

3.A. - may have passed a **Content Knowledge test**,

or

3.B. - may have a **major**, a **degree**, or a **certification**,

or

3.C. - 100 points on the **ARHOUSSE** document.

HQT Codes in Cycle 2

HQT column: How did the teacher establish content knowledge for HQT?

Criteria	Code
Teacher passed the test	1
Teacher used (regular) AR-HOUSSE	2
Teacher has major, advanced degree, certification	3
Teacher used Multi-Subject HOUSSE	4
Teacher is not HQT	5
NA (not applicable) – should be pre-loaded	6

HQT Designation Forms

Teachers who require HQT must fill out at least one of the following forms.

- **Single Subject** (contains ARHOUSSE)
 - **Any of the 8 content areas**
 - **Early Childhood/Elementary** (**all subjects**)
 - **Middle Childhood** (**i.e., generalist**)
- **Multi-Subject** (**SpEd, A.L.E., Residential**)
 - **Middle Childhood**
 - **Secondary**

HQT Designation Forms

- Each form must be signed by the teacher and the school district administrator.
- Each **teacher** should **keep a copy** and each **district** should **keep a copy** on file.
- **Remember:** The designation form exhibits **HOW** the teacher demonstrates “content knowledge” in the subject area.

HQT Designation Forms

- The license and the degree are simple to ascertain and usually not an issue.
- The demonstration of content knowledge is usually the sticking point.

Demonstrating Content Knowledge

- Passing the **Content Knowledge test**
 - Evidence → Score report
- Having **major or degree**
 - (Middle grades or Secondary only)
 - Evidence → Transcript
- AR High, Objective, Uniform State Standard of Evaluation (**ARHOUSE**)
 - Veteran Teachers ONLY
 - Evidence → Appropriate documents

HQT status is NOT necessary for...

... any teacher teaching a class that does not require HQT (see [Course Code List](#))

- Teachers teaching Physical Education, Health, GT, Library, Marketing, Business, Oral Communication, et al., DO NOT require HQT.
- Depending on the course code number, teachers teaching **Special Education** courses may or may not require HQT (see [Course Code List](#))

HQT Designation Forms

HQT Designation Forms only need to be filled out once.

- Once a teacher establishes HQT status in a level or area it is good for the duration.
- HQT does not have to be established each year.
- The only time a teacher would fill out an additional designation form would be to establish HQT status in an additional grade level or content area.

HQT Designation Forms

Teachers who require HQT must fill out at least one of the following forms.

- **Single Subject** (contains ARHOUSSE)
 - **Any of the 8 content areas**
 - **Early Childhood/Elementary** (**all subjects**)
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 - **Secondary**

HQT Designation Forms

Single Subject – Almost all teachers would use this form to designate HQT area(s). It may be used for:

- A content area (Math, English, Art, etc.)
 - All grades
- Early Childhood/Elementary (EC/Elem)
 - Grades K - 6
- Middle Childhood Ed (MCE) **generalist**
 - Grades 4 - 8

Single Subject – Content/Subject

- A teacher may demonstrate HQT for a content area/subject area
 - e.g., Math, English, etc
- On the form (left column) choose all grade levels
- On the form (right column) choose the subject.
 - Additional forms can be used for additional subjects

Single Subject – EC/Elem

- A teacher may demonstrate HQT for all elementary course subjects by establishing generalist content knowledge.
 - EC content knowledge test
- By definition EC/Elem is for grades K - 6.
- EC/Elem is chosen as the “single” subject.

Single Subject – MCE

- A teacher may demonstrate HQT for Math, Science, English/LA and/or Social Studies if the teacher took a content knowledge test that encompassed multiple content areas (example: the MCE Praxis II #0146).
- By definition MCE is good for grades 4 through 8. On the Single Subject form MCE could be chosen as the “single” subject; with all four subjects checked.

HQT Designation Forms

Multi-Subject –

Grade-specific Multi-Subject forms are available for, **and may ONLY be used by,** teachers in

Special Education,

Alternative Learning Environment (ALE) or
Juvenile Detention/Residential Centers (JDC).

HQT Designation Forms

Multi-Subject – available for, and may **ONLY** be used by, Special Education, A.L.E. or J.D.C.

- The teacher **must** be teaching more than one content area; and each content area needs to be accounted for on the form.
- Two forms are available based on grade level
 - Middle Childhood MS Form – Grades 4-8
 - Secondary MS Form – Grades 7-12

Frequently Asked Question

Documentation?

- Documentation is to be attached to the forms, e.g....
 - Copy of license
 - Transcript
 - Test score report

Frequently Asked Question

Are new forms to be filled out each year?

- No. Once HQT status is established it is good for the duration.

Frequently Asked Question

What do I do when a license expires and is renewed?

- The teacher or administrator may edit the HQT Designation Form
- Add the edit (e.g., new expiration date) and initial next to the edit.

Responsibilities

Copies are to be maintained by:

- the teacher and
- the school district.

Forms and documents must be available on demand.

District Responsibilities

HQT LEA Plans

- Reports are done in December
 - Soon after the data is available to the state
 - Districts will be asked to explain the circumstances if not 100% HQT
 - [LEA HQT Plan Form](#)

District Responsibilities

If a teacher is not HQT for a class that requires HQT:

- The teacher must complete an “[Individual Teacher Plan](#) to Become Highly Qualified”
- The teacher would have one year to become highly qualified.
- This information is to be included on the district’ s HQT LEA Plan.

Questions?

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