The New Jersey Highly Qualified Teacher Approved Forms

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Table of Contents

The New Jersey Highly Qualified Teacher Approved Forms

The New Jersey Highly Qualified Teacher Identification Forms

General Form Instructions 3-6

IDENTIFICATION FORM A for Holders of Elementary Education and Special Education Certificates Teaching Elementary Grades or Content 7

IDENTIFICATION FORM B for Holders of Elementary Certificates Teaching Middle Grades Departmentally or Secondary Basic Skills. 8

IDENTIFICATION FORM C for Holders of Middle/Secondary Education Content Area Certificates Teaching in Middle and Secondary Schools 9

IDENTIFICATION FORM D for Holders of Special Education Certificates Teaching in Departmentalized Settings 10

IDENTIFICATION FORM E for Holders of K-12 Content Area or ESL Certificates. 11

The New Jersey HOUSE Standard: The Content Knowledge Matrix

General Matrix Instructions 12

CONTENT KNOWLEDGE MATRIX (FORM F) 14

STATEMENT OF ASSURANCE (FORM G) 19

General Form Instructions (A–E)

1. Who must complete the Highly Qualified Teacher Identification Form?

Note: If a teacher has had a name change since the issuance of a certificate, please note the name change on the Highly Qualified form.

- All active teachers working in elementary schools who teach core academic content areas. This includes all Elementary Generalists who teach all subjects to one group of students throughout the school day.
- All active teachers working in middle and secondary schools who teach one or more core academic content areas. This includes middle school teachers teaching core academic subjects in departmentalized settings under elementary certificates. The core academic content areas are:
  - Elementary Generalist (full day, all subjects)
  - Language Arts Literacy (English, Reading, Language Arts)
  - Mathematics
  - Science
  - Social Studies (Economics, History, Civics, Geography)
  - Visual and Performing Arts
  - World Languages
- All special education teachers who provide direct instruction in one or more core academic content areas. Special education teachers working in elementary settings (including those teaching self-contained classes in grades 5-8 and those teaching students assessed against the Alternate Proficiency Assessment) must satisfy the definition of a Highly Qualified Teacher at the elementary level. Special education teachers working in high school self-contained settings, whose **entire** class of students is assessed against the Alternate Proficiency Assessment, must satisfy the definition of a Highly Qualified Teacher at the elementary level. Special education teachers who work in departmentalized middle and high schools must satisfy the definition of a Highly Qualified Teacher in each core academic content area they teach based on the grade level (i.e., chronological age) of the students they teach.
- All bilingual and ESL teachers who provide direct instruction in one or more core academic content areas. Bilingual and ESL teachers working in departmentalized middle and secondary schools must satisfy the definition of a Highly Qualified Teacher based on the content/subject area(s) they teach. By virtue of their ESL certification, ESL teachers may provide direct instruction in English, Reading or Language Arts to English language learners. To teach any other core content subjects, the ESL teacher must be both certified and highly qualified.

2. How many Highly Qualified Teacher Identification Forms do I complete?

Middle and secondary teachers who teach more than one core academic content area must complete a separate form for **EACH** teaching assignment they have in the current year. Multiple sections of the same course (i.e., three classes of Algebra or two periods of Biology) count as one assignment. Elementary generalists and special education teachers (grades K-8) who teach all subjects to one group of students during the school day complete one form for that assignment.

General Form Instructions (A–E)

Teachers who have certification in one or more core academic content areas for which they have no current teaching assignment may (but are not required to) complete additional forms to identify whether they satisfy the Highly Qualified Teacher definition for these certificates as well. Federal reporting requirements apply to current teaching assignments only, not to all certifications a teacher may hold.

3. How does the Highly Qualified Teacher Identification Form work?

The Highly Qualified Teacher Identification form allows teachers to determine whether they satisfy the federal definition of a Highly Qualified Teacher as outlined in the *No Child Left Behind* legislation.

- Teachers at the elementary level answer only one question about passing a State test.
- Teachers at the middle (departmentalized) and secondary levels answer five questions for **EACH** core academic content area teaching assignment they have.
- Special education teachers who provide direct instruction in resource/replacement settings (K-5) or in self-contained classes (K-8) and those teaching students assessed against Alternate Proficiency Assessment must satisfy the requirement for elementary generalists.
- Special education teachers who provide direct instruction in resource/replacement settings (6-12) or in self-contained classes (9-12) must satisfy the requirement based on the grade level (i.e., chronological age) of the students they are teaching. Teachers who satisfy middle or secondary levels of content preparation also satisfy the content preparation/expertise requirements for less rigorous levels.

P–3 TEACHERS

Teachers assigned to teach preschool do not need to demonstrate content expertise.

Teachers holding P–3 certification who teach grades K, 1, 2, or 3 **must** meet Highly Qualified Teacher requirements by taking the state licensing exam.

ELEMENTARY TEACHERS

Did you pass any state licensing exam in the content area *(i.e.*, General Knowledge Test of the Core Battery of the National Teacher Examination (NTE) or Praxis II Elementary Education: Content Knowledge Test)? New Jersey teachers certified since 1985 have been required to pass a test of content knowledge in order to obtain their teaching certificates. Teachers coming from other states may also have had to pass a content knowledge exam to obtain their certification. ESL teachers must pass the Oral Proficiency Interview and Writing Proficiency Test to obtain certification.

Teachers who answered **YES** to the question of whether they passed a state test satisfy the federal definition of a Highly Qualified Teacher. Teachers certified since 1985 in New Jersey were required to pass a state content knowledge test to obtain certification. These teachers do not need documentation of test scores because their certification is sufficient.

General Form Instructions (A–E)

DEPARTMENTALIZED MIDDLE AND SECONDARY TEACHERS

(Answer for EACH content area teaching assignment): If you answer YES to one of these questions, you have met the highly qualified requirement.

1. **Did you pass any state licensing exam in the content area (i.e., Middle Grades or K-12 Praxis II content knowledge test(s) for the subject(s) that you teach)?** New Jersey content area teachers certified since 1985 have been required to pass a test of content knowledge in order to obtain their teaching certificates. Teachers coming from other states may also have had to pass a content knowledge exam to obtain their certification. Departmentalized middle school teachers with K-8 certification may not use the Praxis II Elementary Education Content Knowledge test or the NTE to satisfy the requirement. They take the Praxis II Middle Grades Content Knowledge test(s) in the subject(s) they teach.
2. **Do you have an academic major in the content area(s) you teach?** The major must match the teaching certificate in order to satisfy the content preparation requirement. Your transcript serves as documentation. Examples of qualifying degrees/majors include: Bachelor of Arts: English; Bachelor of Science: Chemistry; Bachelor of Fine Arts: Music.
3. **Do you have 30 college credits in the content area(s) you teach?** If your degree reads Bachelor of Arts: Education or Bachelor of Science: Education, you must review your transcript and count the number of applicable content hours. Teacher education, generic teaching methods and educational psychology courses cannot be counted toward the 30 credit content requirement. At least 12 of the 30 credits must be at the upper division (junior or senior) level. Your transcript serves as documentation.

   Here is some additional guidance on counting 30 credits:

   Middle/Secondary Teachers should identify the content courses and count the number of semester hours appropriate for **each** of the content area(s) they are teaching. If you have 30 or more semester hours in the content area(s) you are teaching, you satisfy the requirement.

   Certified ESL Teachers meet the highly qualified requirements to teach English and Language Arts Literacy to ESL students in grades K-12.

   ESL Teachers who provide direct instruction in any other content area above the elementary level should follow the directions given above for departmentalized middle/secondary teachers.

   Special Education Teachers who provide direct instruction to students with disabilities (who are assessed with the High School Proficiency Assessment or the Grade Eight Proficiency Assessment) in one or more core academic areas should follow the directions given above for departmentalized middle/secondary teachers.

   How to Count Content Courses: Approved New Jersey programs within the broad content definition (*i.e.*, language arts, science, social studies) usually require content course work in multiple areas. A biology program would probably require a course in chemistry and a course in physics. A history program would require other types of courses such as

economics or political science. Social Studies courses count only in the following content areas: U.S. history, world history, geography, economics, government/civics. Courses that are relevant to more than one core academic area (i.e., A course in the Renaissance that deals with both history and literature) may be counted as content preparation for multiple subject areas.

4. **Do you have a graduate degree in the content area(s) you teach?** If you have an advanced degree (*e.g.*, Master of Arts: History, Master of Science: Biology, Master of Fine Arts: Dance) in the content area aligned with your certificate, you satisfy the federal definition of a Highly Qualified Teacher. If your graduate degree is in education (*e.g.*, Master of Arts: Teaching or Master of Arts: Curriculum and Instruction) you must review the courses taken at the advanced level and determine if 12 or more semester hours were earned in the content field. If so, you satisfy the federal definition of a Highly Qualified Teacher. If your advanced degree is in administration, it is not content appropriate and will not satisfy the federal definition of a Highly Qualified Teacher. Your transcript serves as documentation.
5. **Are you a National Board Certified Teacher in the content area(s) you teach?** If you have achieved National Board Certification in the content area(s) you are teaching, you satisfy the federal definition of a Highly Qualified Teacher. You may be asked to attach a copy of your certificate to document your status.

For EACH content area teaching assignment: Teachers who answered **YES** to **ANY** of the five questions satisfy the federal definition of a Highly Qualified Teacher for that content area assignment.

4. What happens once I complete the form(s)?

Once you have completed all necessary forms, attach the appropriate documentation and complete the applicable Statement of Assurance (Form G) with your supervisor or principal. Return all forms (Highly Qualified Teacher Identification **and** NJ HOUSE Standard: Content Knowledge Matrix, if applicable) to your building principal to be kept on file at the building or district level. Keep a copy for your own records. These forms will be subject to the regular state monitoring process and will be used to compile New Jersey's data for *NCLB*.

5. How often must I complete the form(s)?

All teachers teaching core academic content must complete the approved HQT forms. The following teachers must complete the HQT form(s) immediately: (a) a new hire or novice (first year) teacher; (b) a teacher working under a different certificate; and (c) a teacher in a new teaching assignment. Teachers still in the process of satisfying the HQT requirements for their current teaching assignment must complete the form(s) annually until the requirements are met. **Once a teacher has met the HQT requirements for an assignment, either by using the federal criteria or the NJ HOUSE, the teacher's HQ status is permanent.**

The New Jersey Highly Qualified Teacher Identification
FORM A

FOR: Holders of Elementary Education, and Special Education Certificates Teaching Elementary Grades or Content

Name:_____ School Building: _____

Your Certificate: (Check one per form)

☐ Elementary Education — Circle appropriate certificate: P-3 K-5 N-8
☐ Teacher of the Handicapped
☐ Teacher of Students with Disabilities with appropriate elementary certification — Circle appropriate certificate: P-3 K-5 N-8
☐ Teacher of the Blind/VI
☐ Teacher of the Deaf/HH
☐ English as a Second Language (ESL) ☐ World Language

Directions: Complete this form for the teaching assignment you have this year (full day, all subjects or multiple sections of the same course count as one assignment). You may also complete this form if you hold the certification but do not currently have a related teaching assignment.

Content Area Teaching Assignment :
☐ Elementary Generalist
☐ No Current Assignment

Grade-level Assignment:
☐ Elementary (K-5) (Elementary setting or Special Ed. self-contained)
☐ Grade 6-8 (Elementary setting or Special Ed. self-contained)
☐ Grade 9-12 (Special Ed. classrooms where all students are assessed using the Alternate Proficiency Assessment)

Did you pass any state licensing or certification exam (i.e., the National Teacher Examination or the Praxis II Elementary Education: Content Knowledge Test) or the Oral Proficiency Interview/Writing Proficiency Test)

☐ **YES** ☐ **NO**

☐ Check here if you answered **YES.** You satisfy the federal definition of a Highly Qualified Teacher for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance with your supervisor or principal and return all forms and documentation to your building principal.

☐ Check here if you answered **NO.** For special education teachers employing IDEA flexibility and foreign teachers, advance to the **NJ HOUSE Standard: Content Knowledge Matrix** to determine whether you satisfy the definition of a Highly Qualified Teacher under the NJ HOUSE Standard for additional content area assignment(s).

The New Jersey Highly Qualified Teacher Identification
FORM B

FOR: Holders of Elementary Certificates Teaching Middle Grades Departmentally or Secondary Basic Skills Programs

Name:_____ **School Building:** _____

Your Certificate: (Check one per form)

☐ Elementary Education (K-5) with Elementary Content Area Specialization
☐ Elementary Education (K-8) ☐ English as a Second Language (ESL)

Directions: Complete a separate form for **each** teaching assignment you have this year (multiple sections of the same course count as one assignment). You may also complete this form if you hold the certification but do not currently have a related teaching assignment.

Content Area Teaching Assignment (Check one content area assignment per form):

☐ Social Studies (Economics, History, Civics, Geography)
☐ Language Arts Literacy (English, Reading, Lang. Arts including basic skills)
☐ Visual and Performing Arts
☐ Science
☐ Mathematics (including basic skills)
☐ World Languages
☐ No Current Assignment

Grade-level Assignment: ☐ Grade 5 (Middle Setting) ☐ Middle (6-8) ☐ Grade 9-12 (Basic Skills)

Did you pass a state licensing exam in this academic content? (i.e., Praxis II subject test)	Do you have an undergraduate major in this content?	Do you have 30 college credits in this content with at least 12 credits at the upper level?	Do you have a graduate degree in this content?	Are you a National Board Certified teacher in this content?
☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO

☐ Check here if you answered **YES** for **ANY** question above. You satisfy the federal definition of a Highly Qualified Teacher for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance with your supervisor or principal and return all forms and documentation to your building principal.

☐ Check here if you answered **NO** for **ALL** questions above. For foreign teachers teaching a World Language, advance to the **NJ HOUSE Standard: Content Knowledge Matrix** to determine whether you satisfy the definition of a Highly Qualified Teacher under the NJ HOUSE Standard for additional content area assignment(s).

The New Jersey Highly Qualified Teacher Identification
FORM C

FOR: Holders of Middle/Secondary Education Content Area Certificates Teaching in Middle and Secondary Schools

Name:_____ **School Building:** _____

Title of Teaching Certificate: _____

Directions: Complete a separate form for **each** teaching assignment you have this year (multiple sections of the same course count as one assignment). You may also complete this form if you hold the certification but do not currently have a related teaching assignment.

Content Area Teaching Assignment (Check one content area assignment per form):

- ☐ Social Studies (Economics, History, Civics, Geography)
- ☐ Language Arts Literacy (English, Reading, Lang. Arts)
- ☐ Visual and Performing Arts
- ☐ Science
- ☐ Mathematics
- ☐ World Languages
- ☐ No Current Assignment

Grade-level Assignment: ☐ Grade 5 (Middle setting) ☐ Middle (6-8) ☐ Secondary (9-12)

Did you pass a state licensing exam in this academic content? (i.e., Praxis II subject test)	Do you have an undergraduate major in this content?	Do you have 30 college credits in this content with at least 12 credits at the upper level?	Do you have a graduate degree in this content?	Are you a National Board Certified teacher in this content?
☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO

☐ Check here if you answered **YES** for **ANY** question above. You satisfy the federal definition of a Highly Qualified Teacher for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance with your supervisor or principal and return all forms and documentation to your building principal.

☐ Check here if you answered **NO** for **ALL** questions above. For foreign teachers teaching a World Language, advance to the **NJ HOUSE Standard: Content Knowledge Matrix** to determine whether you satisfy the definition of a Highly Qualified Teacher under the NJ HOUSE Standard for additional content area assignment(s).

The New Jersey Highly Qualified Teacher Identification
FORM D

FOR: Holders of Special Education Certificates Teaching in Departmentalized Settings

Name:_____ **School Building:** _____

Your Certificate: (Check one per form)

☐ Teacher of Students with Disabilities with appropriate certification—
Circle all that apply: K-5 w/mid school endorsement N-8 K-12

☐ Teacher of the Handicapped (K-12)

☐ Teacher of the Blind/VI

☐ Teacher of the Deaf/HH

Directions: Complete this form **ONLY** if you provide direct instruction in one or more content areas listed below. Complete a separate form for ***each*** teaching assignment you have this year (full-day/all subjects and multiple sections of the same course count as one assignment). You may also complete this form if you hold the certification but do not currently have a related teaching assignment.

Content Area Teaching Assignment (Check all that apply):

☐ Social Studies (Economics, History, Civics, Geography)
☐ Language Arts Literacy (English, Reading, Lang. Arts)
☐ Visual and Performing Arts
☐ Science
☐ Mathematics
☐ World Languages
☐ No Current Assignment

Indicate the grade level of the students you are teaching (Check all that apply):

☐ Grade 5 (Middle setting) ☐ Middle (6-8) ☐ Secondary (9-12)

Did you pass a state licensing exam in this academic content? (i.e., Praxis II subject test)	Do you have an undergraduate major in this content?	Do you have 30 college credits in this content with at least 12 credits at the upper level?	Do you have a graduate degree in this content?	Are you a National Board Certified teacher in this content?
☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO

☐ Check here if you answered **YES** for **ANY** question above. You satisfy the federal definition of a Highly Qualified Teacher for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance with your supervisor or principal and return all forms and documentation to your building principal.

☐ Check here if you answered **NO** for **ALL** questions above. For special education teachers employing IDEA flexibility, advance to the **NJ HOUSE Standard: Content Knowledge Matrix** to determine whether you satisfy the definition of a Highly Qualified Teacher under the NJ HOUSE Standard for additional content area assignment(s).

The New Jersey Highly Qualified Teacher Identification
FORM E

FOR: Holders of K-12 Content Area and ESL Certificates

Name:_____ School Building: _____

Your Certificate: _____

Directions: Complete a separate form for ***each*** teaching assignment you have this year (multiple sections of the same course count as one assignment). You may also complete this form if you hold the certification but do not currently have a related teaching assignment. ESL teachers complete this form **ONLY** if you provide direct content instruction in Reading/English/Language Arts.

Content Area Teaching Assignment (Check one content area assignment per form):

- ☐ Elementary Generalist
- ☐ Social Studies (Economics, History, Civics, Geography)
- ☐ Language Arts Literacy (English, Reading, Lang. Arts)
- ☐ Visual and Performing Arts
- ☐ Science
- ☐ Mathematics
- ☐ World Languages
- ☐ No Current Assignment

Grade-level Assignment (Check all that apply):

☐ Elementary (K-5) ☐ Middle (6-8) ☐ Secondary (9-12)

Did you pass a state licensing exam in this academic content? (i.e., Praxis II subject test)	Do you have an undergraduate major in this content?	Do you have 30 college credits in this content with at least 12 credits at the upper level?	Do you have a graduate degree in this content?	Are you a National Board Certified teacher in this content?
☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO

☐ Check here if you answered **YES** for **ANY** question above. You satisfy the federal definition of a Highly Qualified Teacher for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance with your supervisor or principal and return all forms and documentation to your building principal.

☐ Check here if you answered **NO** for **ALL** questions above. For foreign teachers teaching a World Language, advance to the **NJ HOUSE Standard: Content Knowledge Matrix** to determine whether you satisfy the definition of a Highly Qualified Teacher under the NJ HOUSE Standard for additional content area assignment(s).

Matrix Instructions (Form F)

NEW JERSEY'S REVISED HOUSE STANDARD: THE CONTENT KNOWLEDGE MATRIX (Special Education and Foreign Teachers only)

General Instructions

The NJ HOUSE Standard provides special education teachers and foreign teachers on short-term assignments, who do not satisfy the federal definition, with an **alternate** way to demonstrate that they are highly qualified to teach core academic content. The NJ HOUSE Standard has been revised to meet the NCLB requirements. Teachers who have passed a state licensing test and middle/secondary teachers who have met one of the five criteria outlined on the NJ Highly Qualified Teacher Identification form do not need to complete a NJ HOUSE Standard: Content Knowledge Matrix.

> When the HOUSE expires a teacher's highly qualified status does **not** expire.
> Any teacher who is authorized as highly qualified in a teaching assignment and has completed the approved forms retains that highly qualified status **permanently**.

1. Who must complete the NJ HOUSE Standard: Content Knowledge Matrix?

The following teachers will need to complete the NJ HOUSE Standard Matrix Form:

- **Veteran special education teachers** may use the HOUSE for a limited time to become highly qualified in core academic content areas. The HOUSE may be used by teachers assigned to teach grades K-12, whether in self-contained or departmentalized settings. **However, a teacher who holds the Teacher of Students with Disabilities (SWD) may teach only in the grades authorizied by the instructional certificate that accompanies the SWD license.**

  Note: A teacher teaching special education for one year or more is a veteran.

  - For public schools and charter schools the *reinstated* HOUSE will expire June 30, 2010
  - For approved private schools for students with disabilities and public college operated programs for students with disabilities, the *reinstated* HOUSE will expire June 30, 2012

- **New special education teachers** exercising flexibility under IDEA must complete NJ HOUSE Standard: Content Knowledge Matrix to satisfy the federal definition of a Highly Qualified Teacher in one or more core academic content areas for which they have teaching assignments .

  Note: **Veteran teachers** holding the special education certificate who have been assigned to teach special education for the first time are considered new teachers for purposes of IDEA flexibility.

- **Foreign teachers on short-term assignments**

Matrix Instructions (Form F)

2. How does the Content Knowledge Matrix work?

The Content Knowledge Matrix allows teachers to demonstrate content preparation/expertise in each core academic subject they teach through a variety of options arranged in five categories. The categories are:

- **Content Area College Coursework** at higher education institutions where one takes or teaches credit courses in core academic content, on or offline, in NJ or another state. **Teachers must accrue 4 points in this category** and may accrue all 10 points in this category. Noncredit and audited courses are not eligible. Two-, three- or four-credit courses accrue 2 points each.
- **Content Area Professional Activities** such as serving on a standards, curriculum or assessment committee; completing a National Board assessment; or engaging in high-quality, sustained, research-based professional development focused on content-specific instructional and assessment strategies. Other professional activities include making content-specific presentations in your subject area for your school/district or for a professional education conference, and publishing content-related articles in journals. Activities must have been completed within the last four years. Teachers can accrue 1 point per documented activity annually **with an overall limit of 6 points for this category.**
- **NBPTS Elementary Certification** is available in the NJ House Standard for elementary teachers who have earned an Elementary Generalist certificate from the National Board of Professional Teaching Standards. National Board Certified elementary teachers earn 4 points.
- **Successful Content Area Teaching Performance** provides veteran teachers with up to 3 points when documented with satisfactory annual evaluations of teaching performance in the content area.

3. How many NJ HOUSE matrix forms must I complete?

Teachers must complete one form for **EACH** core academic content area teaching assignment for which they do not meet the federal definition of a Highly Qualified Teacher. This is determined by completing a NJ Highly Qualified Teacher Identification form for each core academic area teaching assignment. Special education teachers and Foreign teachers who teach all subjects to one group of students during the school day complete one NJ HOUSE matrix form.

4. What happens after I complete the Content Knowledge Matrix?

Attach the appropriate documentation and complete the appropriate Statement of Assurance (Form G). Your supervisor or principal must review the documentation and sign the Statement of Assurance. Return all forms (Highly Qualified Teacher Identification and NJ HOUSE Standard: Content Knowledge Matrix) to the building principal to be kept on file. These forms will be subject to the regular state monitoring process and used to compile New Jersey's data for *NCLB*. Teachers should keep a copy of all forms and documentation for their personal records.

Note: The HOUSE Matrix is a permanent highly qualified designation in the district. It may also be portable between districts, based on each district's hiring practice.

Content Matrix FORM F

The New Jersey HOUSE Standard: Content Knowledge Matrix

Name:_____School Building: _____

Title of Teaching Certificate: _____

Content Area Teaching Assignment (Check one content area assignment per form):

- ☐ Elementary Generalist (full-day, all subjects)
- ☐ Social Studies (Economics, History, Civics, Geography)
- ☐ Language Arts Literacy (English, Reading, Lang. Arts)
- ☐ Visual and Performing Arts
- ☐ Science
- ☐ Mathematics
- ☐ World Languages
- ☐ No Current Assignment

Grade-level Teaching Assignment: ☐ Elementary (K-8) ☐ Middle (5-8) ☐ Secondary (9-12)
☐ Elementary (K-5)
☐ General Ed. ☐ Special Ed.

Directions: Enter the number of points for which you are eligible in each category in the right-hand column. Total the number of points. **Attach the required documentation** for each category to each HOUSE Standard Matrix you complete. Complete a separate matrix form for each content area teaching assignment for which you must determine whether you satisfy the definition of a Highly Qualified Teacher.

Note: ***Elementary generalists*** and ***elementary special education teachers*** who teach all subjects to one group of students during the school day complete only **one** form.

CATEGORY	CRITERIA	CREDIT	YOUR POINTS
Content Area College Coursework **Courses must be at least 2 credits.** **(4 Points required in this category; may accrue all 10 points)**	■ Successful completion of a credit course in content for the subject area listed above from an accredited community college, college or university ▶ Courses may be taken in person or online ▶ Courses may be taken in or outside New Jersey ▶ Education courses are **not eligible** to be counted **unless** they are specifically connected to academic content	**2 Points per course**	
	■ Teaching a credit course in content for the subject area listed above at an accredited community college, college or university ▶ Courses may be given in person or online	**2 Points per course**	

Content Matrix FORM F

CATEGORY	CRITERIA	CREDIT	YOUR POINTS
College Coursework (continued)	▶ Courses may be given in or outside New Jersey ▶ Education courses are **not eligible** to be counted **unless** they are specifically connected to academic content (it is advised that supervisors examine course descriptions to determine if a course is connected to academic content.) **Documentation:** Copy of transcript; instructor's contract or letter of appointment.		
Content Area Professional Activities **(6 Point overall limit in this category)**	■ Service on a committee to develop, select, validate and evaluate local, state, and/or national ▶ Content Standards ▶ Content Curriculum ▶ Content Assessments ■ Completion of the relevant Content Area National Board Certification Assessment Process ■ Participation in high quality, sustained, intensive professional development that is classroom-focused, research-based, aligned with the NJ Core Curriculum Content Standards and state assessments, and designed to advance teachers' understanding and use of content-specific instructional and assessment strategies to create a positive and lasting impact on classroom instruction ■ Making a content-specific presentation in a subject area at a state, regional, national or international professional organization meeting or conference or for a school or	**1 Point per documented activity in any area in this category per year** **(Activities must have been completed within the last 4 years)**	

Content Matrix FORM F

CATEGORY	CRITERIA	CREDIT	YOUR POINTS
Professional Activities (continued)	district level in-service program (multiple presentations of the same material count once) ■ Publishing an article addressing content knowledge and/or content-specific pedagogy in state, regional, national or international professional journal **Documentation:** Copy of Professional Development Certificate(s) and/or Professional Improvement Plan (PDP); committee appointment; presenter contract; program agenda; published article		
Content Area Teaching Activities	Collaborative, interdisciplinary work on a sustained unit of study with a content area specialist (both teachers must be working simultaneously with the same group of students) **Documentation:** Copy of PD Certificate and/or PIP; letter of appointment or team-teaching schedule assignment	**1 Point per year** **(Within the last 4 years)**	
NBPTS Elementary Certification	Elementary teachers who have earned National Board Certification as an Elementary Generalist from the National Board of Professional Teaching Standards (NBPTS) **Documentation:** Copy of NBPTS certificate	**4 Points**	
Successful Content Area Teaching Performance	Successful teaching experience in the content area specified on this form. Experience may be in New Jersey or out-of-state schools. **Documentation:** Satisfactory evaluation for each year.	**8-15 yrs = 2 pts** **16+ yrs = 3 pts**	

Content Matrix
FORM F

CATEGORY	CRITERIA	CREDIT	YOUR POINTS
	Special Education Teachers who provide direct instruction in the elementary grades must satisfy the requirement for elementary teachers listed above. Special education teachers who provide direct instruction in departmentalized middle and/or secondary grades must satisfy the requirement based on the **grade level of the students they are teaching.** Those who satisfy secondary level content expertise automatically satisfy the content expertise requirement for middle levels. *The 2004 Individuals with Disabilities Education Act (IDEA)* reauthorization provides additional flexibility for novice (first year) special education teachers.	**YOUR TOTAL:**	

Content Matrix FORM F

FLEXIBILITY UNDER *IDEA* FOR NEW SPECIAL EDUCATION TEACHERS

New (first-year) special education teachers who teach multiple content areas in middle or secondary settings and who have passed a content test or hold a degree in math, science, or language arts have up to two years from their date of hire to demonstrate content expertise in the remaining content area(s) they teach. These teachers may use the NJ HOUSE Standard: Content Knowledge Matrix to accrue 10 points in each remaining content area or may pass relevant content area exam(s). This flexibility is open to new special education teachers in both Title I and non-Title I schools.

Note: Veteran teachers holding certification in special education who have been assigned to teach special education for the first time may employ IDEA flexibility in accordance with the policy for new special education teachers.

FLEXIBILITY FOR VETERAN SPECIAL EDUCATION TEACHERS

Veteran special education teachers (those teaching special education one year or more) may use the NJ HOUSE Standard: Content Knowledge Matrix to accrue 10 points in a content area for a limited time. For details, visit the HQT Web page at www.nj.gov/education/profdev/nclb.

Once a teacher has satisfied HQT requirements, whether by using the federal criteria or NJ HOUSE, that status is **permanent.**

Assurance Statement FORM G

NJ Highly Qualified Teacher Statement of Assurance

Teacher's Name: _____

School Building: _____ **County LEA Code:** _____

Certification(s) Held:

- ☐ Elementary Education—Circle one: P-3 K-5 N-8
- ☐ Middle (Content Area(s): _____)
- ☐ K-12 (Content Area(s): _____)
- ☐ Teacher of ESL
- ☐ Teacher of the Handicapped
- ☐ Teacher of Students with Disabilities
- ☐ Teacher of the Blind/VI
- ☐ Teacher of the Deaf/HH

☐ New Special Education Teacher invoking IDEA flexibility

Date of Hire _____

Content area in which federal requirement is met upon hire: ☐ Language Arts ☐ Math ☐

1. According to the attached **New Jersey Highly Qualified Teacher Identification Form(s), I have satisfied** the Highly Qualified Teacher definition for the following content area(s). (Check all that apply):
   - ☐ Elementary Generalist (full-day, all subjects)
   - ☐ Social Studies (Economics, History, Civics, Geography)
   - ☐ Language Arts Literacy (English, Reading, Language Arts)
   - ☐ Visual and Performing Arts
   - ☐ Science
   - ☐ Mathematics
   - ☐ World Language *(specify)* _____

2. According to the attached **New Jersey HOUSE Standard: Content Knowledge Matrix Form(s), I have satisfied** the Highly Qualified Teacher definition for the following content area(s). (Check all that apply):
   - ☐ Elementary Generalist
   - ☐ Social Studies (Economics, History, Civics, Geography)
   - ☐ Language Arts Literacy (English, Reading, Language Arts)
   - ☐ Visual and Performing Arts
   - ☐ Science
   - ☐ Mathematics
   - ☐ World Languages

3. According to the attached **documentation, I DO NOT YET satisfy** the Highly Qualified Teacher definition for the following content area(s) I am teaching. (Check all that apply):
   - ☐ Elementary Generalist
   - ☐ Social Studies (Economics, History, Civics, Geography)
   - ☐ Language Arts Literacy (English, Reading, Language Arts)
   - ☐ Visual and Performing Arts
   - ☐ Science
   - ☐ Mathematics
   - ☐ World Languages

4. As a new (first year) special education teacher, who is highly qualified in Language Arts, Math or Science, I understand that I have two years from my date of hire to satisfy the Highly Qualified Teacher definition for the remaining content area(s) I teach.

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

_____	_____	_____
Signature of Teacher	**Signature of School Official**	**Date**