

Michigan Highly Qualified Teachers Worksheet - REVISED 10/15/03

How will I know if I am highly qualified?

ESEA/No Child Left Behind, Section 1119 and Section 9101

Each teacher should complete this worksheet for each teaching assignment in a core academic subject. Core academic subjects, as defined in Section 9101, include English, language arts, reading, science (physics, chemistry, biology, and earth science), mathematics, arts (including instrumental and vocal music, visual arts, dance, drama) foreign languages, government and civics, history, economics, and geography.

I. All Teachers of Core Academic Subjects Grades K-12

Do I have full state certification? ? Yes ? No

Full state certification/licensure means that you have completed a teacher education program from an approved institution of higher education* and hold a valid Michigan teaching certificate. **Full year, emergency, and substitute permits do not meet full state certification/license requirements.**

*This means an institution that has been approved at the college level by the Michigan State Board of Education. If you are uncertain as to whether your degree is from an approved institution, please check with the institution.

Do I have at least a bachelor's degree? ? Yes ? No

The two questions above are prerequisites that ALL TEACHERS must meet to be classified as highly qualified (*No Child Left Behind, Section 9101*).

? **IF YOU ANSWERED NO to either of these questions** then you do not meet the ESEA *No Child Left Behind* requirements (Section 9101) for being a highly qualified teacher. Proceed no further. Consult with the Michigan Department of Education, Office of Professional Preparation Services (www.michigan.gov/mde) or 517-373-3310, regarding requirements to become a certified teacher in Michigan.

? **If YOU ANSWERED YES to both questions**, go on to Section II.

II. Additional Questions for All Teachers

Am I currently assigned to teach a core academic subject for which I have an academic major? ? Yes ? No

IMPORTANT NOTE: If an elementary teacher is fully certified in Michigan and is teaching in a self contained elementary education class or in an elementary special education class, that teacher is highly qualified. The Michigan Department of Education views the elementary education program as a major.

? **IF YOU ANSWERED YES** to this question, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, continue to the next question.

Did I take and pass the Michigan Test for Teacher Certification in my teaching assignment and receive my initial certification/license in Michigan in 1992 or later? ? Yes ? No

? **IF YOU ANSWERED YES** to this question **AND if you are teaching within your area of certification/licensure and have passed the state exam you are highly qualified.** STOP. PROCEED NO FURTHER AND RECORD THIS INFORMATION ON THE ATTACHED MICHIGAN HIGHLY QUALIFIED TEACHER REPORT.

? **IF YOU ANSWERED NO** to this question, you were certificated before Michigan required a state certification examination or you are not teaching in the area for which you were certificated/licensed. Therefore, you must become highly qualified through one of the options that follow. If you hold a Michigan elementary certificate go to Section III; if you hold a Michigan secondary certificate, go to Section IV.

III.

A. Teachers in an Elementary Self Contained Classroom (Continue with this section only if you answered no in Section II)

Do I have a Master's Degree in Education, Master's Degree in Curriculum & Instruction, or Master's Degree in Reading, or Master's Degree in a subject area directly related to elementary teaching? ? Yes ? No

? **IF YOU ANSWERED YES** to this question, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, continue to the next question.

Do I have coursework that is equivalent to an undergraduate major (30 semester hours, earned at any time) in any subject or combination of subjects directly related to elementary teaching? ? Yes ? No

? **IF YOU ANSWERED YES**, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, continue to the next question.

Do I have a passing score on the Michigan Test for Teacher Certification general elementary examination? ? Yes ? No

? **IF YOU ANSWERED YES**, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, continue to the next question.

Do I have National Board Certification? ? Yes ? No

? **IF YOU ANSWERED YES** to this question, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, continue to the next question.

If you have not met the Michigan ESEA Highly Qualified Definition through one of the options provided above, you must select one of the following three opportunities to meet the ESEA Highly Qualified requirements by the end of the 2005-2006 school year.

Do I have at least 3 years of teaching experience at the elementary level and have completed, since the issuance of my Michigan Provisional teaching certificate, a minimum of 18 semester hours in a planned standards-based State Board of Education approved program related to elementary teaching or master's or higher degree in an area appropriate to elementary education? ? Yes ? No

? **IF YOU ANSWERED YES** to this question, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, you have until the end of the 2005-2006 school year to meet this or any one of the options in Michigan's definition of highly qualified teachers.

Do I have at least 3 years of teaching experience and by the end of the 2005-2006 school year, will I have completed an individual professional development plan, approved by the local school improvement team of at least 90 contact hours or 6 semester hours of coursework which are standards based, subject/content program related to the current teaching assignment and documented with the local district on a form approved by the MDE? ? Yes ? No

? **IF YOU ANSWERED YES** to this question, you will have met the Michigan's definition of highly qualified teacher at the time (no later than June, 2006) you complete the 90 contact hours or 6 semester hours, as described above. At that time, complete the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, you have until the end of the 2005-2006 school year to meet this or any one of the options in Michigan's definition of highly qualified teachers.

Can I demonstrate competence of subject matter knowledge and teaching skills, as outlined in a local performance assessment of my employing district, as per Michigan's definition of highly qualified teacher*? ? Yes ? No

*The Michigan Department of Education, to date, has not developed the criteria and/or model for this performance assessment.

? **IF YOU ANSWERED YES** to this question, you will have met the Michigan's definition of highly qualified teacher at the time (no later than June, 2006) you successfully complete the local performance assessment, as described above. At that time, complete the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, you have until the end of the 2005-2006 school year to meet this or any one of the options in Michigan's definition of highly qualified teachers.

III.

B. Teachers in an Elementary, Subject Specific Assignment (continue with this section only if you answered no in Section II).

Do I have a Master's Degree in the content of my teaching assignment(s)? ? Yes ? No

? **IF YOU ANSWERED YES** to this question, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, continue to the next question.

Do I have coursework that is equivalent (30 semester hours) to a major in the subject(s) I am assigned to teach?

? Yes ? No

? **IF YOU ANSWERED YES** to this question, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, continue to the next question.

Do I have a passing score on the Michigan Test for Teacher Certification subject area exam for the subject(s) I am assigned to teach? ? Yes ? No

? **IF YOU ANSWERED YES** to this question, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, continue to the next question.

Do I have National Board Certification? ? Yes ? No

? **IF YOU ANSWERED YES** to this question, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, continue to the next question.

If you have not met the Michigan ESEA Highly Qualified Definition through one of the options provided above, you must select one of the following three opportunities to meet the ESEA Highly Qualified requirements by the end of the 2005-2006 school year.

Do I have at least 3 years of teaching experience at the appropriate level and have completed, since the issuance of the Provisional teaching certificate, a minimum of 18 semester hours in a planned standards-based State Board of Education approved program related to my content assignment or a master's degree or higher in an area appropriate for the teaching level? ? Yes ? No

? **IF YOU ANSWERED YES** to this question, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, you have until the end of the 2005-2006 school year to meet this or any one of the options in Michigan's definition of highly qualified teachers.

Do I have at least 3 years of teaching experience and by the end of the 2005-2006 school year, will I have completed an individual professional development plan, approved by the local school improvement team of at least 90 contact hours or 6 semester hours of coursework which are standards based, subject/content program related to the current teaching assignment and documented with the local district on a form approved by the MDE? ? Yes ? No

? **IF YOU ANSWERED YES** to this question, you will have met the Michigan's definition of highly qualified teacher at the time (no later than June, 2006) you complete the 90 contact hours or 6 semester hours, as described above. At that time, complete the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, you have until the end of the 2005-2006 school year to meet this or any one of the options in Michigan's definition of highly qualified teachers.

Can I demonstrate competence of subject matter knowledge and teaching skills, as outlined in a local performance assessment of my employing district, as per Michigan's definition of highly qualified teacher*? ? Yes ? No

*The Michigan Department of Education, to date, has not developed the criteria and/or model for this performance assessment.

? **IF YOU ANSWERED YES** to this question, you will have met the Michigan's definition of highly qualified teacher at the time (no later than June, 2006) you successfully complete the local performance assessment, as described above. At that time, complete the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, you have until the end of the 2005-2006 school year to meet this or any one of the options in Michigan's definition of highly qualified teachers.

IV. Teachers in a Secondary 7-12 Classroom (Continue with this section only if you answered no to Section II).

Do I have a Master's Degree in the content of my teaching assignment? ? Yes ? No

? **IF YOU ANSWERED YES** to this question, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, continue to the next question.

Do I have coursework that is equivalent to a major in my teaching assignment? (Major or equivalent is defined as 30 semester hours earned at any time.) ? Yes ? No

? **IF YOU ANSWERED YES** to this question, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, continue to the next question.

Do I have a passing score on the Michigan Test for Teacher Certification subject area exam for the subject I am assigned to teach? ? Yes ? No

? **IF YOU ANSWERED YES** to this question, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, continue to the next question.

Do I have National Board Certification? ? Yes ? No

? **IF YOU ANSWERED YES** to this question, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, continue to the next question.

If you have not met the Michigan ESEA Highly Qualified Definition through one of the options provided above, you must select one of the following three opportunities to meet the ESEA Highly Qualified requirements by the end of the 2005-2006 school year.

Do I have at least 3 years of teaching experience at the secondary level and have completed, since the issuance of the Provisional teaching certificate, a minimum of 18 semester hours in a planned standards-based State Board of Education approved program related to my content assignment or a master's degree or higher in an area appropriate for secondary education? ? Yes ? No

? **IF YOU ANSWERED YES** to this question, you have met the Michigan Highly Qualified Teacher Definition. Proceed no further and record this information on the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, you have until the end of the 2005-2006 school year to meet this or any one of the options in Michigan's definition of highly qualified teachers.

Do I have at least 3 years of teaching experience and by the end of the 2005-2006 school year, will I have completed an individual professional development plan, approved by the local school improvement team of at least 90 contact hours or 6 semester hours of coursework which are standards based, subject/content program related to the current teaching assignment and documented with the local district on a form approved by the MDE? ? Yes ? No

? **IF YOU ANSWERED YES** to this question, you will have met the Michigan's definition of highly qualified teacher at the time (no later than June, 2006) you complete the 90 contact hours or 6 semester hours, as described above. At that time, complete the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, you have until the end of the 2005-2006 school year to meet this or any one of the options in Michigan's definition of highly qualified teachers.

Can I demonstrate competence of subject matter knowledge and teaching skills, as outlined in a local performance assessment of my employing district, as per Michigan's definition of highly qualified teacher*? ? Yes ? No

*The Michigan Department of Education, to date, has not developed the criteria and/or model for this performance assessment.

? **IF YOU ANSWERED YES** to this question, you will have met the Michigan's definition of highly qualified teacher at the time (no later than June, 2006) you successfully complete the local performance assessment, as described above. At that time, complete the attached Michigan Highly Qualified Teacher Report.

? **IF YOU ANSWERED NO** to this question, you have until the end of the 2005-2006 school year to meet this or any one of the options in Michigan's definition of highly qualified teachers.

This worksheet is adapted from the work of the Ohio Department of Education.