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# CERTIFICATION GUIDE FOR SCHOOL STAFF ASSIGNMENTS

**JULY 2010**

**Revisions from July 2009 to July 2010 are highlighted**

**Updated for Highly Qualified Teacher Assignments**

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**Professional Services Division  
Professional Standards Section**

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# OKLAHOMA

STATE DEPARTMENT *of* EDUCATION



JANET BARRESI  
STATE SUPERINTENDENT  
*of* PUBLIC INSTRUCTION

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The Certification Guide for School Staff Assignments is a document to assist employers in matching the certification or qualifications appropriate for specific staff assignments. In addition, the No Child Left Behind requirements for highly qualified teachers are indicated with a check mark. This guide is available on the State Department of Education Web site at <<http://www.sde.state.ok.us>>.

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Civil rights compliance inquiries related to the OSDE may be directed to the Affirmative Action Officer, Room 111, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599, telephone number (405) 522-4930; or, the United States Department of Education's Assistant Secretary for Civil Rights. Inquiries or concerns regarding compliance with Title IX by local school districts should be presented to the local school district Title IX coordinator.

**July 2010**

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# CERTIFICATE AREAS

## General Information

In compliance with law and after receiving extensive input from educators and representative organizations, in 1997 the State Board of Education adopted licensure and certification competencies. As part of the process, certification subject areas were reduced; many of the areas are more encompassing and allow more flexibility.

Individuals certified in the previous system (prior to 1997) are not required to add the newer areas; they are still appropriately certified for the subjects listed on their certificates.

# OKLAHOMA TEACHER CERTIFICATION PROCEDURES

Oklahoma State Board of Education (OSBE) ▪ American Board for Certification of Teacher Excellence (ABCTE) ▪ Oklahoma Commission for Teacher Preparation (OCTP)  
 Oklahoma General Education Test (OGET) ▪ Oklahoma Subject Area Test (OSAT) ▪ Oklahoma Professional Teaching Exam (OPTE)

Row Identifier	(Column 1) Traditional Oklahoma Program Teaching Certificate ALL AREAS (Applicants certified in another state refer to # 16 of the FAQ's) Law: 70 O.S. § 6-195	(Column 2) Alternative Placement Teaching License Effective 11-01-09** Law: 70 O.S. § 6-122.3	(Column 3) **ABCTE Middle and Secondary Level Certificate Areas Law: SB 582 – Eff. 7-1-2009	(Column 4) Teach for America Initial Application to Teach for America Law: 70 O.S. § 6-195	(Column 5) Four-Year-Olds and Younger Certificate Law: 70 O.S. § 11-103.7	(Column 6) Career Development Program for Paraprofessionals to be Certified Teachers Law: 70 O.S. § 6-127A	(Column 7) **Troops to Teachers Defense Authorization Act Public Law 102-484
Degree Requirement >	Bachelor's degree (Master's degree*)	-Bachelor's degree with a 2.5 grade point average -a major that corresponds to an Oklahoma teaching certificate. <b>Excludes Early Childhood, Elementary Education, Special Education (Master's Degree*)</b>	Bachelor's degree	Bachelor's degree	Bachelor's degree	Bachelor's degree	AD = Active Duty RC = Reserve Component
Preparation >	Have a certification recommendation from an Oklahoma institution of higher education	Verify 2 years work experience related to the subject area of specialization if the person has only a bachelor's degree with no post-baccalaureate work in the related area. Not required for Troops to Teachers (HB 3259- Effective 7-1-2010)	Accepted by the American Board for Certification of Teacher Excellence (ABCTE)	Accepted by Teach for America	Have 5 years experience with the Head Start Program	Have 1 year of experience as a teaching assistant in a public school in the area for which a teaching license is being pursued.	To qualify, a service member must meet one of the requirements below:  AD-1 – Retired from active duty.
Credential Required for initial applicaton >			ABCTE Credential		Hold a current Child Development Associate (CDA) - 120 Clock Hours		AD-2 – Active duty member with approved date of retirement with one year or less remaining before retirement.
Testing >	Pass the OGET, appropriate OSAT(s), and the OPTE	Pass the OGET and desired OSAT(s) <u>except Early Childhood, Elementary Education, and Special Education</u>	Pass ABCTE desired middle level or secondary subject test and professional teacher test	Testing determined by Teach for America	Pass the OGET and the OSAT in Early Childhood Education	Pass the OGET, pass at least one subject area test: Early Childhood Education, or Elementary Education, or Special Education, and the OPTE	AD-3 – Separated on or after January 8, 2002, for a physical disability. Must register within four years after separation.
Requirement >	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	RC-1 – Retired from the Selected Reserve.
Additional Requirement >		Receive a recommendation for certification from the Oklahoma Teacher Competency Review Panel Receive OSBE Approval					RC-2 – Currently serving in the drilling reserves with ten or more years of creditable service toward retirement and committed to serving an additional three years.
Initial Credential >	OSDE Issues standard Certificate (Valid for 5 Years)	OSDE Issues Credential	OSDE Issues Middle Level or Secondary Level License (Valid for 1 Year)	OSDE Issues Credential (Valid for 2 Years)	OSDE Issues a Standard Certificate (Valid for 5 Years)	OSDE Issues License (1-year renewable for up to 3 years)	RC-3 – Drilling reservists retired or separated due to a physical disability on or after January 8, 2002. Must apply within four years after separation.
Additional Requirement >		Within three (3) years, pass the OPTE and complete a professional education component as follows: <ul style="list-style-type: none"> <li>• With a bachelor's degree – 18 college credit hours or 270 clock hours</li> <li>• With a post-baccalaureate degree – 12 college credit hours or 180 clock hours</li> </ul>	Participate in ABCTE mentoring program—One Year www.abcte.org			Complete 12 semester hours professional education coursework from an accredited institution of higher education which has an accredited program related to license sought, including a minimum of 3 semester hours in reading instruction, from a higher education program accredited by the OCTP.	RC-4 – Served continuous six years on active duty on or after January 8, 2002, and committed to three years with a drilling reserve. Must apply within four years after separation.
Standard Certificate >		Apply for a Standard Certificate OSDE Issues a Standard Certificate (Valid for 5 Years)	Apply for a Standard Certificate OSDE Issues a Standard Certificate (Valid for 5 Years)	Apply for a Standard Certificate OSDE Issues a Standard Certificate (Valid for 5 Years)		Apply for a Standard Certificate OSDE Issues a Standard Certificate (Valid for 5 Years)	
Information >	Additional subjects may be added by testing except Early Childhood, Elementary, and Special Education Effective 11-1-09	With the exception of Early Childhood, Elementary, and Special Education, additional subjects in Middle and Secondary Level Only may be added by testing Effective 11-1-09			Additional subjects may not be added by testing	Additional subjects may be added by testing except Early Childhood, Elementary, and Special Education Effective 11-1-09	See Column 2 or 3 to Pursue the Non-Traditional Certification Process

\*(Column 1) Library media specialist, school counselor, speech pathologist, school psychologist, psychometrist, administrator

\*(Column 2) Library media specialist, school counselor, reading specialist

\*\*No Early Childhood Education, Elementary Education or Special Education in Column 2, Column 3, and Column 7

## OPTIONS FOR NON-TRADITIONAL TEACHER LICENSURE AND CERTIFICATION PROGRAMS

Oklahoma State Board of Education (OSBE) ▪ American Board for Certification of Teacher Excellence (ABCTE) ▪ Oklahoma Commission for Teacher Preparation (OCTP)  
Oklahoma General Education Test (OGET) ▪ Oklahoma Subject Area Test (OSAT) ▪ Oklahoma Professional Teaching Exam (OPTE)

Row Identifier	(Column 1) <b>Alternative Placement Teaching License</b> Effective 11-01-09** Law: 70 O.S. § 6-122.3	(Column 2) <b>**ABCTE</b> Middle and Secondary Level Certificate Areas Law: SB 582 – Eff. 7-1-2009	(Column 3) <b>Teach for America</b> Initial Application to Teach for America Law: 70 O.S. § 6-195
	Contact: Oklahoma State Department of Education (405) 521-2062	American Board for Certification of Teacher Excellence <www.abcte.org>	Contact: Teach for America <www.teachforamerica.org>
<b>Degree Requirement</b> >	Bachelor's degree with a 2.5 grade point average and a major that corresponds to an Oklahoma teaching certificate other than Early Childhood, Elementary Education, Special Education (Master's Degree*)	Bachelor's degree	Bachelor's degree
<b>Preparation</b> >	Verify 3 years of subject-related experience after bachelor's degree OR college credit above a bachelor's degree Not required for Troops to Teachers	Accepted by the American Board for Certification of Teacher Excellence (ABCTE)	Accepted by Teach for America
<b>Testing</b> >	Pass the OGET and required OSAT that matches degree/major, <u>except Early Childhood, Elementary Education, and Special Education</u>	Pass ABCTE desired middle level or secondary subject test and professional teacher test	Testing determined by Teach for America
<b>Requirement</b> >	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check	Have on file with the OSBE a current approved OSBI/FBI criminal history fingerprint check
<b>Additional Requirement</b> >	Receive a recommendation for certification from the Oklahoma Teacher Competency Review Panel Receive OSBE Approval		
<b>Initial Credential</b> >	<b>OSDE Issues License</b>	<b>OSDE Issues Middle Level or Secondary Level License (Valid for 1 Year)</b>	<b>OSDE Issues License (Valid for 2 Years)</b>
<b>Residency Program</b> >	Complete the Oklahoma Resident Teacher Program	Participate in ABCTE mentoring program – One Year	Complete the course-work and mentoring provided by Teach for America Program
<b>Additional Requirement</b> >	Within three (3) years, pass the OPTE and complete a professional education component as follows: <ul style="list-style-type: none"> <li>With a bachelor's degree – 18 college credit hours or 270 clock hours</li> <li>With a post-baccalaureate degree – 12 college credit hours or 180 clock hours</li> </ul>		
<b>Standard Certificate</b> >	<b>Apply for a Standard Certificate</b> OSDE Issues a Standard Certificate (Valid for 5 Years)	<b>Apply for a Standard Certificate</b> OSDE Issues a Standard Certificate (Valid for 5 Years)	<b>Apply for a Standard Certificate</b> OSDE Issues a Standard Certificate (Valid for 5 Years)
<b>Information</b> >	With the exception of Early Childhood, Elementary, and Special Education, additional subjects in Middle and Secondary Level only may be added by testing Effective 11-1-09		

\*Library media specialist, school counselor, reading specialist

\*\*No Early Childhood Education, Elementary Education or Special Education in Columns 1 and 2

# CERTIFICATION AREAS

(Listed Alphabetically)

## ADMINISTRATIVE

- 0501 SUPERINTENDENT (PK-12 or ALL)
- 0502 ELEMENTARY SUPERINTENDENT (PK-8 or K-8)
- 0503 SECONDARY PRINCIPAL (6-12 or 7-12)
- 0504 MIDDLE LEVEL PRINCIPAL (5-8)
- 0505 ELEMENTARY PRINCIPAL (PK-8 or K-8)
- 0507 VOCATIONAL ADMINISTRATOR (9-12 Vocational)
- 0531 CURRICULUM ADMINISTRATOR (ALL) (Nonteaching)
- 8021 CURRICULUM SUPERVISOR (Same Level)

## AGRICULTURE

- 3001 AGRICULTURE – GENERAL (7-12)
- 7550 AGRICULTURE EDUCATION (6-12)

## ATHLETIC COACH

- 8003 ATHLETIC COACH (Same Level)

## ART

- 2001 ART (PK-12)
- 2075 ART – JR. HIGH (6-8 Middle/Jr High Endorsement Only)

## BUSINESS

- 3501 ACCOUNTING (7-12)
- 3503 BUSINESS ENGLISH (7-12)
- 3505 BUSINESS LAW (7-12)
- 3507 BUSINESS MACHINES (7-12)
- 3509 BUSINESS MATH (7-12)
- 3511 CAREER/OCCUP INFORM (7-12)
- 3513 COMP IN BUS/INFO PRO (7-12)
- 3515 ECONOMICS (7-12)
- 3517 FINANCE (7-12)
- 3519 GENERAL BUSINESS (7-12)
- 3521 MANAGEMENT (7-12)
- 3523 MARKETING (7-12)
- 3525 OFFICE PROC/MANAGE (7-12)
- 3527 SHORTHAND (7-12)
- 3529 TYPEWRITING (7-12)
- 3550 BUSINESS EDUCATION (6-12) (=All business areas including career/technology)

## CAREER AND TECHNOLOGY EDUCATION

- 7501 MARKETING ED (6-12)
- 7501 DE/MARKETING (9-12 Vocational)
- 7503 OCCUPATIONAL AGRICULTURE (6-12 or 9-12 Vocational)
- 7505 OCCUPATIONAL HOME ECONOMICS (9-12 Vocational)
- 7507 TECHNICAL EDUCATION (9-12 Vocational)
- 7509 TRADE AND INDUSTRIAL (6-12 or 9-12 Vocational)
- 7511 VOCATIONAL AGRICULTURE (9-12 Vocational) (=Grammar/Composition, American Literature, English Literature, and World Literature)
- 7513 VOCATIONAL BUSINESS – OFFICE (9-12 Vocational)
- 7514 CAREER AND TECHNOLOGY BUSINESS (6-12)
- 7515 CAREER AND TECHNOLOGY HEALTH OCCUPATIONS (6-12 or 9-12 Vocational)
- 7517 VOCATIONAL HOME ECONOMICS (9-12 Vocational)
- 7559 OCCUPATIONAL FAMILY AND CONSUMER SCIENCE (6-12)
- 7575 CAREER AND TECHNOLOGY FAMILY AND CONSUMER SCIENCES (6-12)

## COMPUTER SCIENCE

- 8007 COMPUTER SCIENCE (PK-12)
- 8019 ELEMENTARY KEYBOARDING (K-8)

## DANCE

- 2020 DANCE (PK-12)

## DRIVER/SAFETY EDUCATION

- 8009 DRIVER/SAFETY EDUCATION (6-12 or 7-12)

## EARLY CHILDHOOD

- 1001 EARLY CHILDHOOD (N-K)
- 1002 SPECIAL EC KINDERGARTEN (K)
- 1003 EARLY CHILDHOOD (PK-3)
- 1004 FOUR-YEAR-OLDS AND YOUNGER (PK)

## ELEMENTARY EDUCATION

- 1501 ELEMENTARY EDUCATION (1-8)
- 1600 ELEMENTARY EDUCATION (1-8) } Does not include 7-8 math

## ENGLISH

- 4001 AMERICAN LITERATURE (7-12)
- 4003 ENGLISH LITERATURE (7-12)
- 4005 GRAMMAR & COMPOSITION (7-12)
- 4009 LIBRARY SCIENCE (7-12)
- 4011 NEWSPAPER (7-12)
- 4015 WORLD LITERATURE (7-12)
- 4017 YEARBOOK (7-12)
- 4075 LANGUAGE ARTS-JR. HIGH (6-8)
- 4050 ENGLISH (6-12)

(=Grammar/Composition, American Literature, English Literature, and World Literature)

## ENGLISH AS A SECOND LANGUAGE

- 8005 BILINGUAL/MULTICULTURE (Same Level)
- 8011 ENGLISH AS A SECOND LANGUAGE (Same Level or PK-12)

## FAMILY AND CONSUMER SCIENCES

- 4550 FAMILY AND CONSUMER SCIENCES (6-12)

## FOREIGN LANGUAGE

- 2002 AMERICAN SIGN LANGUAGE (PK-12)
- 2025 CHEROKEE (PK-12)
- 2012 CHINESE (PK-12)
- 2027 CHOCTAW (PK-12)
- 2003 FRENCH (PK-12 or K-12)
- 3701 FRENCH (7-12)
- 2005 GERMAN (PK-12 or K-12)
- 3703 GERMAN (7-12)
- 2018 GREEK (PK-12)
- 2008 ITALIAN (PK-12)
- 2004 JAPANESE (PK-12)

## 2030 KIOWA (PK-12)

- 2007 LATIN (PK-12 or K-12)
- 3705 LATIN (7-12)
- 2010 NATIVE AMERICAN LANGUAGE (PK-12)
- 2006 RUSSIAN (PK-12 or K-12)
- 3709 RUSSIAN (7-12)
- 2011 SPANISH (PK-12 or K-12)
- 3711 SPANISH (7-12)
- 2016 TURKISH (PK-12)

## GIFTED AND TALENTED

- 8017 GIFTED AND TALENTED (Same Level or PK-12)

## HOME ECONOMICS

- 4501 HOME ECONOMICS-GEN (7-12)
- 4503 ADULT/FAMILY LIVING (7-12)
- 4505 CAREER EDUCATION (7-12)
- 4507 CHILD DEV/PARENT ED (7-12)
- 4509 CONSUMER EDUCATION (7-12)
- 4511 NUTRITION EDUCATION (7-12)
- 4513 TEXTILES/CLOTHING (7-12)

## INDUSTRIAL ARTS

- 5001 DRAFTING TECHNOLOGY (7-12)
- 5003 ELECTRIC/ELECTRONICS (7-12)
- 5005 GEN INDUSTRIAL ARTS (7-12)
- 5007 GRAPHICS (7-12)
- 5009 METAL TECHNOLOGY (7-12)
- 5011 POWER TECHNOLOGY (7-12)
- 5013 WOOD TECHNOLOGY (7-12)

## JOURNALISM

- 4007 JOURNALISM (7-12)
- 4101 JOURNALISM (6-12 or 7-12)

## LIBRARY MEDIA

- 0513 LIBRARIAN (ALL)
- 0515 LIBRARY-MEDIA SPECIALIST (PK-12 or ALL)

## MATHEMATICS

- 5501 ALGEBRA (7-12)
- 5503 ANALYSIS (7-12)
- 5505 CALCULUS (7-12)
- 5507 COMPUTER SCIENCE/APP (7-12)
- 5509 GENERAL MATHEMATICS (7-12)
- 5511 GEOMETRY (7-12)
- 5513 LINEAR ALGEBRA (7-12)
- 5515 STATISTICS (7-12)
- 5517 TRIGONOMETRY (7-12)

# CERTIFICATION AREAS

(Listed Alphabetically)

## MATHEMATICS (CONT.)

- 5550 ADVANCED/SECONDARY MATHEMATICS (6-12) (=Analysis, Calculus, Trigonometry, Statistics)
- 5552 INTERMEDIATE MATHEMATICS (6-12) (=Algebra, General Mathematics, Geometry) Not required if teacher holds advanced/secondary mathematics certification.
- 5575 MATH-JR HIGH (6-8 Middle/Jr. High Endorsement Only)

## MIDDLE LEVEL

- 4150 ENGLISH (5-8)
- 5554 MATHEMATICS (5-8) (Not for H.S. Credit)
- 5555 MATHEMATICS (5-8) (For 7-8 H.S. Credit)
- 2050 MUSIC (5-8)
- 6055 SCIENCE (5-8)
- 6560 SOCIAL STUDIES (5-8)

## MUSIC

- 2013 INSTRUMENTAL/GENERAL MUSIC (PK-12 or K-12)
- 2015 VOCAL/GENERAL MUSIC (PK-12 or K-12)
- 2085 MUSIC – JR HIGH (6-8 Middle/Jr High Endorsement Only)

## OCCUPATIONAL THERAPY

- 7001 OCCUPATIONAL THERAPY (All Grades)

## PHYSICAL EDUCATION/HEALTH/SAFETY

- 2017 HEALTH (PK-12)
- 2019 PHYSICAL ED/HEALTH/SAFETY (PK-12 or K-12)
- 2090 PHYSICAL ED-JR HIGH (6-8)

## PHYSICAL THERAPY

- 7003 PHYSICAL THERAPY (All Grades)

## ROTC

- 8015 ROTC (6-12 or 7-12)

## READING

- 2021 READING SPECIALIST (PK-12 or K-12)

## SCHOOL COUNSELOR

- 0524 ELEMENTARY COUNSELOR (K-8)
- 0525 SCHOOL COUNSELOR (PK-12 or ALL)
- 0526 SECONDARY COUNSELOR (7-12)

## SCHOOL NURSE

- 7005 SCHOOL NURSE (PK-12 or ALL)

## SCHOOL PSYCHOLOGIST

- 0517 SCHOOL PSYCHOLOGIST (PK-12 or ALL)

## SCHOOL PSYCHOMETRIST

- 0519 SCHOOL PSYCHOMETRIST (PK-12 or ALL)

## SCIENCE

- 6001 ANATOMY/PHYSIOLOGY (7-12)
- 6003 BIOLOGY (7-12)
- 6005 BOTANY (7-12)
- 6006 CHEMISTRY (6-12 or 7-12) (=Chemistry, General Science)
- 6009 EARTH SCIENCE (6-12 or 7-12) (=Earth, General Science)
- 6011 GENERAL SCIENCE (7-12)
- 6013 PHYSICAL SCIENCE (6-12 or 7-12) (Physical Science, General Science)
- 6015 PHYSICS (6-12 or 7-12) (Physics, General Science)
- 6017 ZOOLOGY (7-12)
- 6050 BIOLOGICAL SCIENCES (6-12) (=Anatomy/Physiology, Biology, Botany, General Science and Zoology)
- 6075 SCIENCE (6-8 Middle/Jr. High Endorsement Only)
- 8001 AERONAUTICS (7-12)
  
- 6007 COMPUTER APPLICATIONS (7-12)

## SOCIAL STUDIES

- 6501 AMERICAN HISTORY (7-12)
- 6503 ANCIENT/MEDIEVAL HIST (7-12)
- 6505 BLACK HISTORY (7-12)
- 6507 CONSERV NAT RESOURCES (7-12)
- 6509 DEMOCRACY (7-12)
- 6511 ECONOMICS (7-12)
- 6513 GEOGRAPHY (7-12)
- 6515 INTERNATIONAL PROBLEMS (7-12)
- 6517 OKLAHOMA HISTORY (7-12)
- 6519 SOCIOLOGY/ANTHROPOLOGY (7-12)
- 6521 U.S. GOVERNMENT (7-12)
- 6523 WORLD HISTORY (7-12)
- 6550 U.S. HISTORY/OKLAHOMA HISTORY/GOVERNMENT/ECONOMICS (6-12)
- 6552 WORLD HISTORY/GEOGRAPHY (6-12)
- 6554 PSYCHOLOGY/SOCIOLOGY (6-12)
- 6575 SOCIAL STUDIES-JR HIGH
- 8013 PSYCHOLOGY (7-12)

## SPECIAL EDUCATION

- 2501 EMOTIONALLY DISTURBED (N-12)
- 2503 HEARING IMPAIRED (N-12)
- 2505 LEARNING DISABILITY (N-12)
- 2507 MENTALLY HANDICAPPED (N-12)
- 2509 PHYSICALLY HANDICAPPED (N-12)
- 2511 VISUALLY HANDICAPPED (N-12)
- 2550 BLIND/VISUAL IMPAIRMENT (PK-12)
- 2552 DEAF/HARD OF HEARING (PK-12)
- 2556 MILD-MODERATE DISABILITIES (PK-12)
- 2558 SEVERE-PROFOUND, MULTIPLE DISABILITIES (PK-12)

## SPECIAL EDUCATION REGISTRIES

NOTE: Registry training is no longer available for Other Health Impairment. (June 15, 2008)

- 9801 AUTISM (N-12)
- 9802 DEAF-BLINDNESS (N-12)
- 9803 MULTIPLE DISABILITIES (N-12)
- 9804 OTHER HEALTH IMPAIRMENT (N-12)
- 9805 TRAUMATIC BRAIN INJURY (N-12)

## SPEECH/DRAMA/DEBATE

- 4013 SPEECH AND DRAMA – 1975 (PK-12)
- 4201 SPEECH AND DRAMA – 1984 (PK-12)
- 4250 SPEECH/DRAMA/DEBATE – 1997 (PK-12)

## SPEECH-LANGUAGE PATHOLOGIST

- 0521 SPEECH/LANGUAGE PATHOLOGIST (PK-12 or ALL)
- 0523 SPEECH PATHOLOGIST (ALL)

## TECHNOLOGY EDUCATION

- 8503 COMMUNICATION TECH (6-12)
- 8505 CONSTRUCTION TECH (6-12)
- 8507 MANUFACTURING TECH (6-12)
- 8509 ENG/PWR/TRANSP TECH (6-12)

## TECHNOLOGY ENGINEERING

- 8501 GENERAL TECHNOLOGY ENGINEERING (6-12)
- 8550 TECHNOLOGY ENGINEERING (6-12)
- 8575 TECHNOLOGY ENGINEERING – JR HIGH (6-8 Middle/Jr High)
- 9001 TECHNOLOGY ENGINEERING /IA (6-12)\*
- 9003 TECHNOLOGY ENGINEERING /IA (6-12)\*\*

\* METHOD I - COURSEWORK

\*\* METHOD II - EXPERIENCE

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# **Early Childhood Education**

## **Four-year-olds and Younger to Grade 3**

**JULY 2010**

# Highly Qualified Requirements At a Glance

## No Child Left Behind Act of 2001

Form HQR



According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by June 30, 2006.



### Overview of Requirements for Highly Qualified Teachers

CORE ACADEMIC SUBJECT TEACHER - What does it take to be highly qualified?	Grades												
	PK	1	2	3	4	5	6	7	8	9	10	11	12
<b>Early Childhood - Grades Pre-Kindergarten (PK)-3</b> Early Childhood Education certificate <b>PLUS</b> Early Childhood Education test <b>OR</b> build HOUSSE* in Early Childhood Education													
<b>Elementary Education - Grades 1-8 Self-contained</b> Elementary Education certificate <b>PLUS</b> Elementary Education test <b>OR</b> build HOUSSE* in Elementary Education													
<b>Middle Level - Grades 6-8 Departmentalized (Except 7-8 Math)</b> Elementary Education or specific subject area certificate <b>PLUS</b> specific subject area test (does not include Elementary Education test) <b>OR</b> build HOUSSE* in specific subject area taught <b>OR</b> see ADDITIONAL OPTIONS on next page													
<b>Math - Grades 7-8</b> Appropriate Math certificate (Oklahoma Statute) <b>PLUS</b> Appropriate Math test <b>OR</b> build HOUSSE* in Math <b>OR</b> see ADDITIONAL OPTIONS on next page													
<b>Secondary Specific Subject Area - Grades 6-12</b> Appropriate certificate in specific subject area <b>PLUS</b> appropriate specific subject area test <b>OR</b> build HOUSSE* in specific subject area taught <b>OR</b> see ADDITIONAL OPTIONS on next page													
<b>Art, Music, Foreign Languages and Reading Specialist - Grades PK-12</b> Appropriate certificate in specific subject area <b>PLUS</b> appropriate specific subject area test <b>OR</b> build HOUSSE* in specific subject area taught <b>OR</b> for middle level/secondary see ADDITIONAL OPTIONS on next page													

For appropriate certificate refer to the *Certification Guide for School Staff Assignments* online at the Professional Standards Web site at <<http://www.sde.state.ok.us>>.

\*HOUSSE: High Objective Uniform State Standard of Evaluation

# Special Education Highly Qualified Requirements At a Glance

## *No Child Left Behind Act of 2001*

Form HQR



According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by June 30, 2006.



### **Highly Qualified Requirements for Special Education Teachers who are Providing Direct Instruction and are the Teacher of Record for Core Academic Subjects**

#### **What does it take for a Special Education teacher to be highly qualified?**

#### **Special Education - Grades PK-12**

**Veteran teachers in the Profession PRIOR TO December 3, 2004, are required to have**

Certificate in Special Education **PLUS**

Build HOUSSE\* single core subject areas **OR** pass appropriate test for single core subject area. Middle level or secondary teachers have additional options below.

#### **Special Education - Grades PK-12**

**New teachers to the Profession AFTER December 3, 2004, are required to have**

Special Education Certificate **AND** appropriate certificate **for grade level** in Early Childhood **OR** Elementary Education.

Middle or Secondary Education requires passing subject area test in secondary, 6-12 or 7-12 subject area in whatever core subject the teacher is assigned to teach. A teacher who is certified in math, science, or language arts may attempt to use a HOUSSE\*\* procedure to become highly qualified in additional core subjects. This option is available only within two years of date of employment.

### **Special Education teachers who are not teacher of record may utilize the collaborative/co-teaching model.**

Special Education teachers and core academic teachers are encouraged to consider the collaborative/co-teaching model as a service delivery option. Co-teaching will allow more individualized instruction in the general classroom, increase access to the general education curriculum for special education students, and decrease the stigma for students with special needs. Teachers can benefit from the professional support exchange of teaching practices as they work collaboratively together.

**Additional Options to be Highly Qualified for Middle Level or Secondary:** (Not an option for PK-5 early childhood/elementary education or 6-8 elementary education self-contained classes.)

- Complete an undergraduate major or coursework equivalent to undergraduate major (24 semester hours) in academic subject taught (Does not include elementary education coursework or special education coursework) **OR**
- Hold a Graduate Degree in subject area taught (Does not include elementary education graduate degree or special education graduate degree) **OR**
- Hold certification through National Board for Professional Teaching Standards in core academic subject taught.

\*HOUSSE: High Objective Uniform State Standard of Evaluation

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## HIGHLY QUALIFIED TEACHER

According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by June 30, 2006.



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### Early Childhood Education/Elementary Education (Four-year-olds and Younger to Grade 3)

#### Highly qualified teachers must have:

- At least a bachelor's degree AND
- Appropriate grade level license/certificate in Early Childhood Education or Elementary Education. (Special education highly qualified teachers **new to the profession after December 3, 2004**, must also hold an **additional** certificate in early childhood education **or** elementary education. The second certificate should reflect the teaching assignment grade level.)

+

- Passed a state certification test in level/subject taught. (Passing a special education test does not meet this requirement.)

**or**

- Demonstrated competency in Early Childhood Education/Elementary Education, based on Oklahoma's High Objective Uniform State Standard of Evaluation (HOUSSE).
  - Early Childhood/Elementary Education HOUSSE on page 10.
  - Early Childhood/Elementary Education Special Education HOUSSE on page 85.
  - Early Childhood/Elementary Education Special Education Teachers new to the profession HOUSSE, on page 85.



**OPTION E**

**EARLY CHILDHOOD (Grades PK-3) EDUCATION AND ELEMENTARY EDUCATION (Grades 1-8)**

Oklahoma's High Objective Uniform State Standard of Evaluation (HOUSSE) Checksheet for Demonstrating Subject Competency  
(For teachers who have not passed an Early Childhood Education or Elementary Education Subject Area Test)

Name: \_\_\_\_\_ Teacher Number: \_\_\_\_\_ Subject Area: (circle one) Early Childhood Education Elementary Education

START ↓ National Board Certification in any subject	BUILD YOUR HOUSSE ↓ 100 Points = Highly Qualified										
	(Column 1)	AND/OR	(Column 2)	AND/OR	(Column 3)	AND/OR	(Column 4)	AND/OR	(Column 5)	AND/OR	(Column 6)
	Coursework in the Core Academic Subject Area for Early Childhood and Elementary Teachers on Official Transcript		Years of Satisfactory Teaching Experience in an Accredited School		Service in the Content (Early Childhood Education or Elementary Education) Area		Awards, Presentations, and Publications in Content (Early Childhood Education or Elementary Education) Area		Legislative Authorized Academic Institute* or Professional Development		Achievement of Students Taught (Optional)
<b>IN OKLAHOMA IF NATIONAL BOARD CERTIFIED YOU ARE HIGHLY QUALIFIED</b>	Semester hours of coursework with a grade of "C" or better in - English - Reading/Language Arts - Mathematics - Science - Foreign Language - Social Studies - Art - Music An EDUC/CIED or any other education prefix is not acceptable except for reading hours. Credits earned using the College-Level Examination Program (CLEP) are acceptable provided they are reflected on the official transcript. Also Semester hours of content coursework taught in an institution of higher education are acceptable		<b>Must be employed as a full-time teacher, teaching the core academic subjects any portion of the day</b>  Rationale: A. State-mandated professional development, 1981 B. State-mandated uniform teacher evaluation system, 1986 C. State-implemented <i>Priority Academic Student Skills (PASS)</i> objectives, 1993		Served as a: - Department chair/team leader - Mentor teacher - Cooperating teacher for intern/student teacher - Academic club sponsor - Academic judge - Membership in a regional, state, or national professional content organization - Officer in a regional, state, or national professional content organization - Serve on a local, state, or national committee to develop, select, evaluate, or validate content standards, curriculum, or assessments - Other (provide documentation)		- District teacher of the year - State teacher of the year finalist - State teacher of the year - Milken Family Foundation National Educator Award - Present academic content at local, state, regional or national professional meetings - Published a content article in regional, state, or national journal - Presidential Awards for Excellence in Mathematics and Science Teaching - Outstanding Educator Awards from content professional organizations		<b>Must be content-specific to core academic subject area (one point per clock hour)</b> A. Institute for special early childhood kindergarten certification* or B. Professional development related to <i>Priority Academic Student Skills (PASS)</i> - 1993 or C. Professional Development Institute Math = 30 points (Applies only to Grades 6, 7, or 8 math teachers)		- First, second, or third place in student academic competition  - Documented increase in student test scores
	<b>STOP HERE</b> 100 Points	• 4 points per semester hour earned or taught  ~ ~ ~ <b>If Column 1 is equal to or greater than 100 points, you are Highly Qualified. STOP HERE</b>		A. Fall 1981 - Spring 1986 1 point per year B. Fall 1986 - Spring 1993 2 points per year C. Fall 1993 - To present 3 points per year  Maximum 49 points.		• 10 points for any <b>one item.</b> • 20 points for <b>two or more items.</b>  (Documentation required.) Maximum 20 points.		• 10 points for any <b>one item.</b> • 20 points for <b>two or more items.</b>  (Documentation required.) Maximum 20 points.		A. 30 points B. 1 point per professional development clock hour C. 30 points  (Documentation required.) Maximum 30 points.	
	# Hours: _____ X 4 = _____		# Years Experience: A. B. C.						Institute: _____ Prof. Dev. Hours: _____		
	TOTAL Points:		TOTAL Points:		TOTAL Points:		TOTAL Points:		TOTAL Points:		TOTAL Points:

HOUSSE options provided by the Oklahoma State Department of Education to help schools comply with the federal mandates of No Child Left Behind.

**100 Points = Highly Qualified**  
Total of columns 1-6: \_\_\_\_\_

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGE 9 FOR ADDITIONAL HQ REQUIREMENTS**

**EARLY CHILDHOOD EDUCATION – Four-year-olds and Younger to Grade 3**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
4-YEAR-OLDS AND YOUNGER	1001 or 1002 Special Early Childhood Kindergarten <b>or</b> 1003 Early Childhood Education (PK-3) <b>or</b> 1004 Four-year-olds and Younger certificate + ✓ <b>Must Meet Highly Qualified Requirements – See pages 7-9</b>
KINDERGARTEN	1001 or 1003 Early Childhood (PK-3 or N-K) <b>or</b> 1002 Special Early Childhood Kindergarten + ✓ <b>Must Meet Highly Qualified Requirements – See pages 7-9</b>
GRADES 1 – 3	<b>1003 Early Childhood Education PK-3 <b>or</b> 1501 or 1600 Elementary Education (1-8) +</b> ✓ <b>Must Meet Highly Qualified Requirements – See pages 7-9</b>
ART	2001 Art (at level) <b>or</b> 1501 or 1600 Elementary Education (1-8) if appropriate to level <b>or</b> 1001 or 1003 Early Childhood Education
DANCE	2020 Dance <b>or</b> 2019 Physical Education/Health/Safety (at level) <b>or</b> 1501 or 1600 Elementary Education (1-8) if appropriate to level <b>or</b> 1001 or 1003 Early Childhood Education
FOREIGN LANGUAGE	Certification in specific foreign language <b>or</b> 1501 or 1600 Elementary Education (1-8) if appropriate to level <b>or</b> 1001 or 1003 Early Childhood Education
MUSIC	2013 Instrumental/General Music (Specific to Assignment) <b>or</b> 2014 General Music (All Assignments) <b>or</b> 2015 Vocal/General Music (Specific to Assignment) <b>or</b> 1501 or 1600 Elementary Education (1-8) if appropriate to level <b>or</b> 1001 or 1003 Early Childhood Education
NATIVE AMERICAN LANGUAGE	2010 Native American Language or Tribe must certify to local school board that person has expertise in the particular language and is eligible to represent the content of that language. If person is not a certified teacher, must be supervised by a certified teacher.
PHYSICAL EDUCATION/ HEALTH	2019 Physical Education/Health/Safety <b>or</b> 1501 or 1600 Elementary Education (1-8) if appropriate to level <b>or</b> 1001 or 1003 Early Childhood Education
READING	2021 Reading Specialist <b>or</b> 1001 or 1003 Early Childhood <b>or</b> 1501 or 1600 Elementary Education (1-8) if appropriate to level <b>or</b> 4150 Middle Level English (5-8) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 7-9</b>

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGE 9 FOR ADDITIONAL HQ REQUIREMENTS**

**OTHER STAFF ASSIGNMENTS**

ASSIGNMENT	Code/Certification Required + <b>MUST Meet Additional Highly Qualified Requirements if Checked</b> (✓)
GUIDANCE AND COUNSELING	0524 Elementary Counselor <b>or</b> 0525 School Counselor (PK-12) <b>or</b> guidance services may be provided by other personnel specially trained in the area of guidance.
LIBRARY	0515 Library Media Specialist <b>or</b> 0513 Librarian. The State Board of Education may grant districtwide exemptions from certification requirements for library-media specialists to districts experiencing a shortage in this area (70 O.S. § 3-126). Contact the Accreditation/Standards Section of the State Department of Education for additional information, (405) 521-3333.
PRINCIPAL AND ASSISTANT PRINCIPAL	0505 Elementary Principal  If a district wants to employ a principal who holds secondary rather than elementary principal certification, the superintendent, with good reasons, may ask the State Board of Education to waive the grade level requirement. If approved, assignment would be valid only for that school year in the requesting district. Contact the Accreditation/Standards Section of the State Department of Education for additional information, (405) 521-3333.
SCHOOL NURSE – Full Time	7005 School Nurse (Registered Nurse prerequisite and certified by the State Department of Education)
SCHOOL PSYCHOLOGIST	0517 School Psychologist
SCHOOL PSYCHOMETRIST	0519 School Psychometrist
SPEECH PATHOLOGIST	0521 Speech-Language Pathologist <b>or</b> 0523 Speech Pathologist
TITLE I	Title I assignments require the same certification as other assignments specified in this section + ✓ <b>Must Meet Highly Qualified Requirements – See pages 7-9</b>

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# Grades 4-8

**JULY 2010**

# Highly Qualified Requirements At a Glance

## No Child Left Behind Act of 2001

Form HQR



According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by June 30, 2006.



### Overview of Requirements for Highly Qualified Teachers

CORE ACADEMIC SUBJECT TEACHER - What does it take to be highly qualified?	Grades												
	PK	1	2	3	4	5	6	7	8	9	10	11	12
<b>Early Childhood - Grades Pre-Kindergarten (PK)-3</b> Early Childhood Education certificate <b>PLUS</b> Early Childhood Education test <b>OR</b> build HOUSSE* in Early Childhood Education													
<b>Elementary Education - Grades 1-8 Self-contained</b> Elementary Education certificate <b>PLUS</b> Elementary Education test <b>OR</b> build HOUSSE* in Elementary Education													
<b>Middle Level - Grades 6-8 Departmentalized (Except 7-8 Math)</b> Elementary Education or specific subject area certificate <b>PLUS</b> specific subject area test (does not include Elementary Education test) <b>OR</b> build HOUSSE* in specific subject area taught <b>OR</b> see ADDITIONAL OPTIONS on next page													
<b>Math - Grades 7-8</b> Appropriate Math certificate (Oklahoma Statute) <b>PLUS</b> Appropriate Math test <b>OR</b> build HOUSSE* in Math <b>OR</b> see ADDITIONAL OPTIONS on next page													
<b>Secondary Specific Subject Area - Grades 6-12</b> Appropriate certificate in specific subject area <b>PLUS</b> appropriate specific subject area test <b>OR</b> build HOUSSE* in specific subject area taught <b>OR</b> see ADDITIONAL OPTIONS on next page													
<b>Art, Music, Foreign Languages and Reading Specialist - Grades PK-12</b> Appropriate certificate in specific subject area <b>PLUS</b> appropriate specific subject area test <b>OR</b> build HOUSSE* in specific subject area taught <b>OR</b> for middle level/secondary see ADDITIONAL OPTIONS on next page													

For appropriate certificate refer to the *Certification Guide for School Staff Assignments* online at the Professional Standards Web site at <<http://www.sde.state.ok.us>>.

\*HOUSSE: High Objective Uniform State Standard of Evaluation

# Special Education Highly Qualified Requirements At a Glance

## No Child Left Behind Act of 2001

Form HQR



According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by June 30, 2006.



### Highly Qualified Requirements for Special Education Teachers who are Providing Direct Instruction and are the Teacher of Record for Core Academic Subjects

#### What does it take for a Special Education teacher to be highly qualified?

#### Special Education - Grades PK-12

**Veteran teachers in the Profession PRIOR TO December 3, 2004, are required to have Certificate in Special Education PLUS**

Build HOUSSE\* single core subject areas **OR** pass appropriate test for single core subject area. Middle level or secondary teachers have additional options below.

#### Special Education - Grades PK-12

**New teachers to the Profession AFTER December 3, 2004, are required to have Special Education Certificate AND appropriate certificate **for grade level** in Early Childhood OR Elementary Education.**

**Middle or Secondary Education requires passing subject area test in secondary, 6-12 or 7-12 subject area in whatever core subject the teacher is assigned to teach. A teacher who is certified in math, science, or language arts may attempt to use a HOUSSE\*\* procedure to become highly qualified in additional core subjects. This option is available only within two years of date of employment.**

### Special Education teachers who are not teacher of record may utilize the collaborative/co-teaching model.

Special Education teachers and core academic teachers are encouraged to consider the collaborative/co-teaching model as a service delivery option. Co-teaching will allow more individualized instruction in the general classroom, increase access to the general education curriculum for special education students, and decrease the stigma for students with special needs. Teachers can benefit from the professional support exchange of teaching practices as they work collaboratively together.

**Additional Options to be Highly Qualified for Middle Level or Secondary:** (Not an option for PK-5 early childhood/elementary education or 6<sup>th</sup> grade elementary education self-contained classes.)

- Complete an undergraduate major or coursework equivalent to undergraduate major (24 semester hours) in academic subject taught (Does not include elementary education coursework or special education coursework) **OR**
- Hold a Graduate Degree in subject area taught (Does not include elementary education graduate degree or special education graduate degree) **OR**
- Hold certification through National Board for Professional Teaching Standards in core academic subject taught.

\* HOUSSE: High Objective Uniform State Standard of Evaluation

## HIGHLY QUALIFIED TEACHER

According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education, and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by June 30, 2006.



### Elementary Education (Grades 4-8)

#### Highly qualified teachers must have:

- At least a bachelor's degree AND
- Appropriate license/certificate in subject(s) taught. (Teachers certified in special education and **new to the profession after December 3, 2004**, must also hold an **additional** certificate in elementary education **or** mathematics **or** language arts **or** science. The second certificate should reflect the teaching assignment and grade level.)

+

#### 4<sup>th</sup> - 8<sup>th</sup> Grade Self-Contained Regular Education

(Elementary education is an appropriate certificate. Exception: 7<sup>th</sup> and 8<sup>th</sup> grade mathematics must hold an appropriate mathematics certificate.)  
70 O.S. § 6-189.1

- Passed a state certification test in elementary education
- or**
- Demonstrated competency in elementary education based on a high objective uniform state standard of evaluation (HOUSSE)
  - Elementary Education HOUSSE page 10.

#### 6<sup>th</sup> - 8<sup>th</sup> Grade Departmentalized Regular Education

(Elementary education or middle/secondary level certificate is an appropriate certificate. Exception: 7th and 8th mathematics must hold an appropriate mathematics certificate.)

- Passed a state certification test in level and specific subject taught. (Does not include elementary education or special education test.)
- or**
- Completed an undergraduate academic major or coursework equivalent to an undergraduate academic major (24 semester hours of subject-specific coursework) in subject taught as documented by the teacher's official transcript. (Does not include an elementary education or special education major.)
- or**
- Completed a graduate degree in subject taught. (Does not include an elementary education or special education graduate degree.)
- or**
- Holds certificate through National Board for Professional Teaching Standards in the core academic subject taught.
- or**
- Demonstrated competency in each subject taught based on a High Objective Uniform State Standard of Evaluation (HOUSSE).
  - Middle Level-Secondary HOUSSE, page 17.



**OPTION E**  
**MIDDLE LEVEL (Grades 6, 7, & 8) AND SECONDARY LEVEL (Grades 9-12)**

Oklahoma's High Objective Uniform State Standard of Evaluation (HOUSSE) Checksheet for Demonstrating Subject Competency

*To be completed for each core academic subject area taught.*  
 (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and/or music], history, and geography)

Name: \_\_\_\_\_ Teacher Number: \_\_\_\_\_ Core Academic Subject Area: \_\_\_\_\_

**START** **BUILD YOUR HOUSSE** **100 Points = Highly Qualified**

	(Column 1)	AND/OR	(Column 2)	AND/OR	(Column 3)	AND/OR	(Column 4)	AND/OR	(Column 5)	AND/OR	(Column 6)
National Board Certification in any subject	Coursework in the Core Academic Subject Area		Years of Satisfactory Teaching Experience in an Accredited School		Service in the Core Academic Subject Area		Awards, Presentations, and Publications in Academic Content Area		Legislative Authorized Academic Institutes* or Professional Development		Achievement of Students Taught (Optional)
<b>IN OKLAHOMA</b>	<p align="center"><b>Must be content-specific to core academic subject area</b></p> Semester hours of content coursework with a grade of "C" or better.  An EDUC/CIED or any other education prefix is not acceptable except for reading hours. or Credits earned using the College-Level Examination Program (CLEP) are acceptable provided they are reflected on the official transcript.  Semester hours of content coursework taught in an institution of higher education are acceptable		<p align="center"><b>Must be employed as a full-time teacher, teaching the core academic subjects any portion of the day</b></p> Rationale: A. State-mandated professional development, 1981 B. State-mandated uniform teacher evaluation system, 1986 C. State Priority Academic Student Skills (PASS) objectives, 1993		<p align="center"><b>Must be content-specific to core academic subject area</b></p> Served as a: - Department chair/team leader - Mentor teacher - Cooperating teacher for intern/student teacher - Academic club sponsor - Academic judge - Membership in a regional, state, or national professional content organization - Officer in a regional, state, or national professional content organization - Serve on a local, state, or national committee to develop, select, evaluate, or validate content standards, curriculum, or assessments - Other (Provide documentation)		<p align="center"><b>Must be content-specific to core academic subject area</b></p> - District teacher of the year - State teacher of the year finalist - State teacher of the year - Milken Family Foundation National Educator Award - Present academic content at local, state, regional or national professional meetings - Published a content article in regional, state, or national journal - Presidential Awards for Excellence in Mathematics and Science Teaching - Outstanding Educator Awards from content professional organizations		<p align="center"><b>Must be content-specific to core academic subject area (one point per clock hour)</b></p> - Professional Development Institute - Math = 30 points* - Professional Development Institute - Science = 30 points*  Professional development 1 point per clock hour - Algebra for All (College Board model) - Pre AP/AP training in subject area or - Professional development related to Priority Academic Student Skills (PASS) - 1993		<p align="center"><b>Must be content-specific to core academic subject area</b></p> - First, second, or third place in student academic competition such as collegiate interscholastic meet  - Documented increase in student test scores
<b>IF NATIONAL BOARD CERTIFIED</b>											
<b>YOU ARE HIGHLY QUALIFIED</b>											
<b>STOP HERE</b>	- 4 points per semester hour earned or taught		A. Fall 1981 - Spring 1986 1 point per year B. Fall 1986 - Spring 1993 2 points per year C. Fall 1993 - To present 3 points per year  Maximum 49 points.		- 10 points for any <b>one</b> item. - 20 points for <b>two or more</b> items.  (Documentation required.) Maximum 20 points.		- 10 points for any <b>one</b> item. - 20 points for <b>two or more</b> items.  (Documentation required.) Maximum 20 points.		• ___ points Math PDI • ___ points Science PDI • ___ points Algebra for All • ___ points AP training • ___ points per Professional Development clock hour (Documentation required.) Maximum 30 points.		• 10 points for any <b>one</b> item. • 20 points for <b>two or more</b> items.  (Documentation required.) Maximum 20 points.
<b>100 Points</b>	# Hours: _____ X 4 = _____		# Years Experience:    A.    B.    C.						Institutes: _____ Prof. Dev. Hours: _____		
	TOTAL Points:		TOTAL Points:		TOTAL Points:		TOTAL Points:		TOTAL Points:		TOTAL Points:

HOUSSE options provided by the Oklahoma State Department of Education to help schools comply with the federal mandates of No Child Left Behind.

**100 Points = Highly Qualified**  
 Total of columns 1-6: \_\_\_\_\_

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGE 16 FOR ADDITIONAL HQ REQUIREMENTS**

**GRADES 4-5**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
<b>GRADES 4-5</b>	1501 or 1600 Elementary Education (1-8) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
ART	2001 Art <b>or</b> 1501 or 1600 Elementary Education (1-8)
DANCE	2020 Dance <b>or</b> 2019 Physical Education/Health/Safety <b>or</b> 1501 or 1600 Elementary Education (1-8)
FOREIGN LANGUAGE	Certification in specific foreign language (at level) <b>or</b> 1501 or 1600 Elementary Education (1-8)
MUSIC	2013 Instrumental/General Music (Specific to Assignment) <b>or</b> 2014 General Music (All Assignments) <b>or</b> 2015 Vocal/General Music (Specific to Assignment) <b>or</b> 2050 Middle Level Music (at level) <b>or</b> 1501 or 1600 Elementary Education (1-8)
PHYSICAL EDUCATION/ HEALTH/NUTRITION	2019 Physical Education/Health/Safety <b>or</b> 1501 or 1600 Elementary Education (1-8)
MATHEMATICS (GRADE 5)	5575 Mathematics-Middle/Junior High School <b>or</b> 5554 and 5555 Middle Level Mathematics <b>or</b> any 6-12 or 7-12 mathematics certification <b>or</b> 1501 or 1600 Elementary Education (1-8) (Oklahoma law allows any secondary mathematics certificate as an appropriate certificate for 5 <sup>th</sup> grade mathematics) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
NATIVE AMERICAN LANGUAGE	2010 Native American Language <b>or</b> Tribe must certify to local school board that person has expertise in the particular language and is eligible to represent the content of that language. If person is not a certified teacher with certification at the level of assignment, must be supervised by a teacher at that level.
READING – GRADE 5	2021 Reading Specialist <b>or</b> 4150 Middle Level English <b>or</b> 1501 or 1600 Elementary Education (1-8) <b>or</b> 1003 Early Childhood <b>or</b> 4150 Middle Level English (5-8) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>

**PERSONAL FINANCIAL LITERACY**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
PERSONAL FINANCIAL LITERACY	Any certificate. Beginning with students entering the seventh grade in the 2008-2009 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall fulfill the requirements for a personal financial literacy passport (70 O.S. § 11-103.6H). Instruction may be taught in a single personal financial literacy course or be integrated into other coursework, Grades 7 through 12, as decided by the local district.

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGE 16 FOR ADDITIONAL HQ REQUIREMENTS**

**GRADES 6-8–SUBJECT SPECIFIC**

**AGRICULTURE**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
AGRICULTURE ORIENTATION – GRADES 7 and 8	3001 Agriculture - General or 7550 Agricultural Education or 1501 or 1600 Elementary Education (1-8)
GENERAL AGRICULTURE – GRADES 7 AND 8	3001 Agriculture - General or 7550 Agricultural Education or 1501 or 1600 Elementary Education (1-8)

**BUSINESS EDUCATION**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
CAREERS/EXPLORATION	3511 Career/Occupational Information or any certificate at grade level
KEYBOARDING I	Any certificate. Employing district makes assignment based on expertise as determined by the local school board

**COMPUTER EDUCATION**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
COMPUTER/ TECHNICAL EDUCATION GRADES 6, 7, AND 8	Any certificate. Employing district makes assignment based on expertise as determined by the local school board

**DANCE**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
DANCE GRADES 6, 7, AND 8	2020 Dance or 2090 Physical Education/Health-Middle/Junior High School or 2019 Physical Education/Health/Safety or 1501 or 1600 Elementary Education (1-8)

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGE 16 FOR ADDITIONAL HQ REQUIREMENTS**

**ENGLISH/LANGUAGE ARTS**

<b>ASSIGNMENT</b>	<b>Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)</b>
LANGUAGE ARTS - GRADES 6, 7, AND 8	4075 Middle/Junior High School Language Arts <b>or</b> 4150 Middle Level English <b>or</b> any 6-12 or 7-12 secondary English certification <b>or</b> 1501 or 1600 Elementary Education (1-8) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
ENGLISH AS A SECOND LANGUAGE - GRADES 6, 7, AND 8	8011 English as a Second Language <b>or</b> any current certificate.
LIBRARY SCIENCE – GRADES 6, 7, and 8	4075 Middle/Junior High School Language Arts <b>or</b> 4150 Middle Level English <b>or</b> 4009 Library Science <b>or</b> any 6-12 or 7-12 English certification <b>or</b> 0513 Librarian <b>or</b> 0515 Library Media Specialist <b>or</b> 1501 or 1600 Elementary Education (1-8)
NEWSPAPER/YEARBOOK – GRADES 7 AND 8	Any certificate.
READING - GRADES 6, 7, AND 8	2021 Reading Specialist or 4075 Language Arts - Middle/Junior High School or 4150 Middle Level English or any 6-12 or 7-12 English certification or 1501 or 1600 Elementary Education (1-8) <b>or</b> 1003 Early Childhood <b>or</b> 4150 Middle Level English (5-8) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
SPEECH – GRADES 6, 7, AND 8	4013 or 4201 Speech and Drama <b>or</b> 4250 Speech/Drama/Debate <b>or</b> 1501 or 1600 Elementary Education (1-8)

**FAMILY AND CONSUMER SCIENCES/HOME ECONOMICS**

<b>ASSIGNMENT</b>	<b>Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)</b>
FAMILY AND CONSUMER SCIENCES – GRADES 7 AND 8	4550 Family and Consumer Sciences <b>or</b> 1501 or 1600 Elementary Education (1-8) <b>or</b> Any 6-12 or 7-12 Home Economics certification
LIFE MANAGEMENT – GRADE 8	
PERSONAL DEVELOPMENT- GRADE 6	
TEEN ECOLOGY – GRADE 7	4550 Family and Consumer Sciences <b>or</b> 1501 or 1600 Elementary Education (1-8) <b>or</b> Any 6-12 or 7-12 Home Economics certification

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGE 16 FOR ADDITIONAL HQ REQUIREMENTS**

**FINE ARTS AND MUSIC**

ASSIGNMENT	Code/Certification Required + <b>MUST Meet Additional Highly Qualified Requirements if Checked</b> (✓)
ART - GRADES 6, 7, AND 8	2075 Art - Middle/Junior High School <b>or</b> 2001 Art <b>or</b> 1501 or 1600 Elementary Education (1-8) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
DANCE GRADES 6, 7, AND 8	2020 Dance <b>or</b> 2090 Physical Education/Health-Middle/Junior High School <b>or</b> 2019 Physical Education/Health/(Safety) <b>or</b> 1501 or 1600 Elementary Education (1-8)
INSTRUMENTAL MUSIC – GRADES 6, 7, AND 8	2050 Middle Level Music <b>or</b> 2085 Music - Middle/Junior High School <b>or</b> 2013 Instrumental/General Music <b>or</b> 2014 General Music <b>or</b> 1501 or 1600 Elementary Education (1-8) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
VOCAL MUSIC - GRADES 6, 7, AND 8	2050 Middle Level Music <b>or</b> 2085 Music – Middle/Junior High School <b>or</b> 2015 Vocal/General Music <b>or</b> 2014 General Music <b>or</b> 1501 or 1600 Elementary Education (1-8) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>

**HEALTH AND PHYSICAL EDUCATION**

ASSIGNMENT	Code/Certification Required + <b>MUST Meet Additional Highly Qualified Requirements if Checked</b> (✓)
DANCE GRADES 6, 7, AND 8	2020 Dance <b>or</b> 2090 Physical Education/Health-Middle/Junior High School <b>or</b> 2019 Physical Education/Health/(Safety) <b>or</b> 1501 or 1600 Elementary Education.
HEALTH/NUTRITION - GRADES 6, 7, AND 8	2017 Health <b>or</b> 2019 Physical Education/Health/Safety <b>or</b> 2090 Physical Education/Health-Middle/Junior High School <b>or</b> 6003 Biology <b>or</b> 6050 Biological Sciences <b>or</b> 1501 or 1600 Elementary Education (1-8) <b>or</b> 7005 School Nurse <b>or</b> 6001 Anatomy and Physiology.
PHYSICAL EDUCATION – GRADES 6, 7, AND 8	2090 Physical Education/Health - Middle/Junior High School <b>or</b> 2019 Physical Education/Health/Safety <b>or</b> 1501 or 1600 Elementary Education (1-8)

**HUMANITIES**

ASSIGNMENT	Code/Certification Required + <b>MUST Meet Additional Highly Qualified Requirements if Checked</b> (✓)
HUMANITIES 6, 7, AND 8	Any certificate. + ✓ <b>Must Meet Highly Qualified Requirements if given for Art or Music credit – See pages 14-16</b>

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGE 16 FOR ADDITIONAL HQ REQUIREMENTS**

**LANGUAGES**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
CHINESE – GRADES 6, 7, AND 8	2012 Chinese or 1501 or 1600 Elementary Education (1-8) † ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
FRENCH - GRADES 6, 7, AND 8	2003 or 3701 French or 1501 or 1600 Elementary Education (1-8) † ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
GERMAN – GRADES 6, 7, AND 8	2005 or 3703 German or 1501 or 1600 Elementary Education (1-8) † ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
ITALIAN – GRADES 6, 7, AND 8	2008 Italian or 1501 or 1600 Elementary Education (1-8) † ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
JAPANESE – GRADES 6, 7, AND 8	2004 Japanese or 1501 or 1600 Elementary Education (1-8) † ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
LATIN - GRADES 6, 7, AND 8	2007 or 3705 Latin or 1501 or 1600 Elementary Education (1-8) † ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
NATIVE AMERICAN LANGUAGE – GRADES 6, 7, AND 8	2010 Native American Language: If not taught for foreign language credit, the Tribal certification applies. If the instructor is not a certified teacher, must be supervised by a teacher appropriately certified for the grade level. If taught for foreign language credit, the teacher of record needs to be a highly qualified, certified teacher. At this time, highly qualified status by testing is only available in Cherokee. For all other Native American languages, highly qualified status is granted by the Tribal certification. † ✓ <b>Must Hold Any Secondary Certificate and Meet Highly Qualified Requirements if Given for Foreign Language Credit. – See pages 14-16</b>
RUSSIAN – GRADES 6, 7, AND 8	2006 Russian or 3709 Russian or 1501 or 1600 Elementary Education (1-8) † ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
SPANISH - GRADES 6, 7, AND 8	2011 Spanish or 3711 Spanish or 1501 or 1600 Elementary Education (1-8) † ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
AMERICAN SIGN LANGUAGE GRADES 6, 7, AND 8	2002 American Sign Language or Any certificate. Employing district makes assignment based on expertise as determined by the local school board. † ✓ <b>For the 2008-2009 School Year, Must Meet <u>NEW</u> Highly Qualified Requirements if Given for Foreign Language Credit – See page 89</b>
GREEK - GRADES 6, 7, AND 8	2018 Greek or 1501 or 1600 Elementary Education † ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
TURKISH – GRADES 6, 7, AND 8	2016 Turkish or 1501 or 1600 Elementary Education † ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGE 16 FOR ADDITIONAL HQ REQUIREMENTS**

**MATHEMATICS**

ASSIGNMENT	Code/Certification Required + <b><u>MUST Meet Additional Highly Qualified Requirements if Checked</u></b> (✓)
MATHEMATICS – GRADE 6	5575 Mathematics-Middle/Junior High School <b>or</b> 5554 or 5555 Middle Level Mathematics <b>or</b> any 6-12 or 7-12 mathematics certification <b>or</b> 1501 or 1600 Elementary Education (1-8) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
MATHEMATICS - GRADES 7 AND 8	5554 or 5555 Middle Level Mathematics <b>or</b> 5552 Intermediate Mathematics <b>or</b> 5550 Advanced/Secondary Mathematics <b>or</b> any 6-12 or 7-12 secondary mathematics. 5554 is not an appropriate certificate to teach mathematics for high school credit. See page 27 for specific information about math certification required for high school credit. + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
PRE-ALGEBRA GRADES 7 AND 8	<i>Pre-Algebra can not count for high school math credit.</i> + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
ALGEBRA I GRADES 7 AND 8	5554 is not an appropriate certificate to teach mathematics for high school credit. See page 27 for specific information about math certification required for high school credit. + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
ALGEBRA I – CONCEPTS GRADES 7 AND 8	Any N-12 or PK-12 Special Education <b>or</b> in collaboration with a teacher who holds 1501 or 1600 Elementary Education (1-8) + ✓ <b>Must Meet Highly Qualified Requirements in Elementary Education or Mathematics – See pages 15 and 16</b>
ALGEBRA I – ESSENTIALS GRADES 7 AND 8	Any N-12 or PK-12 Special Education <b>or</b> in collaboration with a teacher who holds 6-12 or 7-12 mathematics certification + ✓ <b>Must Meet Highly Qualified Requirements in Mathematics – See pages 15 and 16</b>

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGE 16 FOR ADDITIONAL HQ REQUIREMENTS**

**SCIENCE**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
EARTH SCIENCE – GRADES 6, 7, AND 8	6075 Science - Middle/Junior High School or 6055 Middle Level Science or any 6-12 or 7-12 science certification or 1501 or 1600 Elementary Education (1-8) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
GENERAL SCIENCE – GRADES 6, 7, AND 8	
GENERAL SCIENCE CONCEPTS – GRADES 6, 7, AND 8	Any N-12 or PK–12 Special Education or in collaboration with a teacher who holds 1501 or 1600 Elementary Education + ✓ <b>Must Meet Highly Qualified Requirements in Elementary Education or Science – See pages 15 and 16</b>
GENERAL SCIENCE ESSENTIALS – GRADES 6, 7, AND 8	Any N-12 or PK–12 Special Education or in collaboration with a teacher who holds any 6-12 or 7-12 science certification + ✓ <b>Must Meet Highly Qualified Requirements in Science – See pages 15 and 16</b>
LIFE SCIENCE - GRADES 6, 7, AND 8	6075 Science - Middle/Junior High School or 6055 Middle Level Science or any 6-12 or 7-12 science certification or 1501 or 1600 Elementary Education (1-8) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
PHYSICAL SCIENCE – GRADES 6, 7, AND 8	

**SOCIAL STUDIES**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
CAREER/CAREER EXPLORATION	Any certificate at grade level.
HISTORY OF RELIGION – GRADES 7 AND 8	6575 Middle/Junior High School Social Studies or 6560 Middle Level Social Studies or any 6-12 or 7-12 social studies certification or 1501 or 1600 Elementary Education (1-8) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
OKLAHOMA HISTORY – GRADES 7 AND 8	
WORLD GEOGRAPHY - GRADES 6 AND 7	
WORLD STUDIES – GRADE 6	
U.S. HISTORY – GRADE 8	

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGE 16 FOR ADDITIONAL HQ REQUIREMENTS**

**TECHNOLOGY ENGINEERING/INDUSTRIAL ARTS**

ASSIGNMENT	Code/Certification Required + <b>MUST Meet Additional Highly Qualified Requirements if Checked</b> (✓)
TECHNOLOGY ENGINEERING/ INDUSTRIAL ARTS – GRADES 6, 7, AND 8	8575 Technology Engineering-Middle/Junior High School or 8550 Technology Engineering or any 6-12 or 7-12 Technology Engineering certification or any 6-12 or 7-12 Industrial Arts certification or 1501 or 1600 Elementary Education (1-8).
CAREERTECH TECHNOLOGY ENGINEERING I-IV	8550 Technology Engineering or any 5-8, 6-8, 6-12, or 7-12 mathematics or science certification or as approved through State Program Administrator of Technology Engineering Division, Oklahoma Department of CareerTech.

**GENERAL INFORMATION**

ASSIGNMENT	Code/Certification Required + <b>MUST Meet Additional Highly Qualified Requirements if Checked</b> (✓)
7 <sup>TH</sup> - AND 8 <sup>TH</sup> -GRADE COURSES FOR HIGH SCHOOL CREDIT	Teacher must have certification appropriate for high school assignments. Also, see “7 <sup>th</sup> - and 8 <sup>th</sup> -grade Courses for High School Credit,” page 27 + ✓ <b>Must Meet Highly Qualified Requirements – See page 16</b>
HONORS COURSES	Teacher must be certified to teach in the subject area of the course + ✓ <b>Must Meet Highly Qualified Requirements – See page 16</b>

**OTHER STAFF ASSIGNMENTS**

ASSIGNMENT	Code/Certification Required + <b>MUST Meet Additional Highly Qualified Requirements if Checked</b> (✓)
COMPETITIVE ATHLETICS	All athletic coaches being assigned coaching duties shall have completed a course in the care and prevention of athletic injuries. OAC 210:35-5-45 (b)(2), February 2007 All coaches and athletic directors shall be employed by the school district and shall hold a valid teaching certificate. Their names shall appear on the class schedule.
DEAN OF STUDENTS	Any certificate
GUIDANCE AND COUNSELING	
GRADES 4-6	0524 Elementary Counselor or 0525 School Counselor (PK-12) NOTE: In an elementary school, guidance services may be provided by other personnel specially trained in the area of guidance.
GRADES 7 AND 8	0524 Elementary Counselor or 0526 Secondary Counselor (7-12) or 0525 School Counselor (PK-12) NOTE: In an elementary school, guidance services may be provided by other personnel specially trained in the area of guidance.
HONORS COURSES	Teacher must be certified to teach in the subject area of the course + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
LEADERSHIP EDUCATION ACHIEVEMENT PROGRAM (LEAP)	Any certificate
LIBRARY	0515 Library Media Specialist or 0513 Librarian. The State Board of Education may grant districtwide exemptions from certification requirements for library-media specialists to districts experiencing a shortage in this area. 70 O.S. § 3-126. Contact the Accreditation/Standards Section of the State Department of Education for additional information, (405) 521-3333.

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGE 16 FOR ADDITIONAL HQ REQUIREMENTS**

**OTHER STAFF ASSIGNMENTS (continued)**

ASSIGNMENT	Code/Certification Required + <b><u>MUST Meet Additional Highly Qualified Requirements if Checked</u></b> (✓)
PRINCIPAL AND ASSISTANT PRINCIPAL	If a district wants to employ a principal who holds principal certification at a grade level different from the school site grade level, the superintendent, with good reasons, may ask the State Board of Education to waive the grade level requirement. If approved, the assignment would be valid only for that school year in the requesting district. Contact the Accreditation/Standards Section of the State Department of Education for additional information, (405) 521-3333.
GRADE 4	0505 Elementary Principal
GRADE 5	0505 Elementary Principal <b>or</b> 0504 Middle Level Principal
GRADES 6, 7, AND 8	0505 Elementary Principal <b>or</b> 0504 Middle Level Principal <b>or</b> 0503 Secondary Principal
ROTC	8015 ROTC
SCHOOL NURSE - Full Time	7005 School Nurse (R.N. Prerequisite and certified by the State Department of Education).
SCHOOL PSYCHOLOGIST	0517 School Psychologist
SCHOOL PSYCHOMETRIST	0519 School Psychometrist
SPEECH PATHOLOGIST	0521 Speech-Language Pathologist <b>or</b> 0523 Speech Pathologist
TITLE I	Title I assignments require the same certification as other middle/junior high school assignments specified in this section + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>

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## SEVENTH- AND EIGHTH-GRADE COURSES FOR HIGH SCHOOL CREDIT

*NOTE: All teacher assignments must meet highly qualified requirements.*

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Language Arts .....	Secondary English specific to the subject being taught
Mathematics .....	Secondary Mathematics specific to the subject being taught
(70 O.S. § 6-189.1)	
	<b>or</b>
	5552 Intermediate Mathematics (Algebra, Geometry, General Mathematics)
	<b>or</b>
	5550 Advanced/Secondary Mathematics (Algebra, Geometry, General Mathematics, Calculus, Mathematics Analysis, Trigonometry, Statistics)
	<b>or</b>
	5555 Middle Level Mathematics for high school credit
Sciences .....	Secondary Science specific to the subject being taught
Social Studies .....	Secondary Social Studies specific to the subject being taught
The Arts .....	Certification specific to subject

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## SEVENTH- AND EIGHTH-GRADE COURSES FOR HIGH SCHOOL CREDIT

*NOTE: All teacher assignments must meet highly qualified requirements.*

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Language Arts .....	Secondary English specific to the subject being taught
Mathematics .....	Secondary Mathematics specific to the subject being taught
(70 O.S. § 6-189.1)	
	<b>or</b>
	5552 Intermediate Mathematics (Algebra, Geometry, General Mathematics)
	<b>or</b>
	5550 Advanced/Secondary Mathematics (Algebra, Geometry, General Mathematics, Calculus, Mathematics Analysis, Trigonometry, Statistics)
	<b>or</b>
	5555 Middle Level Mathematics for high school credit
Sciences .....	Secondary Science specific to the subject being taught
Social Studies .....	Secondary Social Studies specific to the subject being taught
The Arts .....	Certification specific to subject

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# High School

Grades 9-12

**JULY 2010**

# Highly Qualified Requirements At a Glance

## No Child Left Behind Act of 2001

Form HQR



According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by June 30, 2006.



### Overview of Requirements for Highly Qualified Teachers

CORE ACADEMIC SUBJECT TEACHER - What does it take to be highly qualified?	Grades												
	PK	1	2	3	4	5	6	7	8	9	10	11	12
<b>Early Childhood - Grades Pre-Kindergarten (PK)-3</b> Early Childhood Education certificate <b>PLUS</b> Early Childhood Education test <b>OR</b> build HOUSSE* in Early Childhood Education													
<b>Elementary Education - Grades 1-8 Self-contained</b> Elementary Education certificate <b>PLUS</b> Elementary Education test <b>OR</b> build HOUSSE* in Elementary Education													
<b>Middle Level - Grades 6-8 Departmentalized (Except 7-8 Math)</b> Elementary Education or specific subject area certificate <b>PLUS</b> specific subject area test (does not include Elementary Education test) <b>OR</b> build HOUSSE* in specific subject area taught <b>OR</b> see ADDITIONAL OPTIONS on next page													
<b>Math - Grades 7-8</b> Appropriate Math certificate (Oklahoma Statute) <b>PLUS</b> Appropriate Math test <b>OR</b> build HOUSSE* in Math <b>OR</b> see ADDITIONAL OPTIONS on next page													
<b>Secondary Specific Subject Area - Grades 6-12</b> Appropriate certificate in specific subject area <b>PLUS</b> appropriate specific subject area test <b>OR</b> build HOUSSE* in specific subject area taught <b>OR</b> see ADDITIONAL OPTIONS on next page													
<b>Art, Music, Foreign Languages and Reading Specialist - Grades PK-12</b> Appropriate certificate in specific subject area <b>PLUS</b> appropriate specific subject area test <b>OR</b> build HOUSSE* in specific subject area taught <b>OR</b> for middle level/secondary see ADDITIONAL OPTIONS on next page													

For appropriate certificate refer to the *Certification Guide for School Staff Assignments* online at the Professional Standards Web site at <<http://www.sde.state.ok.us>>.

\*HOUSSE: High Objective Uniform State Standard of Evaluation

# Special Education Highly Qualified Requirements At a Glance

## *No Child Left Behind Act of 2001*

Form HQR



According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by June 30, 2006.



### Highly Qualified Requirements for Special Education Teachers who are Providing Direct Instruction and are the Teacher of Record for Core Academic Subjects

#### What does it take for a Special Education teacher to be highly qualified?

#### Special Education - Grades PK-12

**Veteran teachers in the Profession PRIOR TO December 3, 2004, are required to have**

Certificate in Special Education **PLUS**

Build HOUSSE\* *single* core subject areas **OR** pass appropriate test for single core subject area. Middle level or secondary teachers have additional options below.

#### Special Education - Grades PK-12

**New teachers to the Profession AFTER December 3, 2004, are required to have**

Special Education Certificate **AND** appropriate certificate **for grade level** in Early Childhood **OR** Elementary Education.

Middle or Secondary Education requires passing subject area test in secondary, 6-12 or 7-12 subject area in whatever core subject the teacher is assigned to teach. A teacher who is certified in math, science, or language arts may attempt to use a HOUSSE\*\* procedure to become highly qualified in additional core subjects. This option is available only within two years of date of employment.

### Special Education teachers who are not teacher of record may utilize the collaborative/co-teaching model.

Special Education teachers and core academic teachers are encouraged to consider the collaborative/co-teaching model as a service delivery option. Co-teaching will allow more individualized instruction in the general classroom, increase access to the general education curriculum for special education students, and decrease the stigma for students with special needs. Teachers can benefit from the professional support exchange of teaching practices as they work collaboratively together.

**Additional Options to be Highly Qualified for Middle Level or Secondary:** (Not an option for PK-5 early childhood/elementary education or 6-8 elementary education self-contained classes.)

- Complete an undergraduate major or coursework equivalent to undergraduate major (24 semester hours) in academic subject taught (Does not include elementary education coursework or special education coursework) **OR**
- Hold a Graduate Degree in subject area taught (Does not include elementary education graduate degree or special education graduate degree) **OR**
- Hold certification through National Board for Professional Teaching Standards in core academic subject taught.

\*HOUSSE: High Objective Uniform State Standard of Evaluation

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## HIGHLY QUALIFIED TEACHER

According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education, and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by June 30, 2006.



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### Secondary Education (Grades 9-12)

**Highly qualified teachers must have:**

- At least a bachelor's degree AND
- Appropriate license/certificate in subject(s) taught. (Teachers certified in special education and **new to the profession after December 3, 2004**, must also hold an **additional** certificate in mathematics **or** language arts **or** science. The second certificate should reflect the teaching assignment. New special education teachers, teaching multiple core academic subjects have two years from date of employment to become Highly Qualified in ALL subjects taught.)  
+
- Passed a state certification test in level/specific subject taught. (Does not include a special education test)  
**or**
- Completed an undergraduate academic major or coursework equivalent to an undergraduate academic major (24 semester hours of subject-specific coursework) in subject taught as documented by the teacher's official transcript. (Does not include a special education major)  
**or**
- Completed a graduate degree in subject taught. (Does not include a special education graduate degree)  
**or**
- Certification through National Board for Professional Teaching Standards in subject taught. (Does not include National Board Certification in Exceptional Needs)  
**or**
- Demonstrated competency in each subject taught based on a High Objective Uniform State Standard of Evaluation (HOUSSE).
  - Secondary HOUSSE, see page 34.
  - Special Education HOUSSE, see page 86.
  - Special Education teachers new to the profession HOUSSE, see page 86.

# High School Career and Technology Education

## Grades 9-12

### HIGHLY QUALIFIED MATH AND SCIENCE TEACHERS

If high school students are taking courses for math or science credit at a Career Technology Center, the course must be entered on the high school's Application for Accreditation "Teacher Assignments/Highly Qualified Teachers" during the October data collection. To enter teachers who teach an embedded math or science course, use the math or science class codes for these teachers (consult the high school class code sheets for the list of math and science codes). Do not use the Career Technology class codes. If they do not have an embedded math or science class in the Career Technology class do not list the teacher.

By June 30, 2006, classes taken at a Career Technology Center for mathematics and science credit must be taught by highly qualified teachers. The Career Technology Center must supply to the sending school a copy of the documentation showing that the teachers of mathematics and science high school credit courses are highly qualified.

- Highly qualified requirements for Career Technology teachers are listed on page 33.
- The High Objective Uniform State Standard of Evaluation (HOUSSE) is on page 34.

## **High School Career and Technology Education**

### **Any Course Given for High School Mathematics or Science Credit**

#### **Highly qualified teachers must have:**

- At least a bachelor's degree AND
- Appropriate career tech license/certificate in subject(s) taught.  
+
- Passed a state certification test appropriate to mathematics or science taught.  
**or**
- Completed an undergraduate academic major or coursework equivalent to an undergraduate academic major (24 semester hours of subject-specific coursework) in math or science as documented by the teacher's official transcript.  
**or**
- Completed a graduate degree in math or science.  
**or**
- Holds certification through National Board for Professional Teaching Standards in mathematics/science.  
**or**
- Demonstrated competency in mathematics/science taught based on a High Objective Uniform State Standard of Evaluation (HOUSSE). See middle level/secondary HOUSSE, page 34.

**NOTE:** The career technology center must supply to the sending school a copy of the documentation showing that the teachers of mathematics and science credit courses are highly qualified.



### OPTION E

## MIDDLE LEVEL (Grades 6, 7, & 8) AND SECONDARY LEVEL (Grades 9-12)

### Oklahoma's High Objective Uniform State Standard of Evaluation (HOUSSE) Checksheet for Demonstrating Subject Competency

*To be completed for each core academic subject area taught.*  
 (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and/or music], history, and geography)

Name: \_\_\_\_\_ Teacher Number: \_\_\_\_\_ Core Academic Subject Area: \_\_\_\_\_

	(Column 1)	AND/OR	(Column 2)	AND/OR	(Column 3)	AND/OR	(Column 4)	AND/OR	(Column 5)	AND/OR	(Column 6)		
START   BUILD YOUR HOUSSE  100 Points = Highly Qualified	National Board Certification in any subject		Coursework in the Core Academic Subject Area		Years of Satisfactory Teaching Experience in an Accredited School		Service in the Core Academic Subject Area		Awards, Presentations, and Publications in Academic Content Area		Legislative Authorized Academic Institutes* or Professional Development		Achievement of Students Taught (Optional)
<b>IN OKLAHOMA</b>  <b>IF NATIONAL BOARD CERTIFIED</b>  <b>YOU ARE HIGHLY QUALIFIED</b>	<b>STOP HERE</b>  <b>100 Points</b>		<p><b>Must be content-specific to core academic subject area</b></p> <p>Semester hours of content coursework with a grade of "C" or better.</p> <p>An EDUC/CIED or any other education prefix is not acceptable except for reading hours.</p> <p style="text-align: center;">or</p> <p>Credits earned using the College-Level Examination Program (CLEP) are acceptable provided they are reflected on the official transcript.</p> <p>Semester hours of content coursework taught in an institution of higher education are acceptable</p>		<p><b>Must be employed as a full-time teacher, teaching the core academic subjects any portion of the day</b></p> <p>Rationale:</p> <p>A. State-mandated professional development, 1981</p> <p>B. State-mandated uniform teacher evaluation system, 1986</p> <p>C. State <i>Priority Academic Student Skills (PASS)</i> objectives, 1993</p>		<p><b>Must be content-specific to core academic subject area</b></p> <p>Served as a:</p> <ul style="list-style-type: none"> <li>- Department chair/team leader</li> <li>- Mentor teacher</li> <li>- Cooperating teacher for intern/student teacher</li> <li>- Academic club sponsor</li> <li>- Academic judge</li> <li>- Membership in a regional, state, or national professional content organization</li> <li>- Officer in a regional, state, or national professional content organization</li> <li>- Serve on a local, state, or national committee to develop, select, evaluate, or validate content standards, curriculum, or assessments</li> <li>- Other (Provide documentation)</li> </ul>		<p><b>Must be content-specific to core academic subject area</b></p> <ul style="list-style-type: none"> <li>- District teacher of the year</li> <li>- State teacher of the year finalist</li> <li>- State teacher of the year</li> <li>- Milken Family Foundation National Educator Award</li> <li>- Present academic content at local, state, regional or national professional meetings</li> <li>- Published a content article in regional, state, or national journal</li> <li>- Presidential Awards for Excellence in Mathematics and Science Teaching</li> <li>- Outstanding Educator Awards from content professional organizations</li> </ul>		<p><b>Must be content-specific to core academic subject area (one point per clock hour)</b></p> <ul style="list-style-type: none"> <li>- Professional Development Institute - Math = 30 points*</li> <li>- Professional Development Institute - Science = 30 points*</li> </ul> <p>Professional development 1 point per clock hour</p> <ul style="list-style-type: none"> <li>- Algebra for All (College Board model)</li> <li>- Pre AP/AP training in subject area</li> </ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> <li>- Professional development related to <i>Priority Academic Student Skills (PASS)</i> - 1993</li> </ul>		<p><b>Must be content-specific to core academic subject area</b></p> <ul style="list-style-type: none"> <li>- First, second, or third place in student academic competition such as collegiate interscholastic meet</li> <li>- Documented increase in student test scores</li> </ul>
	<ul style="list-style-type: none"> <li>- 4 points per semester hour earned or taught</li> </ul>		<ul style="list-style-type: none"> <li>A. Fall 1981 - Spring 1986 1 point per year</li> <li>B. Fall 1986 - Spring 1993 2 points per year</li> <li>C. Fall 1993 - To present 3 points per year</li> </ul> <p style="text-align: center;">Maximum 49 points.</p>		<ul style="list-style-type: none"> <li>- 10 points for any <b>one</b> item.</li> <li>- 20 points for <b>two or more</b> items.</li> </ul> <p style="text-align: center;">(Documentation required.) Maximum 20 points.</p>		<ul style="list-style-type: none"> <li>- 10 points for any <b>one</b> item.</li> <li>- 20 points for <b>two or more</b> items.</li> </ul> <p style="text-align: center;">(Documentation required.) Maximum 20 points.</p>		<ul style="list-style-type: none"> <li>- _____ points Math PDI</li> <li>- _____ points Science PDI</li> <li>- _____ points Algebra for All</li> <li>- _____ points AP training</li> <li>- _____ points per Professional Development clock hour (Documentation required.)</li> </ul> <p style="text-align: center;">Maximum 30 points.</p>		<ul style="list-style-type: none"> <li>- 10 points for any <b>one</b> item.</li> <li>- 20 points for <b>two or more</b> items.</li> </ul> <p style="text-align: center;">(Documentation required.) Maximum 20 points.</p>		
	# Hours: _____ X 4 = _____		# Years Experience: A. B. C.						Institutes: _____ Prof. Dev. Hours: _____				
	TOTAL Points:		TOTAL Points:		TOTAL Points:		TOTAL Points:		TOTAL Points:		TOTAL Points:		

HOUSSE options provided by the Oklahoma State Department of Education to help schools comply with the federal mandates of No Child Left Behind.

**100 Points = Highly Qualified**  
 Total of columns 1-6: \_\_\_\_\_

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

### HIGH SCHOOL - GRADES 9-12

#### AGRICULTURE - GENERAL

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
VOCATIONAL AGRICULTURE	3001 General Agriculture or 7550 Agricultural Education. + ✓ <b>Must Meet Highly Qualified Requirements if Given for Science Credit – See pages 29-31</b>
ANIMAL SCIENCE	
ENVIRONMENTAL SCIENCE	
HORTICULTURE	
PLANT SCIENCE	
SOIL SCIENCE	
NATURAL RESOURCES	

#### ARTS

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
ART I - IV	2001 Art + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT ART, STUDIO 2D & 3D	
ART APPRECIATION	
ART HISTORY	
ART 3-D	
CONSTRUCTION	
DESIGN	
PERFORMANCE MIX	

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**ARTS (continued)**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
ADVANCED PLACEMENT ART HISTORY	2001 Art + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ARTS AND CRAFTS I - IV	
CERAMICS/POTTERY I-IV	
DRAWING I-IV	
GRAPHIC DESIGN I-IV	
MEDIA PRODUCTION/ COMMUNICATION	2001 Art <b>or</b> 4013 or 4201 Speech/Drama <b>or</b> 4250 Speech/Drama/Debate <b>or</b> 4007 or 4101 Journalism
PAINTING I-IV	2001 Art + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
PERFORMING ART/ THEATER I-IV	2001 Art <b>or</b> 4013 or 4201 Speech/Drama <b>or</b> 4250 Speech/Drama/Debate <b>or</b> 2015 Vocal/General Music
PHOTOGRAPHY I-IV	2001 Art + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
SCULPTURE I-IV	
DANCE I - IV	2020 Dance <b>or</b> 2019 Physical Education/Health/Safety
STAGE CRAFTS I-IV	2001 Art <b>or</b> 4013 or 4201 Speech/Drama <b>or</b> 4250 Speech/Drama/Debate

**BUSINESS EDUCATION**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
ACCOUNTING I - II	3501 Accounting <b>or</b> 3550 Business Education
BUSINESS COMMUNICATIONS	3503 Business English <b>or</b> 3550 Business Education
BUSINESS COMPUTER APPLICATIONS	Any certificate. Employing district makes assignment based on expertise as determined by the local school board.
BUSINESS ENGLISH	3503 Business English <b>or</b> 3550 Business Education
BUSINESS LAW/EDUCATION	3505 Business Law <b>or</b> 3550 Business Education

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**BUSINESS EDUCATION (continued)**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
BUSINESS MACHINES	3507 Business Machines <b>or</b> 3550 Business Education
BUSINESS MATHEMATICS	3509 Business Math <b>or</b> 3550 Business Education <b>or</b> any 6-12 or 7-12 math certification
BUSINESS ORGANIZATION & MANAGEMENT	3521 Management <b>or</b> 3550 Business Education
CAREERS/EXPLORATION	Any certificate at grade level
CONSUMER ECONOMICS EDUCATION	3515 Business Economics <b>or</b> 3550 Business Education
CONSUMER LAW	3505 Business Law <b>or</b> any 6-12 or 7-12 Social Studies certification
ECONOMICS (BUSINESS)	3515 Business Economics or 3550 Business Education
FINANCE	3517 Finance <b>or</b> 3550 Business Education <b>or</b> 3501 Accounting
GENERAL BUSINESS	3519 General Business <b>or</b> 3550 Business Education
INFORMATION PROCESSING	Any certificate.
INTRO TO BUSINESS TECH I-II	Any certificate.
MARKETING	3523 Marketing <b>or</b> 7501 Marketing <b>or</b> 3550 Business Education
OFFICE/SECRETARIAL PROCEDURES	3525 Office Procedures/Management <b>or</b> 3550 Business Education
RECORDKEEPING	3501 Accounting <b>or</b> 3550 Business Education
SHORTHAND I - II	3527 Shorthand <b>or</b> 3550 Business Education
NOTEHAND	3527 Shorthand <b>or</b> 3550 Business Education
WORD PROCESSING	Any certificate. Employing district makes assignment based on expertise as determined by the local school board.

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**COMPUTER EDUCATION**

ASSIGNMENT	Code/Certification Required + <b>MUST Meet Additional Highly Qualified Requirements if Checked (✓)</b>
ADVANCED PROGRAMMING	Any certificate. Employing district makes assignment based on expertise as determined by the local school board. + ✓ <b>Must Meet Highly Qualified Requirements if Given for Math Credit – See pages 29-31</b>
COMPUTER PROGRAMMING I - II	Any certificate. Employing district makes assignment based on expertise as determined by the local school board.
COMPUTER APPLICATIONS I - II	
ADVANCED PLACEMENT COMPUTER SCIENCE A/AB	Any certificate. Employing district makes assignment based on expertise as determined by the local school board. + ✓ <b>Must Meet Highly Qualified Requirements if Given for Math Credit – See pages 29-31</b>
KEYBOARDING	Any certificate. Employing district makes assignment based on expertise as determined by the local school board.

**ENGLISH/LANGUAGE ARTS**

**For English Remediation see pages 54 & 55\***

ASSIGNMENT	Code/Certification Required + <b>MUST Meet Additional Highly Qualified Requirements if Checked (✓)</b>
ADVANCED PLACEMENT ENGLISH LANGUAGE AND COMPOSITION*	4005 Grammar and Composition or 4050 English + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT ENGLISH LITERATURE AND COMPOSITION*	4003 English Literature or 4050 English + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT INTERNATIONAL ENGLISH LANGUAGE*	4005 Grammar and Composition or 4050 English + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
APPLIED COMMUNICATIONS*	4005 Grammar and Composition or 4050 English or 4201 or 4013 Speech/Drama or 4250 Speech/Drama/Debate + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
CREATIVE WRITING & ADVANCED CREATIVE WRITING*	4005 Grammar and Composition or 4050 English + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**ENGLISH/LANGUAGE ARTS (continued)**  
**For English Remediation see pages 54 & 55\***

ASSIGNMENT	Code/Certification Required + <b><u>MUST Meet Additional Highly Qualified Requirements if Checked</u></b> (✓)
DEBATE I - IV	4201 or 4013 Speech and Drama or 4250 Speech/Drama/Debate
DRAMA I - IV	
ENGLISH I*	4005 Grammar and Composition or 4050 English + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ENGLISH CONCEPTS I-IV*	Any N-12 or PK-12 Special Education or in collaboration with a teacher who holds 1501 or 1600 Elementary Education certification + ✓ <b>Must Meet Highly Qualified Requirements in Elementary Education or English – See page 30-31</b>
ENGLISH ESSENTIALS I-IV*	Any N-12 or PK-12 Special Education or in collaboration with a teacher who holds any 6-12 or 7-12 English certification + ✓ <b>Must Meet Highly Qualified Requirements in English – See page 30-31</b>
ENGLISH II (WORLD LITERATURE) *	4015 World Literature and 4005 Grammar and Composition or 4050 English + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ENGLISH III (AMERICAN LITERATURE) *	4001 American Literature and 4005 Grammar and Composition or 4050 English + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ENGLISH IV (ENGLISH LITERATURE) *	4003 English Literature and 4005 Grammar and Composition or 4050 English + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ENGLISH AS A SECOND LANGUAGE	8011 English as a Second Language or any certificate.
FOUNDATIONS FOR ENGLISH	4005 Grammar and Composition or 4050 English + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
HEBREW SCRIPTURES (OLD TESTAMENT)	4001 American Literature or 4003 English Literature or 4015 World Literature or 4050 English
HEBREW SCRIPTURES (NEW TESTAMENT)	4001 American Literature or 4003 English Literature or 4015 World Literature or 4050 English
HEBREW SCRIPTURES (OLD AND NEW TESTAMENT)	4001 American Literature or 4003 English Literature or 4015 World Literature or 4050 English
JOURNALISM I - IV	4007 or 4101 Journalism
LIBRARY SCIENCE	4009 Library Science or 0513 Librarian or 0515 Library Media Specialist
NEWSPAPER	Any certificate.
READING	2021 Reading Specialist or any 6-12 or 7-12 English/Language Arts certification or 1501 or 1600 Elementary Education (1-8) or 1003 Early Childhood or 4150 Middle Level English (5-8) + ✓ <b>Must Meet Highly Qualified Requirements - See pages 29-31</b>

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**ENGLISH/LANGUAGE ARTS (continued)**

**For Remediation see pages 54 & 55**

ASSIGNMENT	Code/Certification Required + <b><u>MUST Meet Additional Highly Qualified Requirements if Checked</u></b> (✓)
SPEECH I - IV	4201 or 4013 Speech and Drama or 4250 Speech/Drama/Debate
WORLD LITERATURE	4015 World Literature or 4050 English + ✓ <b>Must Meet Highly Qualified Requirements - See pages 29-31</b>
YEARBOOK	Any certificate.

**FAMILY AND CONSUMER SCIENCES/HOME ECONOMICS**

ASSIGNMENT	Code/Certification Required + <b><u>MUST Meet Additional Highly Qualified Requirements if Checked</u></b> (✓)
FAMILY RELATIONS/ MARRIAGE AND FAMILY	4501 General Home Economics or 4503 Adult/Family Living or 4507 Child Development/Parent Education or 4550 Family and Consumer Science
FAMILY AND CONSUMER SCIENCES I - IV	4501 General Home Economics or 4550 Family and Consumer Science

**HEALTH AND PHYSICAL EDUCATION**

ASSIGNMENT	Code/Certification Required + <b><u>MUST Meet Additional Highly Qualified Requirements if Checked</u></b> (✓)
DANCE	2020 Dance or 2019 Physical Education/Health/(Safety)
HEALTH	2017 Health or 2019 Physical Education/Health/(Safety) or 7005 School Nurse with a bachelor's degree or 6050 Biological Sciences or 6003 Biology or 6001 Anatomy and Physiology
PHYSICAL EDUCATION	2019 Physical Education/Health/Safety

**HUMANITIES**

ASSIGNMENT	Code/Certification Required + <b><u>MUST Meet Additional Highly Qualified Requirements if Checked</u></b> (✓)
HUMANITIES I-II	Any certificate. + ✓ <b>Must Meet Highly Qualified Requirements if Given for Art Credit – See pages 29-31</b>
HUMANITIES I-II	Any certificate. + ✓ <b>Must Meet Highly Qualified Requirements if Given for Music Credit – See pages 29-31</b>

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**LANGUAGES**

ASSIGNMENT	Code/Certification Required + <b><u>MUST Meet Additional Highly Qualified Requirements if Checked (✓)</u></b>
CHINESE I-IV AND CONVERSATIONAL CHINESE ADVANCED PLACEMENT CHINESE LANGUAGE/ CULTURE	2012 Chinese + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
FRENCH I – IV AND CONVERSATIONAL FRENCH ADVANCED PLACEMENT FRENCH ADVANCED PLACEMENT FRENCH LITERATURE	2003 or 3701 French + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
GERMAN I – IV AND CONVERSATIONAL GERMAN ADVANCED PLACEMENT GERMAN	2005 or 3703 German + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
GREEK I-II	2018 Greek + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ITALIAN I-II ADVANCED PLACEMENT ITALIAN LANGUAGE/ CULTURE	2008 Italian + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
JAPANESE I-IV AND CONVERSATIONAL JAPANESE ADVANCED PLACEMENT JAPANESE LANGUAGE/ CULTURE	2004 Japanese + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**LANGUAGES (continued)**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
LATIN I - IV	2007 or 3705 Latin + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT LATIN (VERGIL)	
ADVANCED PLACEMENT LATIN LITERATURE	
NATIVE AMERICAN LANGUAGE I-IV	2010 Native American Language: If not taught for foreign language credit, the Tribal certification applies. If the instructor is not a certified teacher, must be supervised by a teacher appropriately certified for the grade level. If taught for foreign language credit, the teacher of record needs to be a highly qualified, certified teacher <b>in any area</b> . At this time, highly qualified status by testing is only available in Cherokee. For all other Native American languages, highly qualified status is granted by the Tribal certification. + ✓ <b>Must Hold Any Secondary Certificate and Meet Highly Qualified Requirements if Given for Foreign Language Credit. – See pages 29-31</b>
RUSSIAN I – IV AND CONVERSATIONAL RUSSIAN	2006 or 3709 Russian + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT RUSSIAN LANGUAGE/ CULTURE	
SPANISH I – IV AND CONVERSATIONAL SPANISH	2011 or 3711 Spanish + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT SPANISH	
ADVANCED PLACEMENT SPANISH LITERATURE	
TURKISH I-II	2016 Turkish + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
AMERICAN SIGN LANGUAGE I-III	2002 American Sign Language or Any certificate. Employing district makes assignment based on expertise as determined by the local school board. + ✓ <b>For the 2008-2009 school year, Must Meet <u>NEW</u> Highly Qualified Requirements if Given for Foreign Language Credit – See page 89</b>

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**MATHEMATICS** -- See note below for mathematics credit classes at a career technology center.  
For Remediation see pages 54 & 55

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
ALGEBRA I - III	5501 Algebra or 5513 Linear Algebra or 5552 Intermediate Mathematics or 5550 Advanced/Secondary Mathematics Algebra I classes cannot be taken at a Career Tech for math credit due to end-of-instruction test + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ALGEBRA CONCEPTS	Any N-12 or PK-12 Special Education or in collaboration with a teacher who holds 1501 or 1600 Elementary Education Certification + ✓ <b>Must Meet Highly Qualified Requirements in Elementary Education or Mathematics – See page 30-31</b>
ALGEBRA ESSENTIALS	Any N-12 or PK-12 Special Education or in collaboration with a teacher who holds any 6-12 or 7-12 mathematics certification + ✓ <b>Must Meet Highly Qualified Requirements in Mathematics – See page 30-31</b>
CONTEXUAL ALGEBRA	5501 Algebra or 5513 Linear Algebra or 5552 Intermediate Mathematics or 5550 Advanced/Secondary Mathematics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
PRE-ALGEBRA	5501 Algebra or 5552 Intermediate Mathematics or 5550 Advanced/Secondary Mathematics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
INTERMEDIATE ALGEBRA (As approved by the Oklahoma State Board of Education)	5501 Algebra or 5552 Intermediate Mathematics or 5550 Advanced/Secondary Mathematics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ANALYTICS	5503 Analysis or 5550 Advanced/Secondary Mathematics or 5505 Calculus or 5515 Statistics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
CALCULUS	5505 Calculus or 5550 Advanced/Secondary Mathematics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT CALCULUS AB AND BC	
PRECALCULUS	
MATRIX ALGEBRA	5501 Algebra or 5513 Linear Algebra or 5505 Calculus or 5550 Advanced/Secondary Mathematics or 5552 Intermediate Mathematics ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
COMPUTER SCIENCE	Any certificate. Employing district makes assignment based on expertise as determined by the local school board + ✓ <b>Must Meet Highly Qualified Requirements if Given for Math Credit – See pages 29-31</b>

**NOTE:** By June 30, 2006, classes taken at a career technology center for mathematics and science credit must be taught by highly qualified teachers. The career technology center must supply to the sending school a copy of the documentation showing that the teachers of mathematics and science high school credit courses are highly qualified. See pages 56 and 57.

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**MATHEMATICS (continued) -- See note below for mathematics credit classes at a Career Technology Center.  
For Remediation see pages 54 & 55**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
COMBINED GEOMETRY	5511 Geometry or 5552 Intermediate Mathematics or 5550 Advanced/Secondary Mathematics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
PLANE GEOMETRY	
SOLID GEOMETRY	
CONTEXTUAL GEOMETRY	
MATH CONCEPTS	Any N-12 or PK-12 Special Education or in collaboration with a teacher who holds 1501 or 1600 Elementary Education certification + ✓ <b>Must Meet Highly Qualified Requirements in Elementary Education or Mathematics – See pages 30-31</b>
MATH ESSENTIALS	Any N-12 or PK-12 Special Education or in collaboration with a teacher who holds any 6-12 or 7-12 Mathematics certification + ✓ <b>Must Meet Highly Qualified Requirements in Mathematics – See pages 30-31</b>
APPLIED MATH I - II	5501 Algebra or 5552 Intermediate Mathematics or 5550 Advanced/Secondary Mathematics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
CONSUMER MATHEMATICS	5509 General Math or 5552 Intermediate Mathematics or 5550 Advanced/Secondary Mathematics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
GENERAL MATHEMATICS	
HIGH SCHOOL ARITHMETIC	
MATHEMATICS ANALYSIS	5503 Analysis or 5550 Advanced/Secondary Mathematics or 5505 Calculus + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
MATHEMATICS OF FINANCE (As approved by the Oklahoma State Board of Education)	Any Secondary Mathematics Certificate + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
STATISTICS AND PROBABILITY	5515 Statistics or 5550 Advanced/Secondary Mathematics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT STATISTICS	5515 Statistics or 5550 Advanced/Secondary Mathematics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
TRIGONOMETRY	5517 Trigonometry or 5550 Advanced/Secondary Mathematics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>

**NOTE: By June 30, 2006, classes taken at a career technology center for mathematics and science credit must be taught by highly qualified teachers. The career technology center must supply to the sending school a copy of the documentation showing that the teachers of mathematics and science high school credit courses are highly qualified. See pages 56 and 57.**

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**MUSIC**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
APPLIED MUSIC	2014 General Music or 2013 Instrumental/General Music or 2015 Vocal/General Music + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
GENERAL MUSIC	
MUSIC APPRECIATION	
MUSIC HISTORY	
MUSIC THEORY	
ADVANCED PLACEMENT MUSIC THEORY	
INSTRUMENTAL MUSIC I-IV	2013 Instrumental Music + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
INSTRUMENTS – STRINGS, WOODWINDS, PERCUSSION, BRASS	
JAZZ BAND	
ORCHESTRA	
VOCAL PRODUCTION/ THEATER	2015 Vocal/General Music + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
SHOW CHOIR I – III	
VOCAL MUSIC I-IV	

**PERSONAL FINANCIAL LITERACY**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
PERSONAL FINANCIAL LITERACY	Any certificate. Beginning with students entering the seventh grade in the 2008-2009 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall fulfill the requirements for a personal financial literacy passport (70 O.S. § 11-103.6H). Instruction may be taught in a single personal financial literacy course or be integrated into other coursework, Grades 7 through 12, as decided by the local district.

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**SCIENCE -- See note below for science credit classes at a Career Technology Center.  
For Remediation see pages 54 & 55**

ASSIGNMENT	Code/Certification Required + <b><u>MUST Meet Additional Highly Qualified Requirements if Checked</u></b> (✓)
AERONAUTICS	8001 Aeronautics <b>or</b> a private pilot license <b>or</b> a basic ground instruction certificate issued by the F.A.A. <b>or</b> 6013 Physical Science <b>or</b> 6015 Physics
ANATOMY/PHYSIOLOGY	6001 Anatomy/Physiology <b>or</b> 6050 Biological Sciences + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ASTRONOMY	6009 Earth Science <b>or</b> 6013 Physical Science <b>or</b> 6015 Physics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
BIOLOGY I - II	6003 Biology <b>or</b> 6050 Biological Sciences (Biology I classes cannot be taken at a CareerTech for science credit because of end-of-instruction test.) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT GENERAL BIOLOGY	
CONTEXTUAL BIOLOGY	
BIOLOGY I CONCEPTS	Any N-12 or PK-12 Special Education <b>or</b> in collaboration with a teacher who holds 1501 or 1600 Elementary Education + ✓ <b>Must Meet Highly Qualified Requirements in Elementary Education or Science – See page 30-31</b>
BIOLOGY I ESSENTIALS	Any N-12 or PK-12 Special Education <b>or</b> in collaboration with a teacher who holds any 6-12 or 7-12 science certification + ✓ <b>Must Meet Highly Qualified Requirements in Science – See page 30-31</b>
BOTANY	6005 Botany <b>or</b> 6050 Biological Sciences + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
CHEMISTRY I - II	6006 Chemistry + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT GENERAL CHEMISTRY	
EARTH SCIENCE	6009 Earth Science + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ELECTRONICS	6015 Physics
ENVIRONMENTAL SCIENCE	Any 6-12 or 7-12 science certification + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT ENVIRONMENTAL SCIENCE	
FORENSIC SCIENCE	
GENERAL SCIENCE	

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**SCIENCE (continued) -- See note below for science credit classes at a Career Technology Center.  
For Remediation see pages 54 & 55**

ASSIGNMENT	Code/Certification Required + <b><u>MUST Meet Additional Highly Qualified Requirements if Checked</u></b> (✓)
GENERAL SCIENCE CONCEPTS	Any N-12 or PK-12 Special Education <b>or</b> in collaboration with a teacher who holds 1501 or 1600 Elementary Education certification + ✓ <b>Must Meet Highly Qualified Requirements in Elementary Education or Science – See pages 30-31</b>
GENERAL SCIENCE ESSENTIALS	Any N-12 or PK-12 Special Education <b>or</b> in collaboration with a teacher who holds any 6-12 or 7-12 Science certification + ✓ <b>Must Meet Highly Qualified Requirements in Science – See page 30-31</b>
GEOLOGY	6009 Earth Science + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
METEOROLOGY	6009 Earth Science <b>or</b> 6013 Physical Science
MICROBIOLOGY	6003 Biology <b>or</b> 6050 Biological Sciences + ✓ <b>Must Meet Highly Qualified Requirements in Science – See pages 29-31</b>
ECOLOGY	Any 6-12 or 7-12 Science certification
LIFE SCIENCE	6003 Biology <b>or</b> 6050 Biological Sciences + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
PHYSICAL SCIENCE	6013 Physical Science <b>or</b> 6015 Physics <b>and</b> 6006 Chemistry + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
PHYSICS I - II	6015 Physics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT PHYSICS B	
ADVANCED PLACEMENT PHYSICS C - MECHANICS	
ADVANCED PLACEMENT PHYSICS C - ELECTRONICS AND MAGNETISM	
PRINCIPALS OF TECHNOLOGY	6015 Physics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ZOOLOGY	6017 Zoology <b>or</b> 6050 Biological Sciences + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE**

**(2) APPROPRIATE CERTIFICATE +**

**(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**SCIENCE (continued) -- See note below for science credit classes at a Career Technology Center.  
For Remediation see pages 54 & 55**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
APPLIED BIOLOGY	6003 Biology or 6050 Biological Sciences + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
APPLIED CHEMISTRY I - II	6006 Chemistry + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
APPLIED PHYSICS I - II	6015 Physics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>

**NOTE: By June 30, 2006, classes taken at a career technology center for mathematics and science credit must be taught by highly qualified teachers. The career technology center must supply to the sending school a copy of the documentation showing that the teachers of mathematics and science high school credit courses are highly qualified. See pages 56 and 57.**

**SOCIAL STUDIES**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
ANCIENT AND MEDIEVAL HISTORY	6523 World History or 6503 Ancient/Medieval History or 6552 World History/Geography + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
BLACK HISTORY	6505 Black History or 6501 American History or 6550 U.S. History/Oklahoma History/Government/Economics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
CAREER/CAREER EXPLORATION	Any certificate at grade level.
CIVICS	6521 U.S. Government or 6509 Democracy or 6550 U.S. History/Oklahoma History/Government/Economics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
CONSUMER LAW	3505 Business Law or any 6-12 or 7-12 Social Studies certification
CRIMINOLOGY	Any 6-12 or 7-12 Social Studies certification
CURRENT ISSUES/EVENTS	4007 or 4101 Journalism or 4011 Newspaper or any 6-12 or 7-12 social studies certification
ECONOMICS (SOCIAL STUDIES CREDIT)	6511 Economics or 6550 U.S. History/Oklahoma History/Government/Economics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT ECONOMICS (MICRO OR MACRO)	6511 Economics or 6550 U.S. History/Oklahoma History/Government/Economics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**SOCIAL STUDIES (continued)**

ASSIGNMENT	Code/Certification Required + <b><u>MUST Meet Additional Highly Qualified Requirements if Checked</u></b> (✓)
GEOGRAPHY	6513 Geography <b>or</b> 6552 World History/Geography + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT GEOGRAPHY	
HEBREW SCRIPTURES (OLD TESTAMENT)	Any 6-12 or 7-12 Social Studies certification
HEBREW SCRIPTURES (NEW TESTAMENT)	Any 6-12 or 7-12 Social Studies certification
HEBREW SCRIPTURES (OLD & NEW TESTAMENT)	Any 6-12 or 7-12 Social Studies certification
HISTORY OF RELIGION	Any 6-12 or 7-12 Social Studies certification + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
INTERNATIONAL PROBLEMS	6515 International Problems <b>or</b> 4007 or 4101 Journalism <b>or</b> 4011 Newspaper or any 6-12 or 7-12 social studies certification
MODERN HISTORY	6501 American History <b>or</b> 6523 World History <b>or</b> 6550 U.S. History/Oklahoma History/Government/Economics <b>or</b> 6552 World History/Geography + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
NATIVE AMERICAN STUDIES	6501 American History <b>or</b> 6550 U.S. History/Oklahoma History/Government/Economics
OKLAHOMA HISTORY	6517 Oklahoma History <b>or</b> 6550 U.S. History/Oklahoma History/Government/Economics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
PHILOSOPHY	Any 6-12 or 7-12 Social Studies certification
PHYSICAL GEOGRAPHY	6513 Geography <b>or</b> 6552 World History/Geography + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
POLITICAL SCIENCE	6509 Democracy <b>or</b> 6521 U.S. Government <b>or</b> 6550 U.S. History/Oklahoma History/Government/Economics
PROBLEMS OF DEMOCRACY	6521 U.S. Government <b>or</b> 6509 Democracy <b>or</b> 6550 U.S. History/Oklahoma History/Government/Economics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
PSYCHOLOGY OF LEARNING	6554 Psychology/Sociology <b>or</b> 8013 Psychology <b>or</b> 6519 Sociology/Anthropology
PSYCHOLOGY	8013 Psychology <b>or</b> 6554 Psychology/Sociology
ADVANCED PLACEMENT PSYCHOLOGY	8013 Psychology <b>or</b> 6554 Psychology/Sociology

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**SOCIAL STUDIES (continued)**  
**For Remediation see pages 54 & 55**

ASSIGNMENT	Code/Certification Required + <u><b>MUST Meet Additional Highly Qualified Requirements if Checked</b></u> (✓)
SOCIAL STUDIES CONCEPTS	Any N-12 or PK-12 Special Education <b>or</b> in collaboration with a teacher who holds 1501 or 1600 Elementary Education certification + ✓ <b>Must Meet Highly Qualified Requirements in Elementary Education or Social Studies – See page 30-31</b>
SOCIAL STUDIES ESSENTIALS	Any N-12 or PK-12 Special Education <b>or</b> in collaboration with a teacher who holds any 6-12 or 7-12 social studies certification + ✓ <b>Must Meet Highly Qualified Requirements in Social Studies – See page 30-31</b>
SOCIOLOGY	6519 Sociology/Anthropology <b>or</b> 6554 Psychology/Sociology
STREET LAW	Any 6-12 or 7-12 Social Studies certification
U.S. GOVERNMENT	6521 U.S. Government <b>or</b> 6509 Democracy <b>or</b> 6550 U.S. History/Oklahoma History/Government/Economics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT COMPARATIVE GOVERNMENT AND POLITICS	✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT U. S. GOVERNMENT AND POLITICS	✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
U.S. HISTORY	6501 American History <b>or</b> 6550 U.S. History/Oklahoma History/Government/Economics + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT U.S. HISTORY	✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
U.S. HISTORY CONCEPTS	Any N-12 or PK-12 Special Education <b>or</b> in collaboration with a teacher who holds 1501 or 1600 Elementary Education certification + ✓ <b>Must Meet Highly Qualified Requirements in Elementary Education or Social Studies – See page 30-31</b>
U.S. HISTORY ESSENTIALS	Any N-12 or PK-12 Special Education <b>or</b> in collaboration with a teacher who holds any 6-12 or 7-12 social studies certification + ✓ <b>Must Meet Highly Qualified Requirements in Social Studies – See page 30-31</b>
WORLD HISTORY	6523 World History <b>or</b> 6552 World History/Geography + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
ADVANCED PLACEMENT WORLD HISTORY	
ADVANCED PLACEMENT EUROPEAN HISTORY	✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**TECHNOLOGY ENGINEERING/INDUSTRIAL ARTS**

ASSIGNMENT	Code/Certification Required + <b><u>MUST Meet Additional Highly Qualified Requirements if Checked</u></b> (✓)
ARCHITECTURE I - II	5001 Drafting Technology <b>or</b> 8503 Communications Technology <b>or</b> 8550 Technology <b>Engineering</b> <b>or</b> 5005 General Industrial Arts
AUTO MECHANICS I - II	5011 Power Technology <b>or</b> 8509 Energy, Power, and Transportation Technology <b>or</b> 8550 Technology <b>Engineering</b> <b>or</b> 5005 General Industrial Arts
COMMUNICATIONS I - II	5001 Drafting Technology <b>or</b> 8503 Communications Technology <b>or</b> 8550 Technology <b>Engineering</b> <b>or</b> 5005 General Industrial Arts
CONSTRUCTION I - II	5013 Wood Technology <b>or</b> 8505 Construction Technology <b>or</b> 8550 Technology <b>Engineering</b> <b>or</b> 5005 General Industrial Arts
DRAFTING I - IV	5001 Drafting Technology <b>or</b> 8503 Communications Technology <b>or</b> 8550 Technology <b>Engineering</b> <b>or</b> 5005 General Industrial Arts
ELECTRIC/ELECTRONICS I	5003 Electric/Electronics <b>or</b> 8503 Communications Technology <b>or</b> 8550 Technology <b>Engineering</b> <b>or</b> 5005 General Industrial Arts
GENERAL TECHNOLOGY I - IV	5005 General Industrial Arts <b>or</b> 8501 General Technology Education <b>or</b> 8550 Technology <b>Engineering</b> <b>or</b> any 5-8, 6-8, 6-12, or 7-12 mathematics or science certification.
MANUFACTURING I - II	5009 Metal Technology <b>or</b> 8507 Manufacturing Technology <b>or</b> 8550 Technology <b>Engineering</b> <b>or</b> 5005 General Industrial Arts
MATERIALS AND PROCESSES	5005 General Industrial Arts <b>or</b> 8507 Manufacturing Technology <b>or</b> 8550 Technology <b>Engineering</b>
MECHANICAL POWER SYSTEM	5011 Power Technology <b>or</b> 8509 Energy, Power, and Transportation Technology <b>or</b> 8550 Technology <b>Engineering</b> <b>or</b> 5005 General Industrial Arts
METAL TECHNOLOGY I - II	5009 Metal Technology <b>or</b> 8507 Manufacturing Technology <b>or</b> 8550 Technology <b>Engineering</b> <b>or</b> 5005 General Industrial Arts
PHOTOGRAPHY	Any certificate.
PRINTING I	5007 Graphics <b>or</b> 8503 Communications Technology <b>or</b> 8550 Technology <b>Engineering</b> <b>or</b> 5005 General Industrial Arts
SMALL ENGINES	5011 Power Technology <b>or</b> 8509 Energy, Power, Transportation Technology <b>or</b> 8550 Technology <b>Engineering</b> <b>or</b> 5005 General Industrial Arts
TRANSPORTATION AND POWER I - II	5011 Power Technology <b>or</b> 8509 Energy, Power, Transportation Technology <b>or</b> 8550 Technology <b>Engineering</b> <b>or</b> 5005 General Industrial Arts
WOOD TECHNOLOGY I - IV	5013 Wood Technology <b>or</b> 8505 Construction Technology <b>or</b> 8550 Technology <b>Engineering</b> <b>or</b> 5005 General Industrial Arts

**OTHER SECONDARY**

ASSIGNMENT	Code/Certification Required + <b><u>MUST Meet Additional Highly Qualified Requirements if Checked</u></b> (✓)
DRIVER EDUCATION	8009 Driver/Safety Education
ACADEMIC COMMITMENT TO EDUCATION	Any certificate. - Academic Commitment to Education encourages high school students, especially minorities, to consider a career in education.
SERVICE LEARNING	Any certificate.

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGES 29-31 FOR ADDITIONAL HQ REQUIREMENTS**

**OTHER SECONDARY**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
ROTC	8015 ROTC

**OTHER STAFF ASSIGNMENTS**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
PRINCIPAL AND ASSISTANT PRINCIPALS	
GRADE 9	0503 Secondary Principal <b>or</b> 0504 Middle Level Principal
GRADES 10-12	0503 Secondary Principal
	If a district wants to employ a principal who holds elementary rather than secondary certification, the superintendent, with good reasons, may ask the State Board of Education to waive the grade level requirement. If approved, the assignment would be valid only for that school year in the requesting district. Contact the Accreditation/Standards Section for additional information, (405) 521-3333.
COMPETITIVE ATHLETICS	All athletic coaches being assigned coaching duties shall have completed a course in the care and prevention of athletic injuries. OAC 210:35-5-45(b)(2), February 2007*  All coaches and athletic directors shall be employed by the school district and shall hold valid teaching certificates. Their names shall appear on the class schedule.
DEAN OF STUDENTS	Any certificate
GUIDANCE & COUNSELING	0526 Secondary Counselor <b>or</b> 0525 School Counselor (PK-12)
HONORS COURSES	Teacher must be certified to teach in the subject area of the course. + ✓ <b>Must Meet Highly Qualified Requirements – See pages 29-31</b>
LIBRARY	0515 Library Media Specialist <b>or</b> 0513 Librarian. The State Board of Education may grant districtwide exemptions from certification requirements for library-media specialists to districts experiencing a shortage in this area. 70 O.S. § 3-126. Contact the Accreditation/Standards Section of the State Department of Education for additional information, (405) 521-3333.
SCHOOL NURSE - Full Time	7005 School Nurse (R.N. Prerequisite and certified by the State Department of Education)
SCHOOL PSYCHOLOGIST	0517 School Psychologist
SCHOOL PSYCHOMETRIST	0519 School Psychometrist
SPEECH PATHOLOGIST	0521 Speech Language Pathologist <b>or</b> 0523 Speech Pathologist

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# **ACE Remediation**

## **Grades 7-12**

**JULY 2010**

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGE 16 FOR ADDITIONAL HQ REQUIREMENTS**

**ACHIEVING CLASSROOM EXCELLENCE (ACE)**

**GRADES 7 – 8 REMEDIATION**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
1134 ACE READING REMEDIATION	2021 Reading Specialist or 4075 Language Arts – Middle/Junior High School or 4150 Middle Level English or any 6-12 or 7-12 English certification or 1501 or 1600 Elementary Education (1-8) or 1003 Early Childhood or 4150 Middle Level English (5-8) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
2234 ACE MATH REMEDIATION	5554 or 5555 Middle Level Mathematics or 5552 Intermediate Mathematics or 5550 Advanced/Secondary Mathematics or any 6-12 or 7-12 secondary mathematics. + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>

**GRADES 9-12 REMEDIATION**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
4058 ACE READING REMEDIATION	2021 Reading Specialist or 4075 Language Arts – Middle/Junior High School or 4150 Middle Level English or any 6-12 or 7-12 English certification or 1501 or 1600 Elementary Education (1-8) or 1003 Early Childhood or 4150 Middle Level English (5-8) + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
4059 ACE ENGLISH II REMEDIATION	4015 World Literature and 4005 Grammar and Composition or 4050 English + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>
4060 ACE ENGLISH III REMEDIATION	4001 American Literature and 4005 Grammar and Composition or 4050 English + ✓ <b>Must Meet Highly Qualified Requirements – See pages 14-16</b>

**HIGHLY QUALIFIED (HQ) REQUIREMENTS: (1) BACHELOR'S DEGREE  
(2) APPROPRIATE CERTIFICATE +  
(3) SEE PAGE 16 FOR ADDITIONAL HQ REQUIREMENTS**

**GRADES 9-12 REMEDIATION (continued)**

ASSIGNMENT	Code/Certification Required + <u>MUST Meet Additional Highly Qualified Requirements if Checked</u> (✓)
4405 ACE MATH REMEDIATION	5554 or 5555 Middle Level Mathematics or 5552 Intermediate Mathematics or 5550 Advanced/Secondary Mathematics or any 6-12 or 7-12 Secondary Mathematics + ✓ Must Meet Highly Qualified Requirements – See pages 14-16
4414 ACE ALGEBRA I REMEDIATION	5501 Algebra or 5513 Linear Algebra or 5552 Intermediate Mathematics or 5550 Advanced/Secondary Mathematics + ✓ Must Meet Highly Qualified Requirements – See pages 29-31
4415 ACE ALGEBRA II REMEDIATION	5501 Algebra or 5513 Linear Algebra or 5552 Intermediate Mathematics or 5550 Advanced/Secondary Mathematics + ✓ Must Meet Highly Qualified Requirements – See pages 29-31
4525 ACE GEOMETRY REMEDIATION	5511 Geometry or 5552 Intermediate Mathematics or 5550 Advanced/Secondary Mathematics + ✓ Must Meet Highly Qualified Requirements – See pages 29-31 Mathematics
5037 ACE BIOLOGY I REMEDIATION	6003 Biology or 6050 Biological Sciences + ✓ Must Meet Highly Qualified Requirements – See pages 29-31
5409 ACE US HISTORY REMEDIATION	6501 American History or 6550 U.S. History/Oklahoma History/Government/Economics + ✓ Must Meet Highly Qualified Requirements – See pages 29-31

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# High School Career and Technology Education

## Grades 9-12

**JULY 2010**

# Highly Qualified Requirements At a Glance *No Child Left Behind Act of 2001*

Form HQR



According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by June 30, 2006.



## Overview of Requirements for Highly Qualified Teachers

<b>CORE ACADEMIC SUBJECT TEACHER - What does it take to be highly qualified?</b>	Grades												
	PK	1	2	3	4	5	6	7	8	9	10	11	12
<b>Early Childhood - Grades Pre-Kindergarten (PK)-3</b> Early Childhood Education certificate <b>PLUS</b> Early Childhood Education test <b>OR</b> build HOUSSE* in Early Childhood Education													
<b>Elementary Education - Grades 1-8 Self-contained</b> Elementary Education certificate <b>PLUS</b> Elementary Education test <b>OR</b> build HOUSSE* in Elementary Education													
<b>Middle Level - Grades 6-8 Departmentalized (Except 7-8 Math)</b> Elementary Education or specific subject area certificate <b>PLUS</b> specific subject area test (does not include Elementary Education test) <b>OR</b> build HOUSSE* in specific subject area taught <b>OR</b> see ADDITIONAL OPTIONS on next page													
<b>Math - Grades 7-8</b> Appropriate Math certificate (Oklahoma Statute) <b>PLUS</b> Appropriate Math test <b>OR</b> build HOUSSE* in Math <b>OR</b> see ADDITIONAL OPTIONS on next page													
<b>Secondary Specific Subject Area - Grades 6-12</b> Appropriate certificate in specific subject area <b>PLUS</b> appropriate specific subject area test <b>OR</b> build HOUSSE* in specific subject area taught <b>OR</b> see ADDITIONAL OPTIONS on next page													
<b>Art, Music, Foreign Languages and Reading Specialist - Grades PK-12</b> Appropriate certificate in specific subject area <b>PLUS</b> appropriate specific subject area test <b>OR</b> build HOUSSE* in specific subject area taught <b>OR</b> for middle level/secondary see ADDITIONAL OPTIONS on next page.													

For appropriate certificate refer to the *Certification Guide for School Staff Assignments* online at the Professional Standards Web site at <<http://www.sde.state.ok.us>>.

\*HOUSSE: High Objective Uniform State Standard of Evaluation

# Special Education Highly Qualified Requirements At a Glance

## No Child Left Behind Act of 2001

Form HQR



According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by June 30, 2006.



### Highly Qualified Requirements for Special Education Teachers who are Providing Direct Instruction and are the Teacher of Record for Core Academic Subjects

#### What does it take for a Special Education teacher to be highly qualified?

#### Special Education - Grades PK-12

**Veteran teachers in the Profession PRIOR TO December 3, 2004, are required to have**  
Certificate in Special Education **PLUS**

Build HOUSSE\* *single* core subject areas **OR** pass appropriate test for single core subject area. Middle level or secondary teachers have additional options below.

#### Special Education - Grades PK-12

**New teachers to the Profession AFTER December 3, 2004, are required to have**

Special Education Certificate **AND** appropriate certificate **for grade level** in Early Childhood **OR** Elementary Education.

Middle or Secondary Education requires passing subject area test in secondary, 6-12 or 7-12 subject area in whatever core subject the teacher is assigned to teach. A teacher who is certified in math, science, or language arts may attempt to use a HOUSSE\*\* procedure to become highly qualified in additional core subjects. This option is available only within two years of date of employment.

### Special Education teachers who are not teacher of record may utilize the collaborative/co-teaching model.

Special Education teachers and core academic teachers are encouraged to consider the collaborative/co-teaching model as a service delivery option. Co-teaching will allow more individualized instruction in the general classroom, increase access to the general education curriculum for special education students, and decrease the stigma for students with special needs. Teachers can benefit from the professional support exchange of teaching practices as they work collaboratively together.

**Additional Options to be Highly Qualified for Middle Level or Secondary:** (Not an option for PK-5 early childhood/elementary education or 6-8 elementary education self-contained classes.)

- Complete an undergraduate major or coursework equivalent to undergraduate major (24 semester hours) in academic subject taught (Does not include elementary education coursework or special education coursework) **OR**
- Hold a Graduate Degree in subject area taught (Does not include elementary education graduate degree or special education graduate degree) **OR**
- Hold certification through National Board for Professional Teaching Standards in core academic subject taught.

\*HOUSSE: High Objective Uniform State Standard of Evaluation

## HIGHLY QUALIFIED TEACHER

According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by June 30, 2006:



### High School Career and Technology Education Any Course Given for High School Mathematics or Science Credit

#### Highly qualified teachers must have:

- At least a bachelor's degree AND
- Appropriate career tech license/certificate in subject(s) taught.  
+
- Passed a state certification test appropriate to mathematics or science taught.  
**or**
- Completed an undergraduate academic major or coursework equivalent to an undergraduate academic major (24 semester hours of subject-specific coursework) in math or science as documented by the teacher's official transcript.  
**or**
- Completed a graduate degree in math or science.  
**or**
- Holds certification through National Board for Professional Teaching Standards in mathematics/science taught.  
**or**
- Demonstrated competency in mathematics/science taught based on a High Objective Uniform State Standard of Evaluation (HOUSSE). See middle level/secondary HOUSSE, page 57.

**NOTE:** The career technology center must supply to the sending school a copy of the documentation showing that the teachers of mathematics and science credit courses are highly qualified.



**OPTION E**  
**MIDDLE LEVEL (Grades 6, 7, & 8) AND SECONDARY LEVEL (Grades 9-12)**

**Oklahoma's High Objective Uniform State Standard of Evaluation (HOUSSE) Checksheet for Demonstrating Subject Competency**

*To be completed for each core academic subject area taught.*  
 (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and/or music], history, and geography)

Name: \_\_\_\_\_ Teacher Number: \_\_\_\_\_ Core Academic Subject Area: \_\_\_\_\_

**START** **BUILD YOUR HOUSSE** **100 Points = Highly Qualified**

National Board Certification in any subject	(Column 1)	AND/OR	(Column 2)	AND/OR	(Column 3)	AND/OR	(Column 4)	AND/OR	(Column 5)	AND/OR	(Column 6)
	Coursework in the Core Academic Subject Area		Years of Satisfactory Teaching Experience in an Accredited School		Service in the Core Academic Subject Area		Awards, Presentations, and Publications in Academic Content Area		Legislative Authorized Academic Institutes* or Professional Development		Achievement of Students Taught (Optional)
<b>IN OKLAHOMA</b>  <b>IF NATIONAL BOARD CERTIFIED</b>  <b>YOU ARE HIGHLY QUALIFIED</b>	Must be content-specific to core academic subject area  Semester hours of content coursework with a grade of "C" or better.  An EDUC/CIED or any other education prefix is not acceptable except for reading hours. or Credits earned using the College-Level Examination Program (CLEP) are acceptable provided they are reflected on the official transcript.  Semester hours of content coursework taught in an institution of higher education are acceptable		Must be employed as a full-time teacher, teaching the core academic subjects any portion of the day  Rationale: A. State-mandated professional development, 1981 B. State-mandated uniform teacher evaluation system, 1986 C. State <i>Priority Academic Student Skills (PASS)</i> objectives, 1993		Must be content-specific to core academic subject area  Served as a: - Department chair/team leader - Mentor teacher - Cooperating teacher for intern/student teacher - Academic club sponsor - Academic judge - Membership in a regional, state, or national professional content organization - Officer in a regional, state, or national professional content organization - Serve on a local, state, or national committee to develop, select, evaluate, or validate content standards, curriculum, or assessments - Other (Provide documentation)		Must be content-specific to core academic subject area  - District teacher of the year - State teacher of the year finalist - State teacher of the year - Milken Family Foundation National Educator Award - Present academic content at local, state, regional or national professional meetings - Published a content article in regional, state, or national journal - Presidential Awards for Excellence in Mathematics and Science Teaching - Outstanding Educator Awards from content professional organizations		Must be content-specific to core academic subject area (one point per clock hour)  - Professional Development Institute - Math = 30 points* - Professional Development Institute - Science = 30 points*  Professional development 1 point per clock hour - Algebra for All (College Board model) - Pre AP/AP training in subject area or - Professional development related to <i>Priority Academic Student Skills (PASS)</i> - 1993		Must be content-specific to core academic subject area  - First, second, or third place in student academic competition such as collegiate interscholastic meet  - Documented increase in student test scores
	<b>STOP HERE</b>  <b>100 Points</b>	• 4 points per semester hour earned or taught		A. Fall 1981 - Spring 1986 1 point per year B. Fall 1986 - Spring 1993 2 points per year C. Fall 1993 - To present 3 points per year  Maximum 49 points.		• 10 points for any one item. • 20 points for two or more items.  (Documentation required.) Maximum 20 points.		• 10 points for any one item. • 20 points for two or more items.  (Documentation required.) Maximum 20 points.		• _____ points Math PDI • _____ points Science PDI • _____ points Algebra for All • _____ points AP training • _____ points per Professional Development clock hour (Documentation required.) Maximum 30 points.	
	# Hours: _____ X 4 = _____		# Years Experience: A. B. C.						Institutes: _____ Prof. Dev. Hours: _____		
	TOTAL Points:		TOTAL Points:		TOTAL Points:		TOTAL Points:		TOTAL Points:		TOTAL Points:

HOUSSE options provided by the Oklahoma State Department of Education to help schools comply with the federal mandates of No Child Left Behind.

**100 Points = Highly Qualified**  
 Total of columns 1-6: \_\_\_\_\_

## 8000 SERIES—CAREER AND TECHNOLOGY EDUCATION

The following subjects are funded through the Oklahoma State Department of Career and Technology Education

### 8100-8200 SERIES—AGRICULTURE EDUCATION

CLASS CODE	ASSIGNMENT	Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56
<b>8100*</b>	<b>Agricultural Exploration and Orientation</b>	7511 Career and Technology Agriculture <b>or</b> 7550 Agriculture Education
<b>8200</b>	<b>Agricultural Education</b>	7511 Career and Technology Agriculture <b>or</b> 7550 Agriculture Education
<b>8201*</b>	<b>Introduction to Agriscience</b>	7511 Career and Technology Agriculture <b>or</b> 7550 Agriculture Education
<b>8202*</b>	<b>Agriscience II</b>	7511 Career and Technology Agriculture <b>or</b> 7550 Agriculture Education
<b>8210*</b>	<b>Plant and Soil Science Pathway</b>	7511 Career and Technology Agriculture <b>or</b> 7550 Agriculture Education
8211	Introduction to Plant and Soil Science	
8212	Agriscience Crop Production	
8215	Advanced Biological Plant Science	
<b>8220*</b>	<b>Agricultural Power, Structure, and Technology Pathway</b>	7511 Career and Technology Agriculture <b>or</b> 7550 Agriculture Education
8221	Introduction to Agricultural Mechanics and Power	
8222	Agricultural Power and Technology	
8223	Agricultural Structures	
<b>8230*</b>	<b>Animal Science Pathway</b>	7511 Career and Technology Agriculture <b>or</b> 7550 Agriculture Education
8231	Introduction to Animal Science	
8232	Livestock Production	
8233	Small Animal Care and Veterinary Assisting	
8234	Equine Production	
8235	Advanced Biological Animal Science	
8238	Introduction to Horse Production	
8239	Advanced Horse Production	
<b>8240*</b>	<b>Food Products and Processing Pathway</b>	7511 Career and Technology Agriculture <b>or</b> 7550 Agriculture Education
8241	Introduction to Food Science	
8242	Food and Biotechnology	
<b>8250*</b>	<b>Agribusiness Pathway (HS)</b>	7511 Career and Technology Agriculture <b>or</b> 7550 Agriculture Education
8251	Introduction to Agribusiness Management	
8252	Agricultural Sales and Marketing	
8258	Employment in Agribusiness (Senior Course Only)	

**8100-8200 SERIES—AGRICULTURE EDUCATION (continued)**

<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>8260*</b>	<b>Agricultural Communications Pathway</b>	7511 Career and Technology Agriculture <b>or</b> 7550 Agriculture Education
8261	Introduction to Agricultural Communications	
8262	Agricultural Leadership and Personal Development	
8263	Print and Broadcast Journalism in Agricultural Communication	
<b>8270*</b>	<b>Natural Resources and Environmental Science Pathway</b>	7511 Career and Technology Agriculture <b>or</b> 7550 Agriculture Education
8271	Introduction to Natural Resources and Environmental Science	
8272	Pasture and Range Management	
8273	Wildlife Science and Management	
8274	Forestry	
8275	Aquaculture	
<b>8280*</b>	<b>Horticulture (Plant and Soil Science Pathway)</b>	7511 Career and Technology Agriculture <b>or</b> 7550 Agriculture Education
8281	Introduction to Horticulture	
8282	Greenhouse Production and Management	
8283	Floral Production and Design	
8284	Landscape Design and Installation	
8285	Nursery Production and Management	

**8300 SERIES—MARKETING EDUCATION**

<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>8300*</b>	<b>Buying/Fashion Merchandising</b>	7501 Marketing Education
8301	Introduction to Fashion Design and Marketing	
8302	Marketing Fundamentals	
8303	Fashion Marketing	
8304	Retail Buying	
8305	Advanced Fashion Marketing	
8306	Fashion Capstone	

**8300 SERIES—MARKETING EDUCATION (continued)**

<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>8305*</b>	<b>Professional Sales</b>	7501 Marketing Education
8307	Customer Service	
8308	Retail Sales	
8309	Advanced Marketing	
8310	Business Management and Supervision	
8311	Sales and Promotion	
8312	Professional Sales	
8313	Professional Sales Capstone	
<b>8315*</b>	<b>Sports and Entertainment Marketing</b>	7501 Marketing Education
8316	Introduction to Sports and Entertainment Marketing	
8317	Sports and Entertainment Marketing	
8318	Sports and Entertainment Marketing Management Lab	
8319	Sports and Entertainment Marketing Capstone	
<b>8320*</b>	<b>Marketing Communication and Promotion</b>	7501 Marketing Education
8321	Business and Marketing Communications	
8322	Advertising	
8323	Marketing Research	
8324	Marketing Communications and Promotions Capstone	
<b>8325*</b>	<b>Retail Management</b>	7501 Marketing Education
8326	Retailing Mathematics	
8327	Retail Management	
8328	Retail Management Capstone	
<b>8330*</b>	<b>Entrepreneurship</b>	7501 Marketing Education
8331	Introduction to Business and Marketing	
8332	Economics of Business	
8333	Management and Entrepreneurship	
8334	Entrepreneurship Education (B)	
8335	Business Management and Law	
8336	Business Ownership	
8337	Entrepreneurship Capstone	
8339	Cooperative Fashion Merchandising (B)	

**8300 SERIES—MARKETING EDUCATION (continued)**

<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>8340*</b>	<b>E-Marketing</b>	7501 Marketing Education
8341	International Business and Marketing (B)	
8342	E-Commerce/Marketing	
8343	E-Marketing Capstone	
<b>8345*</b>	<b>Distribution/Logistics</b>	7501 Marketing Education
8346	Introduction to Careers in Distribution and Logistics	
8347	Distribution	
8348	Distribution/Logistics Operations	
8356	Supply Chain Management	
8350	Distribution/Logistics Capstone	
8351	Public Relations Marketing Management Lab (HS)	
8353	Entrepreneurship Awareness (HS)	
8354	Advanced Entrepreneurship (B)	
8355	Public Relations Marketing	
8356	Hotel and Motel Marketing (B)	
8357	Cooperative Hotel and Motel Marketing Management (B)	
8358	Cooperative Fashion Merchandising Management (B)	
8359	E-Commerce Marketing Management Lab (B)	

**8400 SERIES—BUSINESS AND INFORMATION TECHNOLOGY**

<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>8400*</b>	<b>Business and Information Technology Foundation Courses</b>	7513 or 7514 Career and Technology Business or 7501 Marketing Education
8401	Business, Marketing and Computer Technology (Oklahoma Higher Learning Access Program [OHLAP] Credit)	
8402	Business Information Technology (A)	
8403	Business Information Technology Internship (HS)	
<b>8405*</b>	<b>Administration and Information Support</b>	7513 or 7514 Career and Technology Business
8406	Fundamentals of Administrative Technologies (OHLAP Credit)	
8407	Fundamentals of Administrative Technologies II (OHLAP Credit)	
8408	Office Administration and Management (OHLAP Credit)	
8409	Administration and Information Support Capstone	

**8400 SERIES—BUSINESS AND INFORMATION TECHNOLOGY (continued)**

<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>8410*</b>	<b>Administration and Information Support-Legal Office</b>	7513 or 7514 Career and Technology Business
8411	Foundations for the Legal Office	
8412	Legal Office Procedures	
8413	Advance Computer Applications for the Law Office	
8414	Advanced Legal Communications	
8415	Legal Specialties	
8416	Administration and Information Support-Legal Office Capstone	
<b>8420*</b>	<b>Administration and Information Support-Medical Office</b>	7513 or 7514 Career and Technology Business
8421	Foundations of Medical Office Assistant	
8423	Patient Billing	
8424	Medical Insurance	
8425	Medical Transcription	
8426	ICD-CPT Coding	
8427	Administration and Information Support-Medical Office Capstone	
<b>8430*</b>	<b>Business, Management, and Accounting</b>	7513 or 7514 Career and Technology Business or 7501 Marketing Education
8431	Accounting I	
8432	Accounting II	
8433	Computerized Accounting	
8434	Payroll Accounting	
8435	Financial Accounting	
8436	Oil and Gas Accounting	
8437	Business, Financial Management and Accounting Capstone	
<b>8440*</b>	<b>Management</b>	7513 or 7514 Career and Technology Business
8441	Business Management and Law	
8442	International Business	
8443	Entrepreneurship: Business Development	
8444	Entrepreneurship: Business Management	
8445	Management Capstone	

**8400 SERIES—BUSINESS AND INFORMATION TECHNOLOGY (continued)**

CLASS CODE	ASSIGNMENT	Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56
<b>8446*</b>	<b>Human Resources</b>	7513 or 7514 Career and Technology Business
8447	Human Resource Concepts	
8448	Employee and Labor Relations	
8456	Benefits and Compensation Management	
8550	Human Resources Information Systems	
8551	Human Resources Capstone	
<b>8455</b>	<b>Business Analysis</b>	7513 or 7514 Career and Technology Business
8456	Applications of Business Analysis	
8557	Business Analysis Capstone	

**FINANCE CLUSTER**

**8400 SERIES—BUSINESS AND INFORMATION TECHNOLOGY (continued)**

CLASS CODE	ASSIGNMENT	Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56
<b>8460*</b>	<b>Financial and Investment Planning</b>	7513 or 7514 Career and Technology Business
8461	Business and Personal Finance	
8462	Financial Management and Investment Planning	
8463	Financial Planning and Investment Capstone	
<b>8465*</b>	<b>Business Financial Management</b>	7513 or 7514 Career and Technology Business
8466	Business Financial Management Capstone	
<b>8467*</b>	<b>Banking and Related Services</b>	7513 or 7514 Career and Technology Business
8468	Banking and Financial Services	
8469	Banking and Related Services Capstone	

## INFORMATION TECHNOLOGY CLUSTER

<b>8400 SERIES—BUSINESS AND INFORMATION TECHNOLOGY (continued)</b>		
CLASS CODE	ASSIGNMENT	Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56
<b>8480*</b>	<b>Network Systems-Network Services</b>	7513 or 7514 Career and Technology Business
8481	Client Operating Systems (OHLAP Credit)	
8482	Server Operating Systems (OHLAP Credit)	
8483	Network Management (OHLAP Credit)	
8484	Fundamentals of Unix/Linux	
8485	Network Services Capstone	
8486	Network Routing Fundamentals (OHLAP Credit)	
8487	Routing, Switching, and Wide Area Network (WAN) Technologist (OHLAP Credit)	
8488	Telcom and Network Cabling	
8489	Cisco Networking Capstone	
8560	Advanced Routing and Remote Access Networks (OHLAP Approved)	
8561	Multilayer Switching and Internet Support (OHLAP Credit)	
8562	Network Professional Capstone	
<b>8563*</b>	<b>Network Systems-Cyber-Security</b>	
8564	Principals of Information Assurance	
8565	Network Security	
8566	Enterprise Security Management	
8567	Secure Electronic Commerce (OHLAP Credit)	
8568	Cyber Forensics (OHLAP Credit)	
8569	Cyber-Security Capstone	
<b>8500*</b>	<b>Information Support and Services-Systems Support</b>	7513 or 7514 Career and Technology Business
8501	Computer Repair and Troubleshooting I (OHLAP Credit)	
8502	Computer Repair and Troubleshooting II (OHLAP Credit)	
8503	Systems Support Capstone	

**8400 SERIES—BUSINESS AND INFORMATION TECHNOLOGY (continued)**

<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>8505*</b>	<b>Information Support and Services-Database Service</b>	7513 or 7514 Career and Technology Business
8506	Fundamentals of Database Development	
8507	Database/SQL Fundamentals	
8508	SQL and PL/SQL Database Applications Development (OHLAP Approved)	
8509	Database Administration (OHLAP Approved)	
8510	Modeling Languages	
8511	Forms Development (OHLAP Credit)	
8512	Database Administration Capstone	
<b>8515*</b>	<b>Information Support and Services-Home Technology Integrator</b>	7513 or 7514 Career and Technology Business
8516	Structured Cabling Systems	
8517	Audio-Visual Systems	
8518	Residential and Commercial Wiring Systems	
8519	Auxiliary Home Technology Systems	
8520	HTI Capstone	
<b>8521*</b>	<b>Interactive Media-Desktop Publishing</b>	7513 or 7514 Career and Technology Business
8522	Desktop Publishing and Graphic Design	
8523	Image Management Techniques	
8524	Digital Editing and Production Photography	
8525	Desktop Publishing Capstone	
<b>8526*</b>	<b>Interactive Media-Video Editing/Production</b>	7513 or 7514 Career and Technology Business
8527	Video Production	
8528	Video Animation	
8529	Video Editing/Production Capstone	

**8400 SERIES—BUSINESS AND INFORMATION TECHNOLOGY (continued)**

<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>8530*</b>	<b>Interactive Media-Web Services</b>	7513 or 7514 Career and Technology Business
8531	Fundamentals of Web Design (OHLAP Credit)	
8532	Design Tools and Electronic Marketing Strategies (OHLAP Credit)	
8533	Advanced Design Techniques (OHLAP Credit)	
8534	Advanced Digital Animation (OHLAP Credit)	
8535	Web Scripting Foundations (OHLAP Credit)	
8536	Interactive Media-Capstone	
8537	E-Commerce Site Production (OHLAP Credit)	
<b>8538*</b>	<b>Programming and Software Development</b>	7513 or 7514 Career and Technology Business
8539	Scripting Language Fundamentals (OHLAP Credit)	
8540	Advanced Programming (OHLAP Credit)	
8541	Systems Analysis and Design (OHLAP Credit)	
8542	Advanced Scripting Languages (NET Framework) (OHLAP Credit)	
8543	Software Configuration management (OHLAP Credit)	
8544	Business Communications and Project Management	
8545	C++ Programming (OHLAP Credit)	
8546	C# Programming (OHLAP Credit)	
8547	VBNET Programming (OHLAP Credit)	
8548	User Interface Design (OHLAP Credit)	
8556	Programming and Software Development Capstone	

## CAREER AND TECHNOLOGY HEALTH EDUCATION

<b>8550 SERIES—CAREER AND TECHNOLOGY HEALTH EDUCATION</b>		
CLASS CODE	ASSIGNMENT	Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56
<b>8550*</b>	<b>Career and Technology Health Education</b>	7515 Career and Technology Health Occupations
8551	Health Careers Certification (B)	
8552	Dental Hygiene (A)	
8553	Surgical First Assistant (A)	
8554	Biomedical Laboratory Technician (B)	
8555	Dental Assisting (B)	
8556	Dental Laboratory Technician (A)	
8557	Medical Assisting (B)	
8558	Certified Massage Therapist (A)	
8559	Practical Nursing (B)	
8560	Nursing Options (B)	
8561	Health Information Management (B)	
8562	Pharmacy Technician (B)	
8563	Magnetic Resonance Imaging (A)	
8564	Medical Office Assistant (B)	
8565	Vision Care Assistant (B)	
8566	Therapeutic Options (B)	
8567	Nurse Assisting (B)	
8568	Surgical Technology (A)	
8569	Radiologic Technology (A)	
8570	Respiratory Care (A)	
8571	Emergency Medical Technician (A)	
8576	Introduction to Health Careers (HS)	
8577	Health Careers II (HS)	
8578	Health Careers III (HS)	
8579	Internship in Health Careers (HS)	
8580	Integrated Science and Health Careers I (HS)	

**8550 SERIES—CAREER AND TECHNOLOGY HEALTH EDUCATION (continued)**

CLASS CODE	ASSIGNMENT	Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56
<b>8550*</b>	<b>Career and Technology Health Education (continued)</b>	7515 Career and Technology Health Occupations
8581	Integrated Science and Health Careers II (HS)	
8582	Integrated Science and Health Careers III (HS)	
8583	Sports Medicine (B)	
8584	Middle School Health Careers (Grades 7-8) (HS)	
8586	Health Science Technology I (B)	
8587	Health Science Technology II (B)	
8588	TechConnect Integrated Science and Health Careers I	
8589	TechConnect Integrated Science & Health Careers II	
8590	Tech Connect Integrated Science and Health Careers III	
8591	Physical Therapy Assistant (A)	
8592	Clinical Medical Laboratory (B)	
8593	Advanced Unlicensed Assistant (B)	
8594	Occupational Therapy Assistant (A)	
8595	Orthotics/Prosthetics (A)	
8596	Sonography (A)	
8597	Biomedical and Life Sciences Academy (B)	

**FAMILY AND CONSUMER SCIENCES,  
CAREER AND TECHNOLOGY/OCCUPATIONAL**

<b>8600* SERIES—CAREER AND TECHNOLOGY FAMILY AND CONSUMER SCIENCES EDUCATION</b>		
<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>8600*</b>	<b>Career and Technology Family and Consumer Sciences Education</b>	Any Family and Consumer Science (Home Economics) Certificate or 7517 or 7575 Career and Technology Family and Consumer Sciences
8610	Adult and Family Living (HS)	
8620	Healthy Life Choices (HS)	
8630	Parenting and Child Development (HS)	
8640	Consumer Education (HS)	
8650	Food Science and Personal Nutrition (HS)	
8660	Housing and Home Furnishings (HS)	
8670	Marriage and Family Life (HS)	
8680	Personal Clothing Management (HS)	
8700	Career and Technology Family and Consumer Sciences Education	
<b>8710*</b>	<b>Career and Technology Family and Consumer Sciences</b>	Any Family and Consumer Science (Home Economics) Certificate or 7517 or 7575 Career and Technology Family and Consumer Sciences
8711	Family and Consumer Sciences I (HS)	
8712	Family and Consumer Sciences II (HS)	
8713	Family and Consumer Sciences III (HS)	
8714	Family and Consumer Sciences IV (HS)	
<b>8720*</b>	<b>Career Orientation (HS)</b>	Any Family and Consumer Science (Home Economics) Certificate or 7517 or 7575 Career and Technology Family and Consumer Sciences
8721	Career Orientation (HS)	
8722	Hospitality Careers Orientation (HS)	
<b>8740*</b>	<b>Career and Technology Cooperative Family and Consumer Sciences</b>	Any Family and Consumer Science (Home Economics) Certificate or 7517 or 7575 Career and Technology Family and Consumer Sciences
8741	Career and Technology Cooperative Family and Consumer Sciences I (HS)	
8742	Career and Technology Cooperative Family and Consumer Sciences II (HS)	

## 8800 Career and Technology Family and Consumer Sciences Occupational Training

<b>8600* SERIES—CAREER AND TECHNOLOGY FAMILY AND CONSUMER SCIENCES EDUCATION</b>		
CLASS CODE	ASSIGNMENT	Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56
<b>8810*</b>	<b>Early Care and Education</b>	7505 Occupational Home Economics <b>or</b> 7559 Occupational Family and Consumer Sciences
8811	Early Care and Education I (B)	
8812	Early Care and Education II (B)	
8813	Early Care and Education IIIs (B)	
<b>8820*</b>	<b>Apparel Design</b>	7505 Occupational Home Economics <b>or</b> 7559 Occupational Family and Consumer Sciences
8821	Apparel Design I (B)	
8822	Apparel Design II (B)	
8823	Apparel Design IIIs (B)	
<b>8830*</b>	<b>Culinary Arts</b>	7505 Occupational Home Economics <b>or</b> 7509 Trade and Industrial Education <b>or</b> 7559 Occupational Family and Consumer Sciences
8831	Culinary Arts I (B)	
8832	Culinary Arts II (B)	
8833	Culinary Arts IIIs (B)	
<b>8840*</b>	<b>Interior Design</b>	7505 Occupational Home Economics <b>or</b> 7509 Trade and Industrial Education <b>or</b> 7559 Occupational Family and Consumer Sciences
8841	Interior Design I (B)	
8842	Interior Design II (B)	
8843	Interior Design IIIs (B)	
<b>8850*</b>	<b>Home Management and Industrial Services</b>	7505 Occupational Home Economics <b>or</b> 7509 Trade and Industrial Education <b>or</b> 7559 Occupational Family and Consumer Sciences
8851	Home Management and Industrial Services I (B)	
8852	Home Management and Industrial Services II (B)	
8853	Home Management and Industrial Services IIIs (B)	
<b>8860*</b>	<b>Hospitality Careers</b>	7505 Occupational Home Economics <b>or</b> 7509 Trade and Industrial Education <b>or</b> 7559 Occupational Family and Consumer Sciences
8861	Hospitality Careers I (B)	
8862	Hospitality Careers II (B)	
8863	Hospitality Careers IIIs (B)	

**8600\* SERIES—CAREER AND TECHNOLOGY FAMILY AND CONSUMER SCIENCES EDUCATION (continued)**

CLASS CODE	ASSIGNMENT	Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56
<b>8870*</b>	<b>Occupational Services</b>	7505 Occupational Home Economics or 7509 Trade and Industrial Education or 7559 Occupational Family and Consumer Sciences
8871	Occupational Services I (B)	
8872	Occupational Services II (B)	
8873	Occupational Services III (B)	
8874	Occupational Services IV (B)	
<b>8880*</b>	<b>Introduction to Career and Technology Careers</b>	7505 Occupational Home Economics or 7509 Trade and Industrial Education or 7559 Occupational Family and Consumer Sciences
8881	Introduction to Career and Technology Careers I (B)	
8882	Introduction to Career and Technology Careers II (B)	
8883	Introduction to Career and Technology Careers III (B)	
8884	Introduction to Career and Technology Careers IV (B)	

**8900 – CLIENT-BASED PROGRAMS**

CLASS CODE	ASSIGNMENT	Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56
<b>8910*</b>	<b>Self-Employment Training (SET) (A)</b>	
<b>8920*</b>	<b>Business Development Program (BDP) (A)</b>	
<b>8930*</b>	<b>Management Development Group (MDG) (A)</b>	
<b>8940*</b>	<b>Small Business Management (SBM) (A)</b>	
<b>8950*</b>	<b>Agricultural Business Management (ABM) (A)</b>	
<b>8960*</b>	<b>Bid Assistance Center (BAC) (A)</b>	
<b>8970*</b>	<b>Displaced Homemaker (A)</b>	
<b>8975*</b>	<b>Broker-Agent (A)</b>	
<b>8980*</b>	<b>Assigned by LEA (A)</b>	
<b>8990*</b>	<b>TIP Projects (A)</b>	
	8991-8999 Assigned by LEA (A)	

**9000 SERIES—CAREER AND TECHNOLOGY TRADE AND INDUSTRIAL EDUCATION/TECHNOLOGY ENGINEERING**

CLASS CODE	ASSIGNMENT	Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56
<b>9010*</b>	<b>Technology Engineering</b>	5005 General Industrial Arts or 8501 General Technology Education or 8550 Technology Engineering or 7509 Trade and Industrial Education
9011	Technology Engineering I (Grades 5-8, HS)	
9012	Technology Engineering II (Grades 6-8, HS)	
9013	Technology Engineering III (Grades 7-8, HS)	
9014	Gateway (Grades 7-8)	
<b>9020*</b>	<b>TechConnect (Grades 9-10, HS)</b>	5005 General Industrial Arts or 8501 General Technology Education or 8550 Technology Engineering or 7509 Trade and Industrial Education
9021	TechConnect Agriculture, Food and Natural Resources Career Cluster	
9022	TechConnect Architecture & Construction Career Cluster	
9023	TechConnect Arts, A/V Technology and Communications Career Cluster	
9024	TechConnect Information Technology Career Cluster	
9025	TechConnect Law, Public Safety and Security Career Cluster	
9026	TechConnect Manufacturing Career Cluster	
9027	TechConnect Transportation, Distribution and Logistics Career Cluster	
9028	TechConnect Science, Technology, Engineering and Mathematics Career Cluster	
9029	TechConnect Diversified Programs	
<b>9030*</b>	<b>Pre-Engineering (Grades 9-12)</b>	5005 General Industrial Arts or 8501 General Technology Education or 8550 Technology Engineering or 7509 Trade and Industrial Education
9031	Introduction to Engineering Design – OHLAP Computer Science Credit	
9032	Principles of Engineering – OHLAP Computer Science Credit	
9033	Digital Electronics	
9034	Computer Integrated Manufacturing	
9035	Civil Engineering and Architecture	
9036	Biochemical Engineering	
9037	Aerospace Engineering	
9038	Engineering Design and Development	

## TRADE AND INDUSTRIAL EDUCATION

CLASS CODE	ASSIGNMENT	Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56
<b>9040*</b>	<b>Air Conditioning and Refrigeration</b>	7509 Trade and Industrial Education
9041	Air Conditioning and Refrigeration I (A)	
9042	Air Conditioning and Refrigeration II (A)	
<b>9050*</b>	<b>Aviation Maintenance Technology</b>	7509 Trade and Industrial Education
9051	General Aviation Maintenance Technology (AMT)/Air Frame/Power Plant Electrical (B)	
9052	Aviation Air Frame AMT (B)	
9053	Aviation Power Plant AMT	
9054	AMT I TechConnect Plus	
9055	AMT II TechConnect Plus	
<b>9060*</b>	<b>Major Appliance Technology</b>	7509 Trade and Industrial Education
9061	Major Appliance Technology I (B)	
9062	Major Appliance Technology II (B)	
<b>9070*</b>	<b>Auto Service &amp; Auto Collision Technology</b>	7509 Trade and Industrial Education
9071	Auto Collision Tech I (B)	
9072	Auto Collision Tech II (B)	
9073	Auto Service Tech I (B)	
9074	Auto Service Tech II (B)	
9075	Auto Service Tech I-TechConnect Plus	
9076	Auto Service Tech II-TechConnect Plus	
9077	Auto Parts Department Training I (B)	
9078	Auto Parts Department Training II (B)	
<b>9080*</b>	<b>Aviation Avionics</b>	7509 Trade and Industrial Education
9081	Aviation Avionics I (B)	
<b>9090*</b>	<b>Building Maintenance Technology</b>	7509 Trade and Industrial Education
9091	Building Maintenance Technology I (B)	
<b>9100*</b>	<b>Building Maintenance Technology II (B)</b>	7509 Trade and Industrial Education
9101	Service Careers/Building and Grounds Maintenance I (B)	
9102	Service Careers/Building and Grounds Maintenance II (B)	

**TRADE AND INDUSTRIAL EDUCATION (continued)**

<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>9110*</b>	<b>Cabinet Making</b>	7509 Trade and Industrial Education
9111	Cabinet Making I (B)	
9112	Cabinet Making II (B)	
9113	Cabinetmaking I TechConnect Plus	
9114	Cabinetmaking II TechConnect Plus	
<b>9120*</b>	<b>Carpentry</b>	7509 Trade and Industrial Education
9021	Carpentry I (B)	
9022	Carpentry II (B)	
9023	Carpentry I TechConnect Plus	
9024	Carpentry II TechConnect Plus	
<b>9130*</b>	<b>Advertising and Design</b>	7509 Trade and Industrial Education
9131	Advertising and Design I (B)	
9132	Advertising and Design II (B)	
<b>9140*</b>	<b>Commercial Art/Photography</b>	7509 Trade and Industrial Education
9141	Commercial Art/Photography I TechConnect Plus	
9142	Commercial Art/Photography II TechConnect Plus	
<b>9150*</b>	<b>Computer-Aided Drafting</b>	7509 Trade and Industrial Education
9151	Computer-Aided Drafting I (B)	
9152	Computer Aided Drafting II (B)	
9153	Computer Aided Drafting I TechConnect Plus	
9154	Computer Aided Drafting II TechConnect Plus	
<b>9160*</b>	<b>Computer Repair/Networking</b>	7509 Trade and Industrial Education
9161	Computer Repair/Networking I (B)	
9162	Computer Repair/Networking II (B)	
9163	Computer Repair/Networking I TechConnect Plus	
9164	Computer Repair/Networking II TechConnect Plus	

**TRADE AND INDUSTRIAL EDUCATION (continued)**

<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>9170*</b>	<b>Construction/Mechanical Trades Technology</b>	7509 Trade and Industrial Education
9176	Construction/Mechanical Trades Technology I (B)	
9177	Construction/Mechanical Trades Technology II (B)	
<b>9180*</b>	<b>Cosmetology</b>	7509 Trade and Industrial Education
9181	Cosmetology I (B)	
9182	Cosmetology II (B)	
9183	TechConnect Plus Cosmetology I	
9184	TechConnect Plus Cosmetology II	
<b>9190*</b>	<b>Medium Heavy Duty Truck/Diesel Service Technology</b>	7509 Trade and Industrial Education
9191	Medium/Heavy Duty Truck Tech I (B)	
9192	Medium/Heavy Duty Truck Tech II (B)	
9193	Diesel Service Technology Tech I (B)	
9194	Diesel Service Technology Tech II (B)	
<b>9200*</b>	<b>Drafting</b>	7509 Trade and Industrial Education
9201	Drafting I (B)	
9202	Drafting II (B)	
9203	TechConnect Plus Drafting I (B)	
9204	TechConnect Plus Drafting II (B)	
<b>9210*</b>	<b>Electrical Trades</b>	7509 Trade and Industrial Education
9211	Electrical Trades I (B)	
9212	Electrical Trades II (B)	
9213	Electrical Trades I TechConnect Plus	
9214	Electrical Trades II TechConnect Plus	
<b>9220*</b>	<b>Industrial Maintenance Technology</b>	7509 Trade and Industrial Education
9221	Industrial Maintenance Technology I TechConnect Plus	
9222	Industrial Maintenance Technology II TechConnect Plus	

**TRADE AND INDUSTRIAL EDUCATION (continued)**

<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>9230*</b>	<b>Electronics</b>	7509 Trade and Industrial Education
9231	Electronics I (B)	
9232	Electronics II (B)	
9233	Electronic Field Service Tech I (B)	
9234	Electronic Field Service Tech II (B)	
9235	Electronics I TechConnect Plus	
9236	Electronics II TechConnect Plus	
<b>9240*</b>	<b>Farm Equipment Repair</b>	
9241	Farm Equipment Repair Tech I (B)	
9242	Farm Equipment Repair Tech II (B)	
9243	Farm Equipment Repair Tech I TechConnect Plus	
9244	Farm Equipment Repair Tech II TechConnect Plus	
<b>9250*</b>	<b>Floral Design</b>	7509 Trade and Industrial Education
9251	Floral Design I (B)	
9252	Floral Design II (B)	
<b>9260*</b>	<b>Cisco Networking</b>	7509 Trade and Industrial Education
9261	Cisco Networking Semester I (B)	
9262	Cisco Networking Semester II (B)	
9263	Cisco Networking Semester III (B)	
9264	Cisco Networking Semester IV (B)	
9265	Cisco Networking I TechConnect Plus	
9266	Cisco Networking II TechConnect Plus	
9267	Cisco networking III Tech Connect Plus	
9268	Cisco networking IV TechConnect Plus	
<b>9270*</b>	<b>Cyber Security</b>	7509 Trade and Industrial Education
9271	Cyber Security I (B)	
9272	Cyber Security II (B)	
9273	Cyber Security III (B)	
9274	Cyber Security IV (B)	

**TRADE AND INDUSTRIAL EDUCATION (continued)**

<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>9280*</b>	<b>Horticulture/Landscape</b>	7509 Trade and Industrial Education
9281	Horticulture/Landscape I (B)	
9282	Horticulture/Landscape II (B)	
9283	Horticulture/Landscape I TechConnect Plus	
9284	Horticulture/Landscape II TechConnect Plus	
<b>9290*</b>	<b>Hydraulics and Pneumatics</b>	7509 Trade and Industrial Education
9291	Hydraulics and Pneumatics I (B)	
9292	Hydraulics and Pneumatics II (B)	
<b>9300*</b>	<b>Laboratory Technology</b>	7509 Trade and Industrial Education
9301	Laboratory Technology I (B)	
9302	Laboratory Technology II (B)	
9303	Laboratory Technology IIIs (B)	
<b>9310*</b>	<b>Industrial Electricity</b>	7509 Trade and Industrial Education
9311	Industrial Electricity I (B)	
9312	Industrial Electricity II (B)	
<b>9320*</b>	<b>Industrial Electronics</b>	7509 Trade and Industrial Education
9321	Industrial Electronics I (B)	
9322	Industrial Electronics II (B)	
<b>9330*</b>	<b>Industrial Technology</b>	7509 Trade and Industrial Education
9331	Industrial Technology I (B)	
9332	Industrial Technology II (B)	
<b>9340*</b>	<b>Internetworking Technology</b>	7509 Trade and Industrial Education
9341	Internetworking Tech I (B)	
9342	Internetworking Tech II (B)	
9343	Internetworking Technology I TechConnect Plus	
9344	Internetworking Technology II TechConnect Plus	
<b>9350*</b>	<b>Instrumentation (Electrical)</b>	7509 Trade and Industrial Education
9351	Instrumentation (Electrical) I (B)	
9352	Instrumentation (Electrical) II (B)	

**TRADE AND INDUSTRIAL EDUCATION (continued)**

<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>9360*</b>	<b>Law Enforcement</b>	7509 Trade and Industrial Education
9361	Law Enforcement I (B)	
9362	Law Enforcement II (B)	
<b>9370*</b>	<b>Precision Machine Technology</b>	7509 Trade and Industrial Education
9371	Precision Machine Technology I (B)	
9372	Precision Machine Technology II (B)	
<b>9380*</b>	<b>Fire Protection</b>	7509 Trade and Industrial Education
9381	Fire Protection I (B)	
9382	Fire Protection II (B)	
<b>9390*</b>	<b>Marine Power Technology</b>	7509 Trade and Industrial Education
9391	Marine Power Technology I (B)	
9392	Marine Power Technology II (B)	
9393	Marine Power Technology I TechConnect Plus	
9394	Marine Power Technology II TechConnect Plus	
<b>9410*</b>	<b>Masonry</b>	7509 Trade and Industrial Education
9411	Masonry I (B)	
9412	Masonry II (B)	
9414	Brick Masonry I TechConnect Plus (B)	
9415	Brick Masonry II TechConnect Plus (B)	
<b>9420*</b>	<b>Meat Processing</b>	7509 Trade and Industrial Education
9421	Meat Processing I (B)	
9422	Meat Processing II (B)	
<b>9430*</b>	<b>Mobile Telecommunication Technology</b>	7509 Trade and Industrial Education
9431	Mobile Telecommunication Technology I (B)	
9432	Mobile Telecommunication Technology II (B)	
<b>9440*</b>	<b>Motorcycle Repair</b>	7509 Trade and Industrial Education
9441	Motorcycle Service Technology I (B)	
9442	Motorcycle Service Technology II (B)	
9443	Motorcycle Service Technology I TechConnect Plus	
9444	Motorcycle Service Technology II TechConnect Plus	

**TRADE AND INDUSTRIAL EDUCATION (continued)**

<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>9470*</b>	<b>Plumbing</b>	7509 Trade and Industrial Education
9471	Plumbing I (B)	
9472	Plumbing II (B)	
9473	Plumbing I TechConnect Plus	
9474	Plumbing II TechConnect Plus	
<b>9480*</b>	<b>Graphic Communications</b>	7509 Trade and Industrial Education
9481	Graphic Communications I (B)	
9482	Graphic Communications II (B)	
9483	Graphic Communications I TechConnect Plus	
9484	Graphic Communications II TechConnect Plus	
<b>9560*</b>	<b>Telecommunication Technology</b>	7509 Trade and Industrial Education
9561	Telecommunication Tech I (B)	
9562	Telecommunication Tech II (B)	
9563	Telecommunication Tech I TechConnect Plus	
9564	Telecommunication Tech II TechConnect Plus	
<b>9565*</b>	<b>Sheet Metal</b>	7509 Trade and Industrial Education
9566	Sheet Metal I (B)	
9567	Sheet Metal II (B)	
9569	Sheet Metal TechConnect Plus	
<b>9530*</b>	<b>Upholstery</b>	7509 Trade and Industrial Education
9531	Upholstery I (B)	
9532	Upholstery II (B)	
<b>9540*</b>	<b>Welding</b>	7509 Trade and Industrial Education
9541	Welding I (B)	
9542	Welding II (B)	
9543	Welding I TechConnect Plus	
9544	Welding II TechConnect Plus	

**TRADE AND INDUSTRIAL EDUCATION (continued)**

<b>CLASS CODE</b>	<b>ASSIGNMENT</b>	<b>Code/Certification Required + MUST Meet Additional Highly Qualified Requirements if Given for Math or Science Credit – See page 56</b>
<b>9560*</b>	<b>Power Products Technology</b>	7509 Trade and Industrial Education
9561	Power Products Technology I (B)	
9562	Power Products Technology II (B)	
9563	Power Products Technology I TechConnect Plus	
9564	Power Products Technology II TechConnect Plus	
<b>9580*</b>	<b>Principles of Technology (B)</b>	7509 Trade and Industrial Education
9582	Principals of Technology	
<b>9610*</b>	<b>Concrete and Cement Masonry</b>	7509 Trade and Industrial Education
9611	Concrete and Cement Masonry I TechConnect Plus	
9612	Concrete and Cement Masonry II TechConnect Plus	
<b>9620*</b>	<b>Small Engines</b>	7509 Trade and Industrial Education
9622	Small Engines TechConnect Plus	
<b>9640*</b>	<b>Communications</b>	7509 Trade and Industrial Education
9641	Graphic Communications I TechConnect Plus	
9642	Graphic Communications II TechConnect Plus	
<b>9710*</b>	<b>ICE Individualized Co-op Education</b>	7509 Trade and Industrial Education
9711	ICE Individualized Co-op Education I (B)	
9712	ICE Individualized Co-op Education II (B)	
<b>9730*</b>	<b>Video Production</b>	7509 Trade and Industrial Education
9731	Video Production I (B)	
9732	Video Production II (B)	
9733	Video Production I TechConnect Plus	
9734	Video Production II TechConnect Plus	
<b>9740*</b>	<b>Metal Fabrication</b>	7509 Trade and Industrial Education
9741	Metal Fabrication	
<b>9750*</b>	<b>Heavy Equipment Operator</b>	7509 Trade and Industrial Education
9754	Heavy Equipment Operator I	
9755	Heavy Equipment Operator II	
<b>9980*</b>	<b>All Career and Technology and Trade and Industrial Programs (B)</b>	7509 Trade and Industrial Education
<b>9990*</b>	<b>Other Career and Technology Programs (B)</b> To be used for any other Career and Technology program that has not been specifically identified	7509 Trade and Industrial Education

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# Special Education

## Grades PK-12

**JULY 2010**

# Highly Qualified Requirements At a Glance

## No Child Left Behind Act of 2001

Form HQR



According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by June 30, 2006.



### Overview of Requirements for Highly Qualified Teachers

CORE ACADEMIC SUBJECT TEACHER - What does it take to be highly qualified?	Grades												
	PK	1	2	3	4	5	6	7	8	9	10	11	12
<b>Early Childhood - Grades Pre-Kindergarten (PK)-3</b> Early Childhood Education certificate <b>PLUS</b> Early Childhood Education test <b>OR</b> build HOUSSE* in Early Childhood Education													
<b>Elementary Education - Grades 1-8 Self-contained</b> Elementary Education certificate <b>PLUS</b> Elementary Education test <b>OR</b> build HOUSSE* in Elementary Education													
<b>Middle Level - Grades 6-8 Departmentalized (Except 7-8 Math)</b> Elementary Education or specific subject area certificate <b>PLUS</b> specific subject area test (does not include Elementary Education test) <b>OR</b> build HOUSSE* in specific subject area taught <b>OR</b> see ADDITIONAL OPTIONS on next page													
<b>Math - Grades 7-8</b> Appropriate Math certificate (Oklahoma Statute) <b>PLUS</b> Appropriate Math test <b>OR</b> build HOUSSE* in Math <b>OR</b> see ADDITIONAL OPTIONS on next page													
<b>Secondary Specific Subject Area - Grades 6-12</b> Appropriate certificate in specific subject area <b>PLUS</b> appropriate specific subject area test <b>OR</b> build HOUSSE* in specific subject area taught <b>OR</b> see ADDITIONAL OPTIONS on next page													
<b>Art, Music, Foreign Languages and Reading Specialist - Grades PK-12</b> Appropriate certificate in specific subject area <b>PLUS</b> appropriate specific subject area test <b>OR</b> build HOUSSE* in specific subject area taught <b>OR</b> for middle level/secondary see ADDITIONAL OPTIONS on next page													

For appropriate certificate refer to the *Certification Guide for School Staff Assignments* online at <http://www.sde.state.ok.us>.

\*HOUSSE: High Objective Uniform State Standard of Evaluation

# Special Education Highly Qualified Requirements At a Glance

## No Child Left Behind Act of 2001

Form HQR



According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by June 30, 2006.



### Highly Qualified Requirements for Special Education Teachers who are Providing Direct Instruction and are the Teacher of Record for Core Academic Subjects

#### What does it take for a Special Education teacher to be highly qualified?

#### Special Education - Grades PK-12

**Veteran teachers in the Profession PRIOR TO December 3, 2004, are required to have** Certificate in Special Education **PLUS**

Build HOUSSE\* single core subject areas **OR** pass appropriate test for single core subject area. Middle level or secondary teachers have additional options below.

#### Special Education - Grades PK-12

**New teachers to the Profession AFTER December 3, 2004, are required to have** Special Education Certificate **AND** appropriate certificate **for grade level** in Early Childhood **OR** Elementary Education.

Middle or Secondary Education requires passing subject area test in secondary, 6-12 or 7-12 subject area in whatever core subject the teacher is assigned to teach. A teacher who is certified in math, science, or language arts may attempt to use a HOUSSE\*\* procedure to become highly qualified in additional core subjects. This option is available only within two years of date of employment.

### Special Education teachers who are not teacher of record may utilize the collaborative/co-teaching model.

Special Education teachers and core academic teachers are encouraged to consider the collaborative/co-teaching model as a service delivery option. Co-teaching will allow more individualized instruction in the general classroom, increase access to the general education curriculum for special education students, and decrease the stigma for students with special needs. Teachers can benefit from the professional support exchange of teaching practices as they work collaboratively together.

**Additional Options to be Highly Qualified for Middle Level or Secondary:** (Not an option for PK-5 early childhood/elementary education or 6<sup>th</sup> grade elementary education self-contained classes.)

- Complete an undergraduate major or coursework equivalent to undergraduate major (24 semester hours) in academic subject taught (Does not include elementary education coursework or special education coursework) **OR**
- Hold a Graduate Degree in subject area taught (Does not include elementary education graduate degree or special education graduate degree) **OR**
- Hold certification through National Board for Professional Teaching Standards in core academic subject taught.

\*HOUSSE: High Objective Uniform State Standard of Evaluation

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## Highly Qualified Special Education Teacher (Grades PK-12)

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According to the *No Child Left Behind Act of 2001*, any special education teacher who is the teacher of record for early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified.



Special Education teachers who are not the teacher of record or are not highly qualified in a specific core subject may work with the teacher of record in a collaborative or consultative manner.

### Highly qualified teacher must have:

#### Veteran Teachers

Teachers employed as a special education teacher **PRIOR TO** December 3, 2004, must (1) have a bachelor's degree, (2) hold a special education certificate, **PLUS** meet one of the options below.

#### New Teachers

For Early Childhood or Elementary Education teachers new to the profession **AFTER** December 3, 2004, are required to have a Special Education Certificate **AND** appropriate certificate for grade level in Early Childhood **OR** Elementary Education.

Middle or Secondary Education requires passing subject area test in secondary, 6-12 or 7-12 subject area in whatever core subject the teacher is assigned to teach. A teacher who is certified in math, science, or language arts may attempt to use a HOUSSE\*\* procedure to become highly qualified in additional core subjects. This option is available only within two years of date of employment.

**Teacher of Record for Early Childhood and Elementary - Grades PK-5**  
Options A or E

**Teacher of Record for Any Core Subject  
Middle School and Secondary - Grades 6-12**  
Options A, B, C, D, or E

- Option A:** Passed a state certification test in level/subject taught (Example: Early Childhood test PK-3 or Elementary Education test, or specific subject area test for departmentalized classes 6<sup>th</sup> – 12<sup>th</sup> grade. (Does not include special education test.)  
or
- Option B:** Completed an undergraduate academic major or coursework equivalent to an undergraduate academic major (24 semester hours of subject-specific coursework) in subject taught as documented by the teacher's official transcript. (Does not include a special education major.)  
or
- Option C:** Completed a graduate degree in subject taught. (Does not include a special education graduate degree.)  
or
- Option D:** Holds **certification** through National Board for Professional Teaching Standards in **core academic** subject taught.  
or
- Option E:** Veteran teachers: Demonstrated competency in each subject taught based on a High Objective Uniform State Standard of Evaluation (HOUSSE), see pages 85 and 86.  
Teachers new to the profession: Demonstrated competency in each subject area taught based on a HOUSSE. Early Childhood/Elementary Education, see page 85, or Middle/Secondary, see page 86.

## REQUIREMENTS FOR NEW TEACHERS TO THE SPECIAL EDUCATION PROFESSION AFTER DECEMBER 3, 2004

- (1) NEW TEACHERS MUST HAVE THE SUBJECT CERTIFICATION APPROPRIATE FOR THE GRADE LEVEL (IDENTIFIED BELOW) AND  
 (2) HAVE THE APPROPRIATE SPECIAL EDUCATION CERTIFICATION

APPROPRIATE SPECIAL EDUCATION CERTIFICATION	SPECIAL EDUCATION ASSIGNMENT	&	APPROPRIATE SUBJECT CERTIFICATION	&	REQUIREMENTS TO BE HIGHLY QUALIFIED	
					TEST TO PASS	ADDITIONAL REQUIREMENTS
Certification appropriate to the level of support (Mild Moderate or Severe Profound) needed by the child regardless of the child's identified disability, except for Hearing Impairment, Visual Impairment, Deaf-Blindness, Multiple Disabilities and Speech or Language Impairment	PK – 3	&	Early Childhood	&	Pass Early Childhood Education Test	No Other Requirements
	Grades 1 – 5	&	Elementary	&	Pass Elementary Education Test	No Other Requirements
	Grade 6 Self-Contained Classroom	&	Elementary	&	Pass Elementary Education Test	No Other Requirements
	Grades 6, 7, & 8 Departmentalized Classrooms	&	Elementary for all core academic subjects except 7 <sup>th</sup> & 8 <sup>th</sup> grade Math. (Oklahoma law requires Math certification to teach 7 <sup>th</sup> & 8 <sup>th</sup> grade Math.)  <b>OR</b>  Middle level, 6-12 or 7-12 subject area specifically in whatever subject the teacher is assigned to teach	&	Pass Test in Elementary Education  <b>OR</b>  Pass subject area test in middle level, 6-12 or 7-12 subject area in whatever core subject the teacher is assigned to teach	A teacher who is certified in math, science, or language arts may attempt to use a HOUSSE** procedure to become highly qualified in additional core subjects. This option is available within two years of date of employment.*  During this two-year period, the teacher is not highly qualified until the HOUSSE** process is completed or the subject area test is passed. If teaching a subject in which the teacher is not highly qualified, a letter must be sent to the parents.
	Grades 9 – 12	&	Secondary 6-12 or 7-12 subject area specifically in whatever subject the teacher is assigned to teach	&	Pass subject area test in secondary, 6-12 or 7-12 subject area in whatever core subject the teacher is assigned to teach	A teacher who is certified in math, science, or language arts may attempt to use a HOUSSE** procedure to become highly qualified in additional core subjects. This option is available only within two years of date of employment.*  During this two-year period, the teacher is not highly qualified until the HOUSSE** process is completed or the subject area test is passed. If teaching a subject in which the teacher is not highly qualified, a letter must be sent to the parents.
Portfolio Students Grades PK – 12	&	Elementary	&	Pass Elementary Education Test	No Other Requirements	

Beginning in 1999 for an individual to become certified, the appropriate subject area test must be passed. If certified and the subject area test was passed, the teacher is highly qualified.

- \* **Additional Options to be Highly Qualified for Middle Level or Secondary:** (Not an option for PK-5 early childhood/elementary education or 6<sup>th</sup> grade elementary education self-contained classes.)
- Complete an undergraduate major or coursework equivalent to undergraduate major (24 semester hours) in academic subject area taught (does not include elementary education coursework or special education coursework) **OR**
  - Hold a Graduate Degree in subject area taught (does not include elementary education graduate degree or special education graduate degree) **OR**
  - Hold certification through National Board for Professional Teaching Standards in core academic subject taught.

\*\* Oklahoma's High Objective Uniform State Standard of Evaluation (HOUSSE)

**SPECIAL EDUCATION TEACHERS WHO ARE PROVIDING DIRECT INSTRUCTION AND ARE THE TEACHER OF RECORD\***  
**EARLY CHILDHOOD EDUCATION (Grades PK-3) AND ELEMENTARY EDUCATION (Grades 1-8)**  
**Oklahoma's High Objective Uniform State Standard of Evaluation (HOUSSE)  Checksheet for Demonstrating Subject Competency**  
 (For teachers who have not passed an Early Childhood Education or Elementary Education Subject Area Test)

July 2006  
September 2006

Name: \_\_\_\_\_ Teacher Number: \_\_\_\_\_ Core Academic Subject Area: \_\_\_\_\_

<p align="center"><b>START</b>  <b>BUILD YOUR HOUSSE</b>  <b>100 Points = Highly Qualified</b></p>											
<p align="center">National Board Certification in any subject</p>	(Column 1)	AND/OR	(Column 2)	AND/OR	(Column 3)	AND/OR	(Column 4)	AND/OR	(Column 5)	AND/OR	(Column 6)
	<p align="center">Coursework in the Core Academic Subject Area for Early Childhood and Elementary on Official Transcript</p>		<p align="center">Years of Satisfactory Teaching Experience in an Accredited School</p>		<p align="center">Service in the Content area</p>		<p align="center">Legislative Authorized Academic Institutes* or Professional Development</p>		<p align="center">Achievement of Students Taught (Optional)</p>		<p align="center">National Board Certification</p>
<p align="center"><b>IN OKLAHOMA IF NATIONAL BOARD CERTIFIED IN CORE ACADEMIC SUBJECT TAUGHT YOU ARE HIGHLY QUALIFIED</b></p>	<p align="center">Must be content-specific to core academic subject area</p> <p>Semester hours of coursework with a grade of "C" or better in</p> <ul style="list-style-type: none"> <li>- English</li> <li>- Reading/Language Arts</li> <li>- Mathematics</li> <li>- Science</li> <li>- Foreign Language</li> <li>- Social Studies</li> <li>- Art</li> <li>- Music</li> </ul> <p>An EDUC/CIED or any other education prefix is not acceptable except for reading hours. Credits earned using the College-Level Examination Program (CLEP) are acceptable provided they are reflected on the official transcript.</p> <p align="center">Also</p> <p>Semester hours of content coursework taught in an institution of higher education are acceptable</p>		<p align="center">Must be employed as a full-time teacher or special education teacher, teaching the core academic subjects any portion of the day including co-teaching</p> <p>Rationale:</p> <p>A. State-mandated professional development, 1981</p> <p>B. State-mandated uniform teacher evaluation system, 1986</p> <p>C. State implemented <i>Priority Academic Student Skills (PASS)</i> objectives, 1993</p>		<p align="center">Must be content-specific to core academic subject area</p> <p>Served as a:</p> <ul style="list-style-type: none"> <li>- Department chair/team leader in a content area</li> <li>- Mentor teacher in a content area</li> <li>- Cooperating teacher for intern/student teacher in a content area</li> <li>- Academic club sponsor</li> <li>- Academic judge</li> <li>- Membership in a regional, state, or national professional content organization</li> <li>- Officer in a regional, state, or national professional content organization</li> <li>- Committee member on a local, state, or national committee to develop, select, evaluate, or validate content standards, curriculum, or assessments. Example: Curriculum Access Resource Guide (CARG)</li> <li>- Other (provide documentation)</li> </ul>		<p align="center">Must be content-specific to core academic subject area (one point per clock hour)</p> <ul style="list-style-type: none"> <li>- Professional Development Institute - Math = 30 points*</li> <li>- Professional Development Institute - Science = 30 points*</li> </ul> <p>Professional development 1 point per clock hour</p> <ul style="list-style-type: none"> <li>- Algebra for All (College Board Model)</li> <li>- Pre AP/AP training in subject area or</li> <li>- Professional development related to <i>Priority Academic Student Skills (PASS)</i> in core academic subject taught</li> <li>- Teacher to Teacher Initiative</li> <li>- Payne Education Center Institute</li> <li>- Voyager University</li> </ul>		<p align="center">Must be content-specific to core academic subject area</p> <ul style="list-style-type: none"> <li>- Documented increase in student test scores</li> <li>- Competed in student academic competition</li> </ul>		<p align="center">National Board Certification in Special Education</p> <ul style="list-style-type: none"> <li>- National Board Certification in "Early Childhood through Young Adulthood Exceptional Needs Specialist" = 30 points</li> </ul>
	<p align="center"><b>STOP HERE</b></p> <p align="center">100 Points</p>	<ul style="list-style-type: none"> <li>• 4 points per semester hour earned or taught</li> </ul>		<p>A. Fall 1981 - Spring 1986 1 point per year</p> <p>B. Fall 1986 - Spring 1993 2 points per year</p> <p>C. Fall 1993 - To present 3 points per year</p> <p align="center">Maximum 49 points.</p>		<ul style="list-style-type: none"> <li>• 10 points for any one item.</li> <li>• 20 points for two or more items.</li> </ul> <p align="center">(Documentation required.) Maximum 20 points.</p>		<ul style="list-style-type: none"> <li>• _____ points Math PDI</li> <li>• _____ points Science PDI</li> <li>• _____ points Algebra for All</li> <li>• _____ points AP training</li> <li>• _____ points per Professional Development clock hour</li> </ul> <p align="center">(Documentation required.) Maximum 30 points.</p>		<ul style="list-style-type: none"> <li>• 10 points for any one item.</li> <li>• 20 points for two or more items.</li> </ul> <p align="center">(Documentation required.) Maximum 20 points.</p>	
	# Hours: _____ X 4 = _____		# Years Experience: A. B. C.				Institutes: _____ Prof. Dev. Hours: _____				
	TOTAL Points:		TOTAL Points:				TOTAL Points:		TOTAL Points:		TOTAL Points:

 HOUSSE options provided by the Oklahoma State Department of Education to help schools comply with the federal mandates of No Child Left Behind.  
 \* Teacher of Record = Teacher who assigns grades for students

100 Points = Highly Qualified  
 Total of columns 1-6: \_\_\_\_\_



**SPECIAL EDUCATION TEACHERS WHO ARE PROVIDING DIRECT INSTRUCTION IN A CORE ACADEMIC SUBJECT AND ARE THE TEACHER OF RECORD\*\***

Oklahoma's High Objective Uniform State Standard of Evaluation (HOUSSE) Checksheet for Demonstrating Subject Competency

July 2010

TO BE COMPLETED FOR EACH CORE ACADEMIC SUBJECT AREA TAUGHT.

(English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and/or music], history, and geography)

- Middle Level (Grades 6, 7, & 8) Special Education Teachers new to the profession after December 3, 2004, must have certification in Elementary Education, Math, Science or English/Language Arts and Special Education ◀
- Secondary Level (Grades 9-12) Special Education Teachers new to the profession after December 3, 2004, must have certification in Math, Science or English/Language Arts and Special Education ◀

Name: \_\_\_\_\_ Teacher Number: \_\_\_\_\_ Core Academic Subject Area: \_\_\_\_\_

START ↓	BUILD YOUR HOUSSE ↓		100 Points = Highly Qualified								
National Board Certification in any subject	(Column 1) Coursework in the Core Academic Subject Area	AND/OR	(Column 2) Years of Satisfactory Teaching Experience in an Accredited School	AND/OR	(Column 3) Service in the Content area	AND/OR	(Column 4) Legislative Authorized Academic Institutes* or Professional Development	AND/OR	(Column 5) Achievement of Students Taught (Optional)	AND/OR	(Column 6) National Board Certification
<b>IN OKLAHOMA</b>  <b>IF NATIONAL BOARD CERTIFIED IN CORE ACADEMIC SUBJECT TAUGHT YOU ARE HIGHLY QUALIFIED</b>  <b>STOP HERE</b>  <b>100 Points</b>	Must be content-specific to core academic subject area  Semester hours of content coursework with a grade of "C" or better.  An EDUC/CIED or any other education prefix is not acceptable except for reading hours.  Credits earned using the College-Level Examination Program (CLEP) are acceptable provided they are reflected on the official transcript.  Also Semester hours of content coursework taught in an institution of higher education are acceptable	Must be employed as a full-time teacher or special education teacher, teaching the core academic subjects any portion of the day including co-teaching  Rationale: A. State-mandated professional development, 1981 B. State-mandated uniform teacher evaluation system, 1986 C. State implemented <i>Priority Academic Student Skills (PASS)</i> objectives, 1993	Must be content-specific to core academic subject area  Served as a: - Department chair/team leader in a content area - Mentor teacher in a content area - Cooperating teacher for intern/student teacher in a content area - Academic club sponsor - Academic judge - Membership in a regional, state, or national professional content organization - Officer in a regional, state, or national professional content organization - Committee member on a local, state, or national committee to develop, select, evaluate, or validate content standards, curriculum, or assessments. Example: Curriculum Access Resource Guide (CARG) - Other (provide documentation)	Must be content-specific to core academic subject area (one point per clock hour)  - Professional Development Institute - Math = 30 points* - Professional Development Institute - Science = 30 points*  Professional development 1 point per clock hour - Algebra for All (College Board model) - Pre AP/AP training in subject area  or - Professional development related to <i>Priority Academic Student Skills (PASS)</i> in core academic subject taught - Teachers to Teachers Initiative - Payne Education Center Institute - Voyager University	Must be content-specific to core academic subject area  - Documented increase in student test scores - Competed in student academic competition	National Board Certification in Special Education  - National Board Certification in "Early Childhood through Young Adulthood Exceptional Needs Specialist" = 30 points					
	• 4 points per semester hour earned or taught	A. Fall 1981 - Spring 1986 1 point per year B. Fall 1986 - Spring 1993 2 points per year C. Fall 1993 - To present 3 points per year  Maximum 49 points.	• 10 points for any one item. • 20 points for two or more items.  (Documentation required.) Maximum 20 points.	• ___ points Math PDI • ___ points Science PDI • ___ points Algebra for All • ___ points AP training • ___ points per Professional Development clock hour  (Documentation required.) Maximum 30 points.	• 10 points for any one item. • 20 points for two or more items.  (Documentation required.) Maximum 20 points.	• 30 points National Board  (Documentation required.) Maximum 30 points.					
	# Hours: ___ X 4 = ___	# Years Experience: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>A.</td> <td>B.</td> <td>C.</td> </tr> </table>	A.	B.	C.		Institutes: _____ Prof. Dev. Hours: _____	Total Points: _____	Total Points: _____		
A.	B.	C.									
TOTAL Points:	TOTAL Points:			TOTAL Points:	TOTAL Points:						

HOUSSE options provided by the Oklahoma State Department of Education to help schools comply with the federal mandates of No Child Left Behind.  
 \*\* Teacher of Record = Teacher who assigns grades for students

**100 Points = Highly Qualified**  
 Total of columns 1-6: \_\_\_\_\_

**INSTRUCTIONAL PERSONNEL STANDARDS  
SPECIAL EDUCATION – PK-12**

**(For additional information refer to “Personnel Standards,” *Policies and Procedures for Special Education in Oklahoma.*)**

Assignment	Category of Student	Code/Certification/Teacher Registry Note: Registry training is no longer available for Other Health Impairment (N-12) (June 15, 2008)
SPECIAL EDUCATION	AUTISM	Certification in any area of special education and completion of 32 clock hours of Special Education Services–approved autism registry training (9801 Autism)* <b>or</b> 2556 Mild-Moderate Disabilities or 2558 Severe-Profound/Multiple Disabilities**, depending on the level of support needed by the child*** + <b>✓ Must Meet Highly Qualified Requirements – See page 86 - 87.</b>
SPECIAL EDUCATION	DEAF-BLINDNESS	2503 Hearing Impaired <b>or</b> 2552 Deaf/Hard of Hearing <b>or</b> 2511 Visually Handicapped <b>or</b> 2550 Blind/Visual Impairment <b>and</b> either completion of 32 clock hours of Special Education Services–approved deaf-blindness registry training (9802 Deaf-Blindness)* + <b>✓ Must Meet Highly Qualified Requirements – See page 86 - 87.</b>
SPECIAL EDUCATION	DEVELOPMENTAL DELAY	See page 95. + <b>✓ Must Meet Highly Qualified Requirements – See page 86 - 87.</b>
SPECIAL EDUCATION	DEAFNESS/HEARING IMPAIRMENT	2503 Hearing Impaired <b>or</b> 2552 Deaf/Hard of Hearing + <b>✓ Must Meet Highly Qualified Requirements – See page 86 - 87.</b>
SPECIAL EDUCATION	EMOTIONAL DISTURBANCE	2501 Emotionally Disturbed <b>or</b> 2556 Mild-Moderate Disabilities or 2558 Severe-Profound/Multiple Disabilities**, depending on the level of support needed by the child*** + <b>✓ Must Meet Highly Qualified Requirements – See page 86 - 87.</b>
SPECIAL EDUCATION	INTELLECTUAL DISABILITY	2507 Mentally Handicapped <b>or</b> 2556 Mild-Moderate Disabilities or 2558 Severe-Profound/Multiple Disabilities**, depending on the level of support needed by the child*** + <b>✓ Must Meet Highly Qualified Requirements – See page 86 - 87.</b>
SPECIAL EDUCATION	MULTIPLE DISABILITIES	Certification in at least two areas of special education (excluding speech language pathology) and completion of 32 clock hours of Special Education Services–approved multiple disabilities registry training (9803 Multiple Disabilities)* <b>or</b> 2558 Severe-Profound/Multiple Disabilities** + <b>✓ Must Meet Highly Qualified Requirements – See page 86 - 87.</b>

*** Level of Support Needed by Child (Regardless of child’s identified disability, except for Deaf/Hard of Hearing and Blind/Visual Impairment)	Certification Area
Student’s Individualized Education Program (IEP) and recent evaluation information reflects level of functioning, IEP goals, and services that align with the <i>Priority Academic Student Skills (PASS)</i> general education curriculum, or a modified achievement of the PASS standards.	Mild-Moderate Disabilities
Student’s IEP and recent evaluation information reflects level of need, services, and supports with focus on functional skills and alternate achievement of the PASS standards.	Severe-Profound/Multiple Disabilities

\*As indicated on teaching certificate. (Please refer to pages 94 - 95.)

\*\*Competency-based certification areas of mild-moderate disabilities and severe-profound/multiple disabilities incorporate competencies needed for registry areas.

## INSTRUCTIONAL PERSONNEL STANDARDS

### SPECIAL EDUCATION – PK-12

(continued)

Assignment	Category of Student	Code/Certification/Teacher Registry
SPECIAL EDUCATION	ORTHOPEdic IMPAIRMENT	2509 Physically Handicapped or 2556 Mild-Moderate Disabilities or 2558 Severe-Profound/Multiple Disabilities**, depending on the level of support needed by the child*** + ✓ <b>Must Meet Highly Qualified Requirements – See page 86 - 87.</b>
SPECIAL EDUCATION	OTHER HEALTH IMPAIRMENT	Certification in any area of special education and completion of 32 clock hours of Special Education Services–approved other health impairment registry training (9804 Other Health Impairment)* or 2556 Mild-Moderate Disabilities or 2558 Severe-Profound/Multiple Disabilities**, depending on the level of support needed by the child*** + ✓ <b>Must Meet Highly Qualified Requirements – See page 86 - 87.</b>
SPECIAL EDUCATION	SPECIFIC LEARNING DISABILITIES	2505 Learning Disability or 2556 Mild-Moderate Disabilities or 2558 Severe-Profound/Multiple Disabilities**, depending on the level of support needed by the child*** + ✓ <b>Must Meet Highly Qualified Requirements – See page 86 - 87.</b>
SPEECH-LANGUAGE PATHOLOGIST	SPEECH OR LANGUAGE IMPAIRMENT	052 Speech-Language Pathologist or 0523 Speech Pathologist
SPECIAL EDUCATION	TRAUMATIC BRAIN INJURY	Certification in any area of special education and completion of 32 clock hours of Special Education Services–approved traumatic brain injury registry training (9805 Traumatic Brain Injury)* or 2556 Mild-Moderate Disabilities or 2558 Severe-Profound/Multiple Disabilities**, depending on the level of support needed by the child*** + ✓ <b>Must Meet Highly Qualified Requirements – See page 86 - 87.</b>
SPECIAL EDUCATION	VISUAL IMPAIRMENT	2511 Visually Handicapped or 2550 Blind/Visual Impairment + ✓ <b>Must Meet Highly Qualified Requirements – See page 86 - 87.</b>
SCHOOL PSYCHOLOGIST	NA	0517 School Psychologist
SCHOOL PSYCHOMETRIST	NA	0519 School Psychometrist

*** Level of Support Needed by Child (Regardless of child’s identified disability, except for Deaf/Hard of Hearing and Blind/Visual Impairment)	Certification Area
Student’s Individualized Education Program (IEP) and recent evaluation information reflects level of functioning, IEP goals, and services that align with the <i>Priority Academic Student Skills</i> (PASS) general education curriculum.	Mild-Moderate Disabilities
Student’s IEP and recent evaluation information reflects level of need, services, and supports with focus on functional skills and alternate achievement of the PASS standards.	Severe-Profound/Multiple Disabilities

\*As indicated on teaching certificate. (Please refer to pages 94 - 95.)

\*\*Competency-based certification areas of mild-moderate disabilities and severe-profound/multiple disabilities incorporate competencies needed for registry areas.

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## **AMERICAN SIGN LANGUAGE**

**Effective August 1, 2008**

Requirements for an American Sign Language (ASL) teacher where ASL is offered for foreign language credit include:

1. Hold any current Oklahoma teaching certificate, and
2. Demonstrate proficiency by passing at least one of the following assessments:
  - (A) American Sign Language Teacher Association (ASLTA) Provisional level certification;
  - (B) Sign Language Proficiency Interview (SLPI) Advanced level certification;
  - (C) Oklahoma Quality Assurance Screen Test (QAST) certification in interpreting (not transliterating) with a minimum level of III\*;
  - (D) Educational Interpreter Performance Assessment (EIPA) certification at the secondary level in ASL with a minimum score of 3.5 in both the receptive and expressive domains\*;
  - (E) Educational Sign Skills Evaluation (ESSE) certification at the secondary level in ASL with a minimum score of 3.5 in both the receptive and expressive domains\*;
  - (F) Registry of Interpreters for the Deaf (RID) Certified Interpreter (CI) Certification;
  - (G) National Association of the Deaf (NAD) level 3 certification in interpreting;
  - (H) National Council for Interpreters (NCI) certification at the generalist level.

Teachers who were teaching ASL for foreign language credit and listed as highly qualified during the 2006-2007 school year will need to pass one of the assessments listed above by August 1, 2008, to be eligible to continue to teach ASL for foreign language credit and to be listed as highly qualified on the October 2008 accreditation report.

Teachers assigned to teach ASL for foreign language credit after July 1, 2007, will need to pass one of the assessments listed above by August 1, 2008, to be eligible to continue to teach ASL for foreign language credit and to be listed as highly qualified on the October 2008 accreditation report.

Highly Qualified requirements do not apply to teachers who are teaching ASL as an elective and not counted for foreign language credit.

\* For information on Educational Interpreters visit the State Department of Education Web site at <<http://www.sde.state.ok.us>>, Site Index, Special Education Services, Educational Interpreters, Assessment.

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## REQUIREMENTS FOR SPECIAL EDUCATION PARAPROFESSIONALS

Oklahoma State Department of Education, Special Education Services (OSDE-SES) Requires:

- High School diploma or General Education Diploma (GED)
- Meet *No Child Left Behind Act of 2001* Title I Paraprofessional Requirements as necessary. See page 97.
- Complete and maintain training and skills in Cardiovascular Pulmonary Resuscitation (CPR) and First Aid.
- Complete training in Universal Precautions/Bloodborne Pathogens Training.
- Complete an additional six hours of professional development and Universal Precautions/Bloodborne Pathogens each school year thereafter.

For additional assistance please contact the Oklahoma State Department of Education, Special Education Services at (405) 522-3248.

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## **Listing Special Education Teacher Registry Training on Teaching Certificates Professional Standards Section**

### **Title 34 § 300.32 and 300.136 - Code of Federal Regulations**

Unless a special education teacher holds the competency-based certification areas of mild-moderate disabilities\* **or** severe-profound/multiple disabilities,\* Oklahoma State Department of Education-approved special education training (32 hours per registry) is to be reflected on the certificates of special education teachers in the following teacher registry areas.

- **Autism**
- **Deaf-Blindness**
- **Multiple Disabilities**
- **Traumatic Brain Injury**

\* Competency-based certification areas of mild-moderate disabilities or severe-profound/multiple disabilities incorporate competencies needed for registry areas.

**Background:** The requirements for the specific training began a phase-in schedule on January 1, 1994, in accordance with Oklahoma's State Plan for Special Education and federal regulations under the Individuals with Disabilities Education Act. Special education training is provided in collaboration with the Center for Learning and Leadership.

NOTE: Registry training is no longer available for Other Health Impairment (N-12) (June 15, 2008)

#### **Procedure for Registry Training:**

- Contact the Data and Registry Coordinator, Center for Learning and Leadership, at (800) 627-6827, or (405) 271-4500, ext. 41003, or (405) 271-1464 (TDD), to make arrangements to attend the registry training.
- Upon completion of training, submit a special education registry certification application to the Professional Standards Section of the Oklahoma State Department of Education. For information call (405) 521-3337.

#### **Requests for Emergency Status to the Oklahoma State Department of Education:**

- In some situations a teacher will not have the necessary training because a child in one of the specific categories has just moved to the district and training has not yet been completed or available to the teacher. In such situations the district should submit a special education registry certification application to the Professional Standards Section of the State Department of Education along with a letter from the superintendent or designee requesting approval for this emergency assignment.
- Upon review and approval, the Professional Services Division sends a letter to the district granting permission for the applicant to serve students in the specific registry category.

<b>Category of Student</b>	<b>Developmental Delay</b>	<b>Teacher Registry Requirements</b>
Developmental Delay (aged 6-8) Effective July 1, 2001	<p>Certification in at least one area of special education and Early Childhood or Elementary Education certification.</p> <p>Certification in at least one area of special education and teacher registry training specific to established or anticipated/suspected disability of the child.</p> <p>Certification in Mild/Moderate Disabilities* or Severe-Profound/Multiple Disabilities* based on the level of support needed by the child.</p> <p>Certification in Deaf/Hard of Hearing or Blind/Visual Impairment if child is sensory impaired.</p> <p>Categorical certification in the same area as child's established or anticipated/suspected disability.</p> <p>Speech-Language Pathology if the child's only delay is in the communication domain.</p>	<p>Completion of Special Education Services-approved training in any teacher registry area if this option is appropriate based on the child's established or anticipated/suspected disability. Must be indicated on teaching certificate.</p>

\* Competency-based certification areas of mild/moderate disabilities and severe-profound, multiple disabilities incorporate competencies needed for registry areas.

## OTHER COURSES/ASSIGNMENTS

Certain assignments are not specifically listed on programs of studies. An alphabetical listing of compiled samples of these areas with guidelines or procedural suggestions is listed below.

Questions regarding any assignments not addressed may be referred to the Professional Standards Section, at (405) 521-3337, for assistance.

ASSIGNMENT	CODE/CERTIFICATION
ACADEMIC COMMITMENT TO EDUCATION	Any certificate - Academic Commitment to Education program encourages high school students, especially minorities, to consider a career in education.
ACADEMIC TEAM	Any certificate
ACTIVITY AUDIO VISUAL	Any certificate
ADULT EDUCATION	Any certificate
ATHLETIC DIRECTOR	All athletic directors shall be employed by the school district and shall hold a valid teaching certificate. Their names shall appear on the class schedule.
CHARACTER EDUCATION	Any certificate
COMMUNICATION SKILLS	Any certificate
CRITICAL THINKING SKILLS	Any certificate
DEAN OF STUDENTS	Any certificate
ENGLISH AS A SECOND LANGUAGE	8011 English as a Second Language <b>or</b> any certificate
EVEN START	1001 or 1003 Early Childhood Education <b>or</b> 1501 or 1600 Elementary Education <b>or</b> any family and consumer sciences/home economics certification
GIFTED/TALENTED	(Resource Teacher) 8017 Gifted/Talented <b>or</b> any current certificate. If the assignment is subject-specific rather than as resource, teacher certification in the specific subject is required. † ✓ <b>Must Meet Highly Qualified Requirements – See page 29 and 31.</b>
HONORS COURSES	Teacher must be certified to teach in the subject area of the course. † ✓ <b>Must Meet Highly Qualified Requirements – See page 29 and 31.</b>
IN-SCHOOL SUSPENSION	Any certificate <b>or</b> teacher assistant

**OTHER COURSES/ASSIGNMENTS**  
**(continued)**

ASSIGNMENT	CODE/CERTIFICATION
LEADERSHIP	Any certificate
LEADERSHIP EDUCATION ACHIEVEMENT PROGRAM (LEAP)	Any certificate
LIFE SKILLS	Any certificate
PERSONAL FINANCIAL LITERACY	Any appropriate certificate. Beginning with students entering the seventh grade in the 2008-2009 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall fulfill the requirements for a personal financial literacy passport (70 O.S. § 11-103.6h). Professional development training in personal financial literacy is available through the State Department of Education.
PREP CLASS FOR ACT, SAT, PSAT, or NMQT TEST	Any certificate
SAFETY EDUCATION	Any certificate
SERVICE LEARNING	Any certificate
STUDENT SUPERVISION	Any certificate
STUDY HALL	Any certificate
STUDY SKILLS	Any certificate
TECHNOLOGY CENTER DIRECTOR (Noninstructional)	Certification is not required
WORK SUPERVISION	Any certificate

## ADMINISTRATIVE ASSIGNMENTS

ASSIGNMENT	CODE/CERTIFICATION
Superintendent*; Assistant Superintendent	0501 Superintendent
Career and Technology Education Superintendent*; Assistant Career and Technology Education Superintendent	0501 Superintendent**
Elementary Superintendent*	0501 Superintendent <b>or</b> 0502 Elementary Superintendent
Principal; Assistant Principal; Teaching Principal	
Early Childhood (Grades PK-3)	0505 Elementary Principal
Grade 4	0505 Elementary Principal
Grade 5	0505 Elementary Principal <b>or</b> 0504 Middle Level Principal
Grades 6-8	0505 Elementary Principal <b>or</b> 0504 Middle Level Principal <b>or</b> 0503 Secondary Principal
Grade 9	0503 Secondary Principal <b>or</b> 0504 Middle Level Principal
Grades 10-12	0503 Secondary Principal
Career and Technology Education Principal or Director; Assistant Career and Technology Education Principal or Director	0503 Secondary Principal**

\*District superintendents employed for the first time in an Oklahoma school district are required to complete 11 days (66 hours) of specific training during the first year of employment. The superintendent certificate shall be considered invalid for the second year if this requirement is not fulfilled. Contact the Professional Services Division of the Oklahoma State Department of Education for information, (405) 521-4311.

\*\*Contact the Oklahoma Department of Career and Technology Education, (405) 377-2000, regarding qualifications defined in the Rules for Career and Technology Education.

## **OKLAHOMA TITLE I PARAPROFESSIONAL (Teaching Assistant)**

The *No Child Left Behind Act of 2001* requires teacher assistants who are employed in Title I schools to meet federal requirements.

Those requirements are: **(ANY ONE OF THE OPTIONS WILL MAKE HIGHLY QUALIFIED.)**

- Have a high school diploma or a General Educational Development (GED) diploma  
**PLUS**
  - Option A:** Hold an associate's (or higher) degree
  - OR**
  - Option B:** Completed at least two years (48 credit hours) of study at an institution of higher education
  - OR**
  - Option C:** Passed the Oklahoma General Education (OGET) Test (The state agency with authority and responsibility for administering the OGET is the Oklahoma Commission for Teacher Preparation)
  - OR**
  - Option D:** Pass the Education Testing Service (ETS) Parapro Assessment Test (Passing score is 455) or the WorkKeys® Assessment

## **OKLAHOMA TITLE I PARAPROFESSIONAL (Optional)**

Oklahoma teaching assistants may apply to the Professional Standards Section, Oklahoma State Department of Education for a Title I Paraprofessional Credential by meeting the following requirements:

- Have on file with the State Board of Education a current Oklahoma criminal history record from the Oklahoma State Bureau of Investigation as well as a national fingerprint-based criminal history record provided by the Federal Bureau of Investigation.
- Submit proof of having met Option A, B, C, OR D listed above.
- Submit an Oklahoma Title I paraprofessional credential application. (Application form may be found on the State Department of Education Web site at <[www.sde.state.ok.us](http://www.sde.state.ok.us)>.
- Submit \$10 processing fee.

## **SUBSTITUTE TEACHERS**

(70 O.S. § 6-105)

### **HIGHLY QUALIFIED TEACHER**

According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) **must be highly qualified by June 30, 2006**. This includes **long-term substitute teachers listed as the teacher of record for a core academic subject**.

#### **• LENGTH OF ASSIGNMENT**

- A substitute teacher may not be employed for a total period of time in excess of 90 school days during a school year except in the following situations:  
A substitute teacher holding an expired certificate or who has a bachelor's level college degree may be employed for 100 school days.  
A substitute teacher holding a valid certificate may be employed unlimited days during the school year.

SUGGESTION: Teachers may wish to renew their expired certificates.

- A substitute teacher may not be employed in the same assignment for more than 20 school days during a school year unless the substitute teacher holds a valid certificate for the grade and subject matter of the assignment.

FREQUENTLY ASKED QUESTION: Can the 20 days be exceeded if the days are not consecutive?

ANSWER: No

### **SPECIAL EDUCATION SUBSTITUTE TEACHERS**

#### **• EXCEPTION TO LENGTH OF ASSIGNMENT FOR SPECIAL EDUCATION SUBSTITUTE TEACHERS**

Substitute teachers who do not hold a valid certificate and who are employed to teach special education for students with physical disabilities or students with mental retardation shall not be subject to the restrictions on total time a substitute teacher may be employed or the restrictions on time in the same assignment if no certified teachers are available to teach such students and the students would be denied instruction in special education if the substitute teacher were not employed.

#### **• INSERVICE TRAINING FOR SPECIAL EDUCATION SUBSTITUTE TEACHERS**

Beginning with the 2007-2008 school year, any substitute teacher employed to teach special education for the same assignment for more than fifteen (15) consecutive or thirty (30) total school days during a school year who does not hold a valid certificate to teach special education shall be required to complete inservice training as prescribed by the State Board of Education. The training shall be provided at no cost to the substitute teacher.

For information related to training, contact the Oklahoma State Department of Education, Special Education Services at (405) 521-4873.

- **SALARY/CONTRACTS**

- Payment of salary to a substitute teacher shall have no effect on the amount of salary to which the absent regular teacher is entitled under the applicable leave plan.
- Any substitute teacher employed in any school system on a monthly or annual basis shall hold a certificate and have a contract written in the manner and under the same conditions as for regular teachers.

FREQUENTLY ASKED QUESTION: Does this apply to duration of need assignments such as maternity leave?

ANSWER: Yes, if the assignment is for one month or longer.

Note: (70 O.S. § 6-101.23) No teacher shall be hired on a temporary contract by a school district for more than three semesters, except for a:

1. Teacher hired to replace a teacher who is on an approved leave of absence and who is expected to return to employment with the school district; or
2. Teacher who is a retired member of the Teachers' Retirement System of Oklahoma.

- **FELONY RECORD SEARCH**

If applying for employment as a substitute teacher in more than one district, a person shall not be required to have more than one felony record search for the school year. Upon request of the substitute teacher, that felony record search may be sent to any other school district in which the substitute teacher is also applying to teach. (70 O.S. § 5-142 and 142.1)

FREQUENTLY ASKED QUESTION: Are substitute teachers required to have felony record searches for employment?

ANSWER: This is a district option. It depends on the school district's policy.

## ADJUNCT TEACHERS

### HIGHLY QUALIFIED TEACHER

According to the *No Child Left Behind Act of 2001* teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by **June 30, 2006**. These individuals **must hold a bachelor's degree and apply to the Oklahoma State Department of Education for a credential to be highly qualified.** Application for Highly Qualified Credential for Adjunct Teachers form is available on the State Department of Education Web site at <<http://www.sde.state.ok.us>>, Professional Standards Section, under 'Other Forms.' **For adjunct teachers who do not require highly qualified status, contact SPR directly.**

	Law	Rule
1. The local school district shall determine the specific qualifications, duties, and responsibilities of adjunct teachers.		X
2. Adjunct teachers shall not be required to meet certification requirements but must be approved by the local board of education.	X	
3. If employed to teach a core academic subject, and thus requiring highly qualified status, a copy of the approved local board minutes must be sent to the State Department of Education (SDE), an application for an SDE credential, and a \$25 fee. The certification is valid for one school year.  CORE ACADEMIC SUBJECTS ARE: English, reading, language arts, mathematics, foreign languages, civics and government, economics, history, geography and the arts (art and/or music)		X
4. <b>The SDE shall have on file a national criminal history check of any person approved for adjunct employment.</b>		X
5. Formal notification of the employment of adjunct teachers shall be provided to the State Department of Education within thirty (30) days of the date of employment.		X
6. An adjunct teacher shall be limited to teaching ninety (90) clock hours per semester.	X	
7. Hours taught while serving as an adjunct teacher shall not count towards teaching experience for purposes of meeting certification or recertification requirements, career teacher status, or retirement benefits.		X
8. Adjunct teachers employed to coach school athletic teams shall have successfully completed a course in the care and prevention of athletic injuries. OAC 210:35-5-45 (b) (2), February 2007		X

**SUBCHAPTER 29. ALTERNATIVE EDUCATION ACADEMIES,  
GRANT PROGRAMS AND SCHOOLS, AND RESIDENTIAL TREATMENT FACILITIES**

O.S. 70 § 1210.565 and O.S. 70 § 1210.567

**HIGHLY QUALIFIED TEACHER**

According to the *No Child Left Behind Act of 2001* teachers of early childhood education, elementary education and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified by **June 30, 2006**. For highly qualified requirements see page 102.

Certification Rules and Criminal Record Search	Law	SDE Rule	Implementation
Persons providing counseling or social services are not required to be certified as school counselors.	X  For academies and SDE grants only		Limited to alternative education academies and other grant programs funded through the SDE.
Teachers must be certified but are not restricted to grade-specific or subject-specific areas.  Driver/safety education teachers must have 8009 Driver/Safety Education certification.	X		Available to all categories
Administrators must be certified but are not restricted to specific grade levels. (OAC 210:35-29-6)		X	Available to all categories
A criminal record search must be conducted on all personnel currently employed or to be employed in alternative education academies, programs and schools. (OAC 210:35-29-6)		X	Available to all categories

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## HIGHLY QUALIFIED TEACHER

According to the *No Child Left Behind Act of 2001*, teachers of early childhood education, elementary education, and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) must be highly qualified **in each core academic subject taught** by June 30, 2006.



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## Alternative Education (Grades 6-12)

### Alternative Education teachers to be highly qualified must have:

- At least a bachelor's degree **AND**
- Any Oklahoma teaching certificate. 70 O.S. § 1210.567
- +
- Passed a state certification test at the appropriate grade level and in a specific core academic subject taught.
- OR**
- Completed an undergraduate academic major or coursework equivalent to an undergraduate academic major (24 semester hours of subject-specific coursework) in specific core academic subject taught as documented by the teacher's official transcript.
- OR**
- Completed a graduate degree in specific core academic subject taught.
- OR**
- Certification through National Board for Professional Teaching Standards in specific core academic subject taught.
- OR**
- Demonstrated competency in each core academic subject taught based on a High Objective Uniform State Standard of Evaluation (HOUSSE).
  - Middle Level/Secondary HOUSSE, see page 34.

## Specialist Certification

**Specialist certification** (library-media specialist, school counselor, school psychometrist, school psychologist, speech-language pathologist, and reading specialist) requires a graduate program meeting the professional education association standards specific to the profession. Contact the Oklahoma Commission for Teacher Preparation\* for the universities offering these programs and for information regarding the required competency examination(s).

- The **Nationally Certified School Counselor (NCSC)** credential fulfills the testing and program requirements for school counselor certification. Individuals holding this credential may apply directly to the Oklahoma State Department of Education. Enclose verification or a copy of your NCSC credential.
- The **Nationally Certified School Psychologist (NCSP)** credential fulfills the testing and program requirements for school psychologist certification. Individuals holding this credential may apply directly to the Oklahoma State Department of Education. Enclose verification or a copy of your NCSP credential.
- The **Certificate of Clinical Competence (CCC)** from the American Speech-Language-Hearing Association (ASHA) fulfills the testing and program requirements for speech-language pathologist certification. Individuals holding this credential may apply directly to the Oklahoma State Department of Education. Enclose verification or a copy of your ASHA CCC.

### *How do I qualify for certification?*

Application for certification in the specialist areas listed above should be initiated through the director of teacher education at the recommending higher education institution.

\* For information regarding the required examination(s) or for information regarding which universities offer specific programs, contact the Oklahoma Commission for Teacher Preparation, 3545 NW 58<sup>th</sup> Street, Suite 200, Oklahoma City, Oklahoma 73112, (405) 525-2612. Web address: <<http://www.ok.gov/octp>>.

## How to Add Specialist Areas to Teaching Certificates

### ADDING MASTER'S DEGREE-LEVEL SPECIALIST AREAS

- Library-Media Specialist
- School Psychologist
- School Psychometrist
- School Counselor
- Speech-Language Pathologist\*
- Reading Specialist

Completed graduate program meeting the professional education association standards specific to the profession.

+

Pass the Oklahoma Subject Area Test

+

Submit certification application to the director of teacher education at recommending institution.

+

Director of teacher education at the higher education institution submits a certification application to the Professional Standards Section of the State Department of Education

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**Certificate with New Area(s) Issued**

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\*Speech-language pathologists must have completed a teacher education program and passed the professional education test in order to test for additional subject areas.

## How to Add Subject Areas to Teaching Certificates

### Adding Subject Area - *EXCEPT* -

- **Early Childhood**
- **Elementary Education**
- **Special Education**

### Adding Subject Areas

- **Early Childhood**
- **Elementary Education**
- **Special Education**

#### HOUSE BILL 2747 – 70 O.S. § 6-187.C.2

Teachers Certified Before July 1, 2010 in Subject Area Below	PASS TEST IN	Subject Area Below by July 1, 2012 to Add Area to Certificate
Elementary Education	may test in	Early Childhood Education Subject Area Test
Early Childhood Education	may test in	Elementary Education Subject Area Test
Any Certificate Acquired through a Traditional Teacher Preparation Program (Alternative Certification not Included)	may test in	Special Education Subject Area Test(s) -Mild moderate and/or severe/profound
Any Certificate Acquired through the Troops to Teachers Program	may test in	Special Education Subject Area Test(s) -Mild moderate and/or severe/profound
Teachers testing after July 1, 2012, must still meet the definition of highly qualified special education teacher to serve students at the respective level. Registry training may be required to serve specific special education populations.		

Pass the Oklahoma Subject Area Test

+

Submit Application for Adding Areas to Certificate by Testing to the Professional Standards Section of the State Department of Education.  
<<http://www.sde.state.ok.us>>

OR

Complete University Program

+

Pass the Oklahoma Subject Area Test

+

Submit certification application to the director of teacher education at recommending institution.

+

Director of teacher education at the higher education institution submits a certification application to the Professional Standards Section of the State Department of Education

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**Certificate with New Area(s) Issued**



**TRADITIONAL ADMINISTRATOR CERTIFICATION REQUIREMENTS FOR INDIVIDUALS  
SEEKING ADMINISTRATOR CERTIFICATION THROUGH AN  
OKLAHOMA HIGHER EDUCATION INSTITUTION**

70 O.S. § 6-189 (HOUSE BILL 1477)

**Effective July 1, 2007**

**PRINCIPAL**

Hold a standard master's degree

+

Completion of a building-level leadership skills program in education administration that is Oklahoma approved

+

Passing score on Principal Oklahoma Subject Area Tests (Common core and principal specialty area)

+

A minimum of two (2) years of successful teaching experience in public or private schools accredited by the State Board of Education or by the proper accrediting authority of another state of the United States  
HB 2296 – Effective May 6, 2010

=

**State Department of Education  
Issues Standard Certificate**

**SUPERINTENDENT**

Hold Principal Certification **OR** Completion of a building-level leadership skills program in education administration that is Oklahoma approved, and includes a standard master's degree

+

Passing score on Superintendent Oklahoma Subject Area Test

+

Completion of a district-level leadership skills program in education administration that is Oklahoma approved

+

A minimum of two (2) years of administrative experience in public or private schools accredited by the State Board of Education or by the proper accrediting authority of another state of the United States  
HB 2296 – Effective May 6, 2010

=

**State Department of Education  
Issues Standard Certificate**



## ALTERNATIVE ADMINISTRATOR CERTIFICATION REQUIREMENTS FOR INDIVIDUALS SEEKING ADMINISTRATOR CERTIFICATION THROUGH AN OKLAHOMA HIGHER EDUCATION INSTITUTION

70 O.S. § 6-189 (HOUSE BILL 1477)

Effective July 1, 2007

### FOR PRINCIPAL AND/OR SUPERINTENDENT

Hold a standard master's degree

+

Have two years of relevant work experience in a supervisory or administrative capacity

+

Have passing scores on the required administrator subject area test(s)

+

Have on file with the director of teacher education at an Oklahoma accredited institution of higher education a declaration of intent to earn standard certification through completion of an approved alternative administrative preparation program within three years.

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State Department of Education issues an initial alternative administrative credential valid for three years (nonrenewable)

+

Completion of an alternative administrative preparation program

=

**State Department of Education Issues Standard Certificate for Principal or Superintendent as Applicable**

## **DEFINITIONS**

**Adjunct Teacher** (70 O.S. § 6-122.3) - A person with distinguished qualifications in a specific field. (See page 103)

**Deregulation/Statutory Waiver** (70 O.S. § 3-124) - The purpose of the Educational Deregulation Act is to ensure that local schools have the necessary freedom to innovate and improve education systems in order to maximize student learning and performance. The law allows school districts to develop, make application for and implement educational improvement plans which would exempt the school districts from specified educational-related statutory regulations (**statutory waiver**) and State Board of Education rules (**deregulation**). The plans submitted by school districts and approved by the State Board of Education should emphasize innovation, flexibility, and collaboration at the local school level, accountability at the state and local level, dissemination of results, and strict emphasis on improved student achievement.

**Emergency Certificate** (70 O.S. § 6-187) - Gives the State Board of Education authority to issue emergency certificates.

- Minimum standards for issuing an emergency certificate include a bachelor's degree from an accredited institution of higher education and academic preparation in the desired subject area.
- May be issued in situations in which the teacher is already certified in another subject.
- May be issued in situations in which the teacher lacks some of the elements needed for certification in the requested subject area.
- District superintendents must submit notarized affidavits and supporting documentation to verify efforts to employ an acceptable teacher appropriately certified for the position, including frequent visits to <<http://www.Teachers-Teachers.com>> to assist in the efforts.

**Alternative Placement Program** (70 O.S. § 6-122.3) - Provides an opportunity for degreed individuals with relevant work experience to teach in Oklahoma accredited schools.

- Law requires a minimum of bachelor's degree with a major in a field that corresponds to an area of certification offered through the State Department of Education Alternative Placement Program (limited to secondary, PK-12, and career-technology education certification).
- Law requires passing the competency examinations in general education and subject area(s) before receiving a provisional certificate. The professional education examination may be taken after receiving a provisional certificate, but would be required for a five-year standard certificate. The state agency with authority for teacher assessment is the Oklahoma Commission for Teacher Preparation.
- Applicants must also apply to and receive a favourable recommendation for certification from the Teacher Competency Review Panel (TCRP).
- The State Board of Education must approve recommendations from the TCRP for the State Department of Education to issue a provisional certificate.