

**ARKANSAS DEPARTMENT OF EDUCATION  
RULES GOVERNING HIGHLY QUALIFIED TEACHERS PURSUANT TO THE NO CHILD  
LEFT BEHIND ACT OF 2001**

**1.0 REGULATORY AUTHORITY**

- 1.01** These shall be known as the Arkansas Department of Education Rules Governing Highly Qualified Teachers and promulgated pursuant to the No Child Left Behind Act of 2001, 20 U.S.C. § 6301 et seq. (2002).
- 1.02** These rules are enacted pursuant to the authority of the State Board of Education under Ark. Code Ann. § 6-11-105 and Ark. Code Ann. § 25-15-201 et seq.

**2.0 PURPOSE**

- 2.01** The purpose of these rules is to establish definitions and procedures used to designate teachers as highly qualified in the core academic subject areas pursuant to the No Child Left Behind Act of 2001.

**3.0 DEFINITIONS**

For the purpose of these Rules the following terms shall be defined to mean:

- 3.01 Act (NCLB)** – the No Child Left Behind Act of 2001, 20 U.S.C. § 6301 et seq. (2002)
- 3.01.1** NCLB requires Highly Qualified Teacher (HQT) designation for those teachers-of-record in core academic classes employed in AR public schools.
- 3.02 Appropriate state teaching license** – any of the following is considered an acceptable license with regard to Arkansas’s highly qualified teacher provisions.
- 3.02.1** Arkansas Initial teaching license
- 3.02.2** Arkansas Standard teaching license
- 3.02.3** Arkansas Provisional teaching license held by teachers enrolled in and progressing towards successful completion of a state approved non-traditional licensure program
- 3.02.4** Arkansas Professional Teaching permit
- 3.02.5** Any Arkansas license issued for teachers who have completed all requirements except an *Arkansas History* course for Standard licensure through reciprocity.
- 3.03 ARHOUSSE (Single Subject) - Arkansas High Objective Uniform State Standard of Evaluation** - criteria survey used to determine whether a veteran teacher demonstrates competence in the core academic subject area(s) he or she teaches, when required in the definition of a highly qualified teacher.
- 3.03.1** The ARHOUSSE survey of criteria for single subject is hereby incorporated in these rules as referenced in the attached Appendix A
- 3.04 ARHOUSSE (Multi-Subject)** - criteria survey used to determine level of content knowledge for teachers in Special Education, Alternative Learning Environments and/or Juvenile Detention/Residential Centers who teach multiple subjects and are pursuing Highly Qualified Teacher status in Arkansas.

- 3.04.1** The Middle Childhood Multi-Subject ARHOUSSE criteria survey is hereby incorporated in these rules as referenced in the attached Appendix B.
- 3.04.2** The Secondary Grades Multi-Subject ARHOUSSE criteria survey is hereby incorporated in these rules as referenced in the attached Appendix C.
- 3.05 Core Academic Subject Areas** - English, Reading or Language Arts, Mathematics, Science, Foreign Language, Social Studies, Music, and Art.
- 3.06 Early Childhood (Elementary) grade levels** – grade K through grade 6.
- 3.07 Highly Qualified Teacher (HQT)** – a teacher who holds at least a Bachelor’s Degree, holds an appropriate state teaching license, and has demonstrated subject area competence in each of the core academic subjects in which the teacher teaches. When used with respect to a new or veteran Arkansas public early childhood, middle childhood or secondary school teacher HQT means as follows:
- 3.07.1 For New Teachers (teachers new to the profession)**
- 3.07.1.1** A highly qualified **new early childhood** teacher is a teacher who possesses or exhibits each of the following:
- 3.07.1.1.1** Have at least a Bachelor’s Degree,
- 3.07.1.1.2** Hold an appropriate state teaching license,
- 3.07.1.1.3** Demonstrate subject area competence by having passed the **current** Arkansas Early Childhood **licensure test** or Educational Testing Service (ETS) Early Childhood: Content Knowledge (Praxis II #022) or Education of Young Children (Praxis II #021) or Praxis II #011 Elementary Education: Curriculum, Instruction and Assessment, or Praxis II #012 Elementary Education: Content Area Exercises, or Praxis II #014 Elementary Education: Content Knowledge, or Praxis II #016 Elementary Education: Curriculum, Instruction and Assessment K-5, or Praxis II #020 Early Childhood Education, or other content exam taken and passed in another state which was accepted as demonstration of content knowledge for a teaching license in that state and is acceptable through reciprocity for an Arkansas teaching license.
- 3.07.1.2** A highly qualified **new middle childhood or secondary** teacher is a teacher who possesses or exhibits each of the following:
- 3.07.1.2.1** Have at least a Bachelor’s Degree,
- 3.07.1.2.2** Hold an appropriate state teaching license,
- 3.07.1.2.3** Demonstrate subject area competence by:
- 3.07.1.2.3.1** passing the state licensure ETS Praxis II content assessment(s) in the area the teacher teaches or other content exam taken and passed in another state which was accepted as demonstration of content knowledge for a teaching license in that state and is acceptable through reciprocity for an Arkansas teaching license, or
- 3.07.1.2.3.2** having an undergraduate major in the area the teacher teaches, or
- 3.07.1.2.3.3** having coursework equivalent to an undergraduate major (24 hours) in the area the teacher teaches, or

**3.07.1.2.3.4** having a graduate degree in the area the teacher teaches, or

**3.07.1.2.3.5** having National Board Certification in the area the teacher teaches.

**3.07.2 For Veteran Teachers (teachers not new to the profession)**

**3.07.2.1** A highly qualified **veteran early childhood** teacher is a teacher who possesses or exhibits each of the following:

**3.07.2.1.1** Have at least a Bachelor's Degree,

**3.07.2.1.2** Hold an appropriate state teaching license,

**3.07.2.1.3** Demonstrate subject area competency by:

**3.07.2.1.3.1** having passed the current Arkansas Early Childhood licensure test or Educational Testing Service (ETS) Early Childhood: Content Knowledge (Praxis II #022) or Education of Young Children (Praxis II # 021) or Praxis II #011 Elementary Education: Curriculum, Instruction and Assessment, or Praxis II #012 Elementary Education: Content Area Exercises, or Praxis II #014 Elementary Education: Content Knowledge, or Praxis II #016 Elementary Education: Curriculum, Instruction and Assessment K-5, or Praxis II #020 Early Childhood Education, or other content exam taken and passed in another state which was accepted as demonstration of content knowledge for a teaching license in that state and is acceptable through reciprocity for an Arkansas teaching license, or

**3.07.2.1.3.2** accumulating at least 100 points on **ARHOUSSE**.

**3.07.2.2** A highly qualified **veteran middle childhood or secondary** teacher is a teacher who possesses or exhibits each of the following:

**3.07.2.2.1** Have at least a Bachelor's Degree,

**3.07.2.2.2** Hold an Initial or Standard Arkansas teaching license or have completed all requirements except Arkansas History for Standard Licensure through reciprocity,

**3.07.2.2.3** Demonstrate subject area competence by:

**3.07.2.2.3.1** passing the state licensure ETS Praxis II content assessment(s) in the area the teacher teaches, or other content exam taken and passed in another state which was accepted as demonstration of content knowledge for a teaching license in that state and is acceptable through reciprocity for an Arkansas teaching license, or

**3.07.2.2.3.2** having an undergraduate major in the area the teacher teaches or

**3.07.2.2.3.3** having coursework equivalent to an undergraduate major (24 credit hours) in the area the teacher teaches or

**3.07.2.2.3.4** having a graduate degree in the area the teacher teaches, or

**3.07.2.2.3.5** having National Board Certification in the area the teacher teaches, or

**3.07.2.2.3.6** accumulating at least 100 points on **ARHOUSSE**.

**3.07.3** The requirement of holding an appropriate state teaching license (as per section 3.06) is waived for teachers of charter schools that have been granted a waiver of licensure requirements by the Arkansas State Board of Education.

**3.08 Highly Qualified Teacher, Multi-Subject** - a teacher in Special Education, Alternative Learning Environments and/or Juvenile Detention/Residential Centers who teaches multiple subjects may establish Highly Qualified status by demonstrating content knowledge in each of the areas he or she teaches using the Multi-Subject ARHOUSSE criteria survey, in addition to meeting the license and degree requirements for HQT in Arkansas.

**3.08.1** These teachers in middle childhood grades may use the Multi-Subject Highly Qualified Teacher Designation Form for Middle Childhood grades, hereby incorporated in these rules as referenced in the attached Appendix B

**3.08.2** These teachers in secondary grades may use Multi-Subject Highly Qualified Teacher Designation Form for Secondary grades, hereby incorporated in these rules as referenced in the attached Appendix C.

**3.09 Middle Childhood grade levels** – grades 4 through 8.

**3.10 New Teacher (a teacher new to the profession)** – a licensed teacher employed by an Arkansas public school after the beginning of the 2002-2003 school year, who was not previously employed as a licensed teacher in any public or private school.

**3.11 Non-traditional licensure programs** – the instructional licensure program administered by the Arkansas Department of Education, whose participants hold a minimum of a baccalaureate degree (and passed the appropriate state-mandated assessments) and are allowed to teach in an Arkansas school via a Non-Traditional Provisional license, or other such programs approved by the Department of Education. Participants are engaged with intensive supervision and mentoring while receiving high-quality, sustained, intensive classroom-focused professional development.

**3.12 Professional Teaching Permit (PTP)** – teaching credential that allows working professionals who participate in PTP training, to be employed as teacher-of-record for a secondary content area class in their area of expertise.

**3.13 Secondary grades** – grades 7 through 12.

**3.14 Title I District, School or Program** – A district, school or program that receives funds under Title I, Part A of the No Child Left Behind Act of 2001.

**3.15 Veteran Teacher (a teacher not new to the profession)** – a licensed teacher who was previously employed as a licensed teacher in any public or private school before the beginning of the 2002-2003 school year.

#### **4.0 HIGHLY QUALIFIED REQUIREMENTS**

**4.01** All newly hired teachers who teach in core academic subject area(s) in Title I schools or programs must be highly qualified on the date of hire.

- 4.02** All classes in the core academic subject areas shall be taught by a highly qualified teacher as defined in these rules.

## **5.0 HIGHLY QUALIFIED REPORTING**

- 5.01** By October 15 of each school year all public charter schools and school districts shall report in their Cycle 2 report the number and percentage of classes in the core academic subject areas being taught by teachers meeting the definition of a highly qualified teacher as defined in this rule, and required by the Arkansas Department of Education (ADE).
- 5.02** The ADE shall review the data required in 5.01. To the extent a school district has not met the requirements of these rules, the ADE will take appropriate action to work with that district as required under the Act (NCLB).
- 5.03** Schools and districts shall give notice to parents and care givers regarding teacher quality and highly qualified teachers as required by the Act (NCLB).

**Appendix A**  
**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.**

- Early Childhood/Elementary-K-6
- Middle Childhood/Grades 4-8
- Secondary/Grades 7-12

**If applicable choose the subject area.**

- English
- Reading or Language Arts
- 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
- 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, etc Curriculum Training – 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.**

**Appendix B**  
**Arkansas Department of Education**  
**Highly Qualified Teacher Designation Form (MULTI-SUBJECT, for Middle Childhood grades)**

**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(s). The Multi-Subject HOUSSSE form (to designate content knowledge) may ONLY be used by teachers in Alternative Learning Environments, Juvenile Detention/Residential Centers, or Special Education, who teach two or more subjects and seek Highly Qualified Teacher status as a Multi-Subject HQT.**

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

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

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

Middle Childhood/Grades 4-8

**Indicate Instructional Class**

- Alternative Learning Environment
- Special Education
- JDC, Residential

**Choose the content areas.**

- English
- Reading or Language Arts
- 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  NTL PROFESSIONAL TEACHING PERMIT
- STANDARD  RECIPROCITY PROVISIONAL (all requirements completed except AR History course)

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

**3) DEMONSTRATION OF CONTENT KNOWLEDGE AS A MULTI-SUBJECT TEACHER? (Check A or B, and provide the appropriate information and documentation.)**

**3.A.**  I passed the Praxis II: Middle School Content Knowledge (#20146) assessment, or Multi-Subject licensure content test in other state.

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

**OR**

**3.B.**  I am a Veteran teacher and I have accumulated >100 points on the **Multi-Subject ARHOUSSE** criteria survey with a minimum of 50 points in each content area. (Attach a copy of the Multi-Subject 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 these areas 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.**

## Multi-Subject Arkansas' High Objective Uniform State Standard of Evaluation (MS-ARHOUSSE) for Middle Childhood grades

To establish Highly Qualified status as a Multi-Subject teacher a teacher must be teaching in one of the Instructional Classes listed below, and be teaching two or more of the content areas listed below. To demonstrate content knowledge via Multi-Subject ARHOUSSE a minimum of 50 points is required per content area taught.

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

Date \_\_\_\_\_

School \_\_\_\_\_

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

<b>Indicate level of HQT status being sought.</b> <input type="radio"/> Middle Childhood/Grades 4-8	<b>Indicate the content areas to be considered for this HQT designation.</b> <input type="radio"/> English <input type="radio"/> Reading / Language Arts <input type="radio"/> Math <input type="radio"/> Science: (subject _____) <input type="radio"/> Art <input type="radio"/> Social Studies: (subject _____) <input type="radio"/> Music <input type="radio"/> Foreign Language: (subject _____)
<b>Indicate Instructional Class</b> <input type="radio"/> Alternative Learning Environment <input type="radio"/> Special Education <input type="radio"/> JDC, Residential, Other	

The following would demonstrate content knowledge for Multi-Subject HQT criteria in full. **Points**

Praxis II: Middle School Content Knowledge (#20146)	100 points	
Multi-Subject content test taken for licensure in another state (describe)	100 points	

To demonstrate content knowledge by individual subject, the following evidence must be in the content areas indicated above.

A teacher must accumulate a minimum of 50 points in each core content subject area that they are teaching.

<b>Content Area 1:</b> _____  College/University Coursework in the content area(s): List coursework _____ _____ _____	# credit hours: X 3 points	
NBTS Certification for this content area	100 points	
Content Based Professional Development or Content Knowledge Activities: (Please use the AR HOUSSE to see examples of appropriate activities, committee service, textbook adoption, presentations, conferences, articles written, etc.) Describe Activity and use Point Value from Single Subject AR-HOUSSE form: _____ _____ _____	Prof. Dev. Points 1 pt/hr up to 8 pts/year 40 pts max	
Teaching Experience in this content area: Describe: _____ _____ _____	10 pts per yr 25 points maximum	
Must be a minimum of 50 points <span style="float: right;"><b>CONTENT AREA 1 Total Points:</b> _____</span>		

<b>Content Area 2:</b> _____ College/University Coursework in the content area(s): List coursework _____ _____ _____	# credit hours: X 3 points	
NBTS Certification for this content area	100 points	
Content Based Professional Development or Content Knowledge Activities: (Please use the AR HOUSSE to see examples of appropriate activities, committee service, textbook adoption, presentations, conferences, articles written, etc.) Describe Activity and use Point Value from Single Subject AR-HOUSSE form: _____ _____ _____	Prof. Dev. Points 1 pt/hr up to 8 pts/year 40 pts max	
Teaching Experience in this content area: Describe: _____ _____	10 pts per yr 25 points maximum	

Must be a minimum of 50 points **CONTENT AREA 2 Total Points:** \_\_\_\_\_

<b>Content Area 3:</b> _____ College/University Coursework in the content area(s): List coursework _____ _____ _____	# credit hours: X 3 points	
NBTS Certification for this content area	100 points	
Content Based Professional Development or Content Knowledge Activities: (Please use the AR HOUSSE to see examples of appropriate activities, committee service, textbook adoption, presentations, conferences, articles written, etc.) Describe Activity and use Point Value from Single Subject AR-HOUSSE form: _____ _____ _____	Prof. Dev. Points 1 pt/hr up to 8 pts/year 40 pts max	
Teaching Experience in this content area: Describe: _____ _____	10 pts per yr 25 points maximum	

Must be a minimum of 50 points **CONTENT AREA 3 Total Points:** \_\_\_\_\_

**Duplicate form as needed to add additional content areas.**

_____ Teacher's signature	_____ Date
_____ School District Administrator's name	_____ Date
_____ 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.**

**Appendix C**  
**Arkansas Department of Education**  
**Highly Qualified Teacher Designation Form (MULTI-SUBJECT, for Secondary grades)**

**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(s). The Multi-Subject HOUSSSE form (to designate content knowledge) may ONLY be used by teachers in Alternative Learning Environments, Juvenile Detention/Residential Centers, or Special Education, who teach two or more subjects and seek Highly Qualified Teacher status as a Multi-Subject HQT.**

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

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

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

Secondary/Grades 7-12

**Indicate Instructional Class**

Alternative Learning Environment

Special Education

JDC, Residential

**Choose the content areas.**

English

Reading or Language Arts

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

NTL PROFESSIONAL TEACHING PERMIT

STANDARD

RECIPROCITY PROVISIONAL (all requirements completed except AR History course)

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

**3) DEMONSTRATION OF CONTENT KNOWLEDGE IN THE SUBJECT OR AREA? (Provide the appropriate information and documentation.)**

I am an Alternative Learning Environment teacher and I have accumulated >100 points in each of the designated areas on the Secondary-grades Multi-Subject ARHOUSSE criteria survey.

I am a Special Education teacher and I have accumulated >100 points in each of the designated areas on the Secondary-grades Multi-Subject ARHOUSSE criteria survey.

**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. **IN CONJUNCTION WITH YOUR SCHOOL/DISTRICT ADMINISTRATOR YOU ARE TO DEVELOP, MAINTAIN AND ADHERE TO A WRITTEN PLAN FOR BECOMING HIGHLY QUALIFIED IN THESE AREAS BY THE END OF THIS SCHOOL YEAR.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
School or 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.**

**Multi-Subject Arkansas High Objective Uniform State Standard of Evaluation (MS-ARHOUSSE)  
for Secondary grades**

To establish **Highly Qualified** status as a **Multi-Subject** teacher a teacher must be teaching in one of the **Instructional Classes** listed below, and be teaching two or more of the content areas listed below. To demonstrate content knowledge via **Multi-Subject ARHOUSSE** a minimum of **100** points is required per content area taught.

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

Date \_\_\_\_\_

School \_\_\_\_\_

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

<b>Indicate level of HQT status being sought.</b>	<b>Indicate the content areas to be considered for this HQT designation.</b>
<input type="radio"/> Secondary/Grades 7-12	<input type="radio"/> English <input type="radio"/> Reading / Language Arts
<b>Indicate Instructional Class</b>	<input type="radio"/> Math <input type="radio"/> Science: (subject _____)
<input type="radio"/> Alternative Learning Environment	<input type="radio"/> Art <input type="radio"/> Social Studies: (subject _____)
<input type="radio"/> Special Education	<input type="radio"/> Music <input type="radio"/> Foreign Language: (subject _____)
<input type="radio"/> JDC, Residential, Other	

**NOTE: CONTENT KNOWLEDGE ONLY  
USE MULTIPLE SHEETS AS NECESSARY**

Subject (from page 1) \_\_\_\_\_

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

**Points**

Praxis II Middle School: Content Knowledge test (#0146) <b>if the subject area above is Math, Science, English or Social Studies</b>	25 points	
National Teacher Exam Content Area Assessment(s) <b>for this content area</b> (e.g., Praxis # 010) or other non-Praxis non-licensure Content test (Describe.) CLEP Exams in content area	50 points	
NBPTS Certification <b>in this content area</b>	100 pts	
Content test <b>in this area</b> taken for licensure in another state. (Describe)	100 pts	
Years of teaching experience <b>in this subject area</b> 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, if used, 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> or Education Service Co-operatives curriculum development <b>in this content area</b> in the last five years Describe: _____ _____	# of activities _____ 5 pts per activity (25 pts max)	

MS-HOUSSE Subject area (from page 1) \_\_\_\_\_

Documented Committee service in <b>state or national</b> curriculum development in <b>this content area</b> in the last five years Describe: _____ _____	# of activities _____ 10 pts per activity (30 pts max)	
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 on line or teleconferences, webcast professional development, CIV workshops, project based authentic learning lessons developed in this content area in the last five years Describe: _____ _____	# of conferences _____ 5 pts per conference (15 pts max)	
Service as a Pathwise Mentor or Subject Area Mentor Participant, Peer review of content specific experience <b>in this content area.</b> _____	# yrs served _____ 10 pts per year (30 pts max)	
Participation in a content-specific Arkansas Leadership Academy Individual or Team Institute, or other content specific experience training, etc. _____ _____	20 pts per academy	
Participation in SIM, etc. Curriculum Training – Year Long	20 pts per year	
Participation in Arkansas Mathematics and Science Professional Development Institute – Year Long, Participation in Core Content Competency Based Assessment Circles, Formative Assessment Training and application throughout the year in content area, etc. _____	20 pts per year	
Participation in Effective Literacy, Literacy Lab, Reading First, IDEAs Portal, Web Quest, Teacher-2-Teacher Initiatives, Academic Academies, etc. curriculum training – Year Long (Describe.) _____	1 point per hour up to 20 points per year	
	<b>Total</b>	

Sec. MS-HOUSSE page 2 of 2

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Teacher's signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
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.**