

**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 _____<br>(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 _____<br>(40 pts max) |  |

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

|   |   |  |
|---|---|--|
| College/University Coursework in the content area<br>List coursework _____<br>_____<br>_____<br>_____   | # credit hours _____<br>3 pts per credit hour             |  |
| Served in an administrative capacity in the content area, e.g., Dept. chair, ACSIP chair, Lead teacher, etc.<br>Describe: _____<br>_____<br>_____                 | # of years served _____<br>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<br>Describe: _____<br>_____<br>_____ | # of activities _____<br>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<br>Describe: _____<br>_____    | # of activities _____<br>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<br>Describe: _____<br>_____<br>_____                   | # of committees _____<br>15 pts per committee (30 pts max)  |  |
| Papers published in refereed journals in this content area in the last five years<br>Describe: _____<br>_____<br>_____                          | # of papers _____<br>10 pts per paper (30 pts max)          |  |
| Presentations made at content-area or specialty-area association conferences in the last five years<br>Describe: _____<br>_____<br>_____        | # of pres'ns _____<br>10 pts per pres'n (30 pts max)        |  |
| Conferences attended in this content area in the last five years<br>Describe: _____<br>_____<br>_____   | # of conferences _____<br>5 pts per conference (15 pts max) |  |
| Service as a Pathwise Mentor <b>in this content area</b>  | # of years served _____<br>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)<br>_____ | 1 point per hour<br>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.**