

**Highly Qualified  
Teacher  
Identification  
Form 1**



**For Teachers of Elementary Education  
and Elementary Special Education (Self-Contained)**

Name: \_\_\_\_\_

School District: \_\_\_\_\_ School Building: \_\_\_\_\_

Title of Teaching Certificate: \_\_\_\_\_

**Directions:** Complete this form for the teaching assignment you have this year.

**Content Teaching Assignment:**

Elementary Generalist

Special Education

**Grade Level Assignment:**

Elementary (specify grades): \_\_\_\_\_

Elementary Special Education (specify grades): \_\_\_\_\_

Grade 7-12 (Special Education)

**Did you pass the Praxis II  
Elementary Content Test? \***

YES

NO

Check here if you answered **YES** to the question above. If you have at least a bachelor's degree and "full" state certification and endorsement, you satisfy the definition of a Highly Qualified Teacher for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance Form and the Verification Form with your principal or designated district "HQT" official. **Maintain copies of all forms and documentation for your records.**

Check here if you answered **NO** to the question. *If you meet the eligibility criteria for use of the HOUSSE Rubric (See Superintendent's Informational Letter # 56, dated December 7, 2009 and page 31 this document), advance to the Maine HOUSSE Standard: Content Knowledge Rubric to determine whether you satisfy the definition of a Highly Qualified Teacher under the Maine HOUSSE Standard for this content area assignment. **Attach this form to the HOUSSE Rubric***

**Highly Qualified  
Teacher  
Identification  
Form 2**



**For Teachers of Middle/Secondary and  
Middle/Secondary Special Education (Departmentalized)**

Name: \_\_\_\_\_

School District: \_\_\_\_\_ School Building: \_\_\_\_\_

Title of Teaching Certificate: \_\_\_\_\_

**Directions:** Complete this form for **each** teaching assignment you have this year (multiple sections of the same course count as one assignment).

**Content Teaching Assignment (check ONE content area assignment per form):**

- Language Arts** (English, Reading, Language Arts)       **Mathematics**  
 **Social Studies:** History, Civics/Government, Geography, Economics (includes all)  
 **History**     **Civics/Government**       **Geography**       **Economics**  
**Science:**     **General Science**       **Life Science**       **Physical Science**  
**Grade Level Assignment:**     Special Education     Middle (6-8)       Secondary (9-12)

Do you have an undergraduate major in this content?	Do you have 24 college credits in this content?	Do you have a graduate degree in this content?	Are you a National Board Certified teacher in this content?	Did you pass the Praxis II test in this content?*
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			

Check here if you answered **YES** for **ANY** question above. If you have at least a bachelor's degree and "full" state certification and endorsement, you satisfy the definition of a "Highly Qualified Teacher for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance Form and the Verification Form with your principal or designated district "HQT" official and return all forms and documentation to your building principal or designated district "HQT" official. **Maintain copies of all forms and documentation for your record.**

Check here if you answered **NO** for **ALL** questions above. *If you meet the eligibility criteria for use of the HOUSSE Rubric (See Superintendent's Informational Letter # 56, dated December 7, 2009 and page 31 this document), advance to the Maine HOUSSE Rubric to determine whether you satisfy the definition of a Highly Qualified Teacher under the Maine HOUSSE Standard for this content area assignment. **Attach this form to HOUSSE Rubric #2***

**Highly Qualified  
Teacher  
Identification  
Form 3**



**For Teachers of K-12 Content Area, Visual and Performing Arts  
Foreign Language, ESL, Bilingual, and Alternative Education**

Name: \_\_\_\_\_

School District: \_\_\_\_\_ School Building: \_\_\_\_\_

Title of Teaching Certificate: \_\_\_\_\_

**Directions:** Complete this form for **each** teaching assignment you have this year (multiple sections of the same course count as one assignment).

**Content Teaching Assignment (check ONE content area assignment per form):**

- Language Arts** (English, Reading, Language Arts)       **Mathematics**  
 **Visual and Performing Arts**       **Foreign/World Languages (specify):** \_\_\_\_\_  
 **Social Studies:** History, Civics/Government, Geography, Economics (includes all)  
 **History**       **Civics/Government**       **Geography**       **Economics**  
**Science:**       **General Science**       **Life Science**       **Physical Science**  
**Grade Level Assignment:**       **Elementary**       **Middle (6-8)**       **Secondary (9-12)**

Do you have an undergraduate major in this content?	Do you have 24 college credits in this content?	Do you have a graduate degree in this content?	Are you a National Board Certified teacher in this content?	Did you pass the Praxis II Content test or the ACTFL Oral Proficiency Interview in this content?*
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			

*\*Elementary Specialists must pass PRAXIS II; Elementary Content exam if teaching core content.*

- Check here if you answered **YES** for **ANY** question above. If you have at least a bachelor's degree and "full" state certification and endorsement, you satisfy the definition of a "Highly Qualified Teacher" for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance Form and the Verification Form with your principal or designated district "HQT" official and return all forms and documentation to your building principal or designated district "HQT" official. **Maintain copies of all forms and documentation for your record.**
- Check here if you answered **NO** for **ALL** questions above. *If you meet the eligibility criteria for use of the HOUSSE Rubric (See Superintendent's Informational Letter # 56, dated December 7, 2009 and page 31 this document),* advance to the Maine HOUSSE Rubric to determine whether you satisfy the definition of a Highly Qualified Teacher under the Maine HOUSSE Standard for this content area assignment. **Attach this form to HOUSSE Rubric #3.**

# Highly Qualified Teacher Statement of Assurance Title I



## For Teachers in Title I Schools and Programs

Teacher's Name: \_\_\_\_\_

School District: \_\_\_\_\_ School Building: \_\_\_\_\_

### Certification(s) Held:

- |  |   |
|--|---|
| <input type="checkbox"/> Elementary Education  | <input type="checkbox"/> Teacher of ESL                   |
| <input type="checkbox"/> Middle (Content Area(s): _____)   | <input type="checkbox"/> Teacher of Bilingual             |
| <input type="checkbox"/> Secondary (Content Area(s): _____)  | <input type="checkbox"/> Teacher of Alternative Education |
| <input type="checkbox"/> K-12 (Content Area(s): _____)   | <input type="checkbox"/> Teacher of Special Education     |
| <input type="checkbox"/> Emergency Certified (Not eligible to become Highly Qualified until full certification is acquired): |   |
| <input type="checkbox"/> Conditional   | <input type="checkbox"/> Targeted Need                    |
| <input type="checkbox"/> Waiver  |   |

1. According to the attached **Maine Highly Qualified Teacher Identification Form(s)**, I have satisfied the federal definition of a Highly Qualified Teacher for any teaching assignment(s).

- |   |  |
|---|--|
| <input type="checkbox"/> Elementary Generalist  | <input type="checkbox"/> Mathematics                               |
| <input type="checkbox"/> Social Studies (Includes all: Civics/Government, History, Geography, Economics)  | <input type="checkbox"/> Foreign Language (specify): _____         |
| <input type="checkbox"/> Economics <input type="checkbox"/> History <input type="checkbox"/> Civics/Government <input type="checkbox"/> Geography |  |
| <input type="checkbox"/> Language Arts (English, Reading, & Language Arts)  | <input type="checkbox"/> Visual & Performing Arts (specify): _____ |
| <input type="checkbox"/> Science (specify) <input type="checkbox"/> General <input type="checkbox"/> Life <input type="checkbox"/> Physical       |  |

2. According to the attached **Maine HOUSSE Standard: Content Knowledge Rubric(s)**, upon determining I am **eligible for its use** (See Superintendent's Informational Letter # 56, dated December 7, 2009 and page 31 this document), I have satisfied the definition of a Highly Qualified Teacher for my teaching assignments in content area(s). (Check ALL that apply).

- |   |  |
|---|--|
| <input type="checkbox"/> Mathematics  |  |
| <input type="checkbox"/> Social Studies (Includes all: Civics/Government, History, Geography, Economics)  | <input type="checkbox"/> Foreign Language (specify): _____         |
| <input type="checkbox"/> Economics <input type="checkbox"/> History <input type="checkbox"/> Civics/Government <input type="checkbox"/> Geography |  |
| <input type="checkbox"/> Language Arts (English, Reading, & Language Arts)  | <input type="checkbox"/> Visual & Performing Arts (specify): _____ |
| <input type="checkbox"/> Science (specify) <input type="checkbox"/> General <input type="checkbox"/> Life <input type="checkbox"/> Physical       |  |

**According to federal requirements, teachers of core academic subjects who were hired after the first day of the 2002-2003 school year and who are teaching in programs supported with Title I funds (school-wide or targeted assistance) must be "Highly Qualified" at the time of hire.**

**I assure that the information presented on this and all attached forms is complete and accurate.**

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Official: \_\_\_\_\_ Date: \_\_\_\_\_

# Highly Qualified Teacher Statement of Assurance Non-Title 1



## For Teachers in Non-Title I Schools or Programs

Teacher's Name: \_\_\_\_\_

School District: \_\_\_\_\_ School Building: \_\_\_\_\_

### Certification(s) Held:

- |  |   |
|--|---|
| <input type="checkbox"/> Elementary Education  | <input type="checkbox"/> Teacher of ESL                   |
| <input type="checkbox"/> Middle (Content Area(s): _____)   | <input type="checkbox"/> Teacher of Bilingual             |
| <input type="checkbox"/> Secondary (Content Area(s): _____)  | <input type="checkbox"/> Teacher of Alternative Education |
| <input type="checkbox"/> K-12 (Content Area(s): _____)   | <input type="checkbox"/> Teacher of Special Education     |
| <input type="checkbox"/> Emergency Certified (Not eligible to become Highly Qualified until full certification is acquired): |   |
| <input type="checkbox"/> Conditional   | <input type="checkbox"/> Transitional                     |
| <input type="checkbox"/> Targeted Need   | <input type="checkbox"/> Waiver                           |

1. According to the attached **Maine Highly Qualified Teacher Identification Form(s)**, I have satisfied the federal definition of a Highly Qualified Teacher for any teaching assignment(s).

- |   |  |
|---|--|
| <input type="checkbox"/> Elementary Generalist  | <input type="checkbox"/> Mathematics                               |
| <input type="checkbox"/> Social Studies (Includes all: Civics/Government, History, Geography, Economics)  | <input type="checkbox"/> Foreign Language (specify): _____         |
| <input type="checkbox"/> Economics <input type="checkbox"/> History <input type="checkbox"/> Civics/Government <input type="checkbox"/> Geography | _____  |
| <input type="checkbox"/> Language Arts (English, Reading, & Language Arts)  | <input type="checkbox"/> Visual & Performing Arts (specify): _____ |
| <input type="checkbox"/> Science (specify) <input type="checkbox"/> General <input type="checkbox"/> Life <input type="checkbox"/> Physical       | _____  |

2. According to the attached **Maine HOUSSE Standard: Content Knowledge Rubric(s)**, upon determining I am **eligible for its use** (See Superintendent's Informational Letter # 56, dated December 7, 2009 and page 31 this document), I have satisfied the definition of a Highly Qualified Teacher for my teaching assignments in content area(s). (Check ALL that apply).

- |   |  |
|---|--|
| <input type="checkbox"/> Mathematics  | <input type="checkbox"/> Foreign Language (specify): _____         |
| <input type="checkbox"/> Social Studies (Includes all: Civics/Government, History, Geography, Economics)  | _____  |
| <input type="checkbox"/> Economics <input type="checkbox"/> History <input type="checkbox"/> Civics/Government <input type="checkbox"/> Geography | _____  |
| <input type="checkbox"/> Language Arts (English, Reading, & Language Arts)  | <input type="checkbox"/> Visual & Performing Arts (specify): _____ |
| <input type="checkbox"/> Science (specify) <input type="checkbox"/> General <input type="checkbox"/> Life <input type="checkbox"/> Physical       | _____  |

3. According to the attached **Maine HOUSSE Standard: Content Rubric(s)**, I DO NOT YET satisfy the definition of a Highly Qualified Teacher for my teaching assignment(s). (Check ALL that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Elementary Generalist  | <input type="checkbox"/> Mathematics                               |
| <input type="checkbox"/> Social Studies (Includes all: Civics/Government, History, Geography, Economics)  | <input type="checkbox"/> Foreign Language (specify): _____         |
| <input type="checkbox"/> Economics <input type="checkbox"/> History <input type="checkbox"/> Civics/Government <input type="checkbox"/> Geography | _____  |
| <input type="checkbox"/> Language Arts (English, Reading, & Language Arts)  | <input type="checkbox"/> Visual & Performing Arts (specify): _____ |
| <input type="checkbox"/> Science (specify) <input type="checkbox"/> General <input type="checkbox"/> Life <input type="checkbox"/> Physical       | _____  |

I have attached my Action Statement for satisfying the federal definition of a Highly Qualified Teacher.

**I assure that the information presented on this and all attached forms is complete and accurate.**

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Official: \_\_\_\_\_ Date: \_\_\_\_\_

# Maine Highly Qualified Teacher Action Statement



I understand that I have not yet met the definition of a “highly qualified” teacher for my current teaching assignment(s).

Assignment(s) \_\_\_\_\_

Options I will pursue:

Option #1	Specific activity to be undertaken	Timeline
a. Take appropriate Praxis II Exam		
b. Take additional coursework to achieve 24 credits		
c. Complete a master’s degree in the content area		
d. Achieve National Board Certification		
Option #2		
Continue work through the appropriate HOUSSE, if eligible for its use:		
a. Planned coursework		
b. Participate in professional development activities		
c. Participate in service to the content area		
d. Achieve awards, recognition and engage in scholarship		

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

HQT Official \_\_\_\_\_ Date \_\_\_\_\_

**Highly Qualified  
Teacher  
Plan to Become a  
Fully Certified Teacher**



I understand that I am not eligible to meet the definition of a ‘Highly Qualified’ teacher because I do not hold full teacher certification (provisional, professional or master level) in the state of Maine. Once I acquire full certification, I will be eligible to satisfy the “Highly Qualified” Teacher definition. I currently hold a:

- |  |   |
|--|---|
| <input type="checkbox"/> Targeted Need certificate | <input type="checkbox"/> Transitional certificate |
| <input type="checkbox"/> Conditional certificate   | <input type="checkbox"/> Waiver                   |

**My plan to acquire full certification follows:**

Moving from current certificate to :	Specific action to be undertaken	Timeline

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Teacher*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*HQ Official*

**Highly Qualified  
Teacher  
Verification  
Form**



Name: (print) \_\_\_\_\_ SS# \_\_\_\_\_

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

School: \_\_\_\_\_

School Address: \_\_\_\_\_

School Telephone: \_\_\_\_\_

**I hereby verify that I have satisfied the federal definition of "Highly Qualified" teacher for the following core academic subjects I am assigned to teach.**

Assignment(s):

Subject \_\_\_\_\_ Grade \_\_\_\_\_

Subject \_\_\_\_\_ Grade \_\_\_\_\_

Subject \_\_\_\_\_ Grade \_\_\_\_\_

Subject \_\_\_\_\_ Grade \_\_\_\_\_

**I, assure** \_\_\_\_\_ **that**

*Name of School District*

**the attached information is correct and accurate.**

**(Attach all NCLB "Highly Qualified" Forms, Plans and Supporting Documentation)**

Teacher (print name) \_\_\_\_\_ Date \_\_\_\_\_

Teacher signature \_\_\_\_\_

"HQT" official (print name) \_\_\_\_\_ Date \_\_\_\_\_

"HQT" official signature \_\_\_\_\_