

HIGHLY QUALIFIED TEACHER HOUSSE FOR PENNSYLVANIA EDUCATORS

Under Pennsylvania's "Highly Qualified Teacher" (HQT) HOUSSE program, experienced Pennsylvania teachers may demonstrate subject matter competency in the core academic areas in which they teach through the documentation of a total of 100 points¹.

The core content areas, taught at the elementary, middle, or secondary level are:

- English
- Reading/ Language Arts
- Foreign Languages
- Social Studies (Economics, History
Civics/Government and Geography)
- Mathematics
- Science
- Arts (Art and Music)

HQT status is designated immediately upon verification of the 100-point documentation by the teacher's school district superintendent/designee. Teachers obtain the requisite 100 points by documenting achievements in the following six areas (The requirements for attaining points in these areas are identified more fully below in the section "Requirements for Completing the HOUSSE Rubric"):

- (1) Years of satisfactory teaching experience in the core academic subject (5 points per year, minimum of 5 points required, maximum of 45 points)
- (2) College and graduate coursework in the core academic subject, verified by a transcript from a regionally accredited college/university with each course passed at a 2.0 level or above (5 points for every 1 semester credit in core academic subject, maximum of 95 points)
- (3) Professional education courses in core academic subject and/or in related teaching, curriculum instruction or assessment courses related to the core academic subject (5 points for every 30 professional development hours)
- (4) Advanced degree in teaching, curriculum instruction or assessment related to the core academic subject (25 points)
- (5) Academic scholarship and awards related to core academic subject, examples include: teacher awards, authored journal articles or textbooks, instructor of college course. (5 to 50 points)
- (6) Pennsylvania Instructional II, Special Education Certificate (25 points)

¹ **Flexibility Under IDEA For New Special Education Teachers** New (first-year) special education teachers who teach multiple core academic subjects in middle or secondary settings and who have a content certificate, 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 core academic subject(s) they teach. These teachers may use the Pennsylvania HQT HOUSSE to accrue 100 points in each remaining core academic subject or may pass relevant core academic subject exam(s). This flexibility is open to new special education teachers in both Title I and non-Title I schools.

REQUIREMENTS TO COMPLETE THE HOUSSE RUBRIC

An eligible teacher may receive a HOUSSE HQT designation in a specific core academic subject and certification level by providing an attested application form “Pennsylvania’s HOUSSE HQT Rubric” showing that the teacher has amassed a minimum of 100 points, calculated as follows:

(1) Teaching Experience²:

- A teacher may receive points for satisfactory prior teaching experience in delivering instruction in the **core academic subject and at the certification level** (e.g., Elementary or Secondary level) for which the HOUSSE HQT designation is sought.
- Teaching experience in a public school (including a charter school) is considered satisfactory if it involves delivering instruction as the primary instructor with a satisfactory evaluation by the appropriate building or district administrator in accordance with the district’s standard procedure for the annual evaluation of teachers.
- Teaching experience in a nonpublic school or an out-of state school is considered satisfactory if (a) the school utilizes a standard procedure for the annual evaluation of teachers that produces an annual written evaluation for the teacher, and (b) the teacher receives a satisfactory written evaluation for service as the primary instructor for a school year by the appropriate school administrator in accordance with the school’s standard evaluation procedure.
- A teacher qualifies for **five points for each year of satisfactory teaching** in the appropriate core academic subject and at the appropriate level (non-consecutive years may be counted).
- A teacher **must earn a minimum of five points** (in other words, must have a minimum of one year of satisfactory teaching experience), and **cannot earn more than forty-five points in this category**.

² CALCULATING SERVICE TIME IN HOUSSE

To qualify for one year of work experience, as required in HOUSSE, the teacher must have worked:

- 45 or more days in both the first and second semester in the total school year (1st semester - September until the December holiday break; 2nd semester January to the end of the school year)
- Teachers can instruct in one or more content areas during the time periods above

(2) College and Graduate Coursework

- A teacher may receive points for credits earned at either the undergraduate or graduate level in the core academic subject in which the HOUSSE HQT designation is sought.
- Points are amassed at the rate of **five points for one semester hour of credit, up to a maximum of ninety-five points.** For example, one 3-credit college or graduate course would equal 15 points.
- A course cannot be counted unless the course was taken for credit at a regionally accredited two-year college, four-year college or university; the teacher received a grade of at least 2.0 (on a 4.0 scale); and the grade is verified by an official transcript.

(3) Continuing Professional Education:

- A teacher may receive points for completion of approved “Act 48” professional education courses/hours in the core academic subject in which the HOUSSE HQT designation is sought and those related to teaching, curriculum instruction or assessment in the core academic subject area.
- **Five points are awarded for every 30 hours** of approved Act 48 course completion.
- Points are awarded only if the course is provided by a Pennsylvania Department of Education approved “Act 48” provider.

(4) Advanced Degree (Masters or Doctoral Degree)

- A teacher may receive **twenty-five points for earning an advanced degree** that supports teaching, curriculum instruction or assessment in the core academic subject area. (For example, Master’s degree in Curriculum and Instruction)
- Please note that an advanced degree in the core subject area itself is enough to establish subject matter competency without the need to complete the HOUSSE process.

(5) Scholarship and awards

A teacher may receive points for specific categories of academic scholarship and awards, as follows:

- For recognition as **state or national teacher of the year** or Milken award winner (**fifty points** for each award, up to a maximum of fifty points);
- For recognition as **district teacher of the year** (**five points** for each award, up to a **maximum of ten points**);

- For **authorship/publication of a content-area article** published in a peer-reviewed journal (**five points** for each article, up to a **maximum of five articles or twenty-five points**);
- For **authorship/publication of a textbook** in the core academic subject (**twenty-five points**);
- For service as the instructor of record for a credit-bearing college or university course at a regionally accredited institution in the core academic subject (**five points for each semester-hour taught**, up to a maximum of twenty-five points).

(6) Pennsylvania Instructional II Certificate in Special Education

- A teacher may receive **twenty-five points** for obtaining an Instructional II certificate in Special Education.

HOW TO BEGIN THE HOUSSE PROCESS

To obtain the HOUSSE HQT Designation:

TEACHERS:

1. Review the HOUSSE 100 point requirements.
2. Complete HOUSSE rubric form.
NOTE: Elementary teachers must submit one HOUSSE rubric form for all core content while middle/secondary must submit one for each assignment area.
3. Attach all required documents to the HOUSSE rubric form.
4. Sign and date HOUSSE rubric form.
5. Submit HOUSSE rubric form and required documents to the chief school officer (or designee) or human resources office.

SCHOOL DISTRICT STAFF:

1. Assist teachers in completing the HOUSSE rubric form.
2. Review the teacher's current assignment (s), certificate status, existing transcribed academic course content, professional development experiences, etc.
NOTE: A HOUSSE rubric form is needed for each subject area one is teaching, other than elementary. Elementary teachers must submit one HOUSSE rubric form for all core content while middle/secondary must submit one for each assignment area.
3. School officials MUST verify and sign each HOUSSE rubric form. Schools must maintain the completed rubric forms for each of their educators.
NOTE: If the required 100 points is achieved, the teacher is eligible to receive the HOUSSE HQT designation through use of the PDE website at www.teaching.state.pa.us.
4. Proceed to the Teacher Certification System, On-Line Application Submission, HOUSSE HQT Designation Application. **This upload is to be done by the school's designee only.**
5. Please review the instructions by clicking on the "Instructions" link, prior to performing the upload.
6. Teachers become Highly Qualified at the time the HOUSSE rubric form is verified by the designated school official and accepted into the Department's HOUSSE database.
7. A central listing of HOUSSE Highly Qualified Teachers will be maintained by the Department.

Note: The HOUSSE HQT process results in an HQT designation NOT a certificate.

PENNSYLVANIA'S HOUSSE HIGHLY QUALIFIED TEACHER RUBRIC

Name: _____ SSN: _____ School District: _____ School: _____

Current Core Academic Assignment Related to HOUSSE:

Years of Satisfactory Teaching Experience in Core Academic Subject	College and Graduate Coursework in Core Academic Subject	Continuing Professional Education Courses/Hours in Core Academic Subject	Advanced Degree related to Core Academic Subject	Academic Scholarship and Awards related to Core Academic Subject	Instructional II Pennsylvania Teaching Certificate in Special Education
<p>Experience in Teaching Core academic subject</p> <p>Must be in the Core Academic subject and the certification level (e.g., Elementary or secondary level) for which HQT designation is sought.</p> <p>Must have received a satisfactory evaluation for school year.</p>	<p>Undergraduate or Graduate Coursework in Core academic subject</p> <p>Accredited IHE</p> <p>Grade of at least a 2.0 on a 4.0 scale</p> <p>Verified by official transcript</p>	<p>Approved "Act 48" Professional Education Courses/Hours in the Core academic subject and/or related to curriculum, instruction and assessment in the core academic subject</p> <p>Courses must be provided by Pennsylvania Department of Education approved "Act 48" providers</p>	<p>Completion of Advanced degree that supports teaching, curriculum instruction, or assessment in the Core academic subject</p> <p>(Note a graduate degree in the core academic subject itself is enough to establish subject matter competency without the need to complete the HOUSSE process)</p>	<p>Academic Scholarship Authored/Published a content article in textbook or peer-reviewed journal (5 pts per art., max of 25 pts)</p> <p>Authored/Published a textbook in the core academic subject (25 pts)</p> <p>Teach credit-bearing course in core academic subject at IHE (5 pts per credit, max 25 pts)</p> <p>Awards State/National Teacher of year/Milken Award (50 pts)</p> <p>Local teacher of year (5 pts per award, 10 points max)</p>	<p>Holds an Instructional II teaching certificate in Special Education issued by the Pennsylvania Department of Education</p>
<p>5 points per year Minimum of 5 pts req'd Maximum of 45 points</p>	<p>5 points per credit hour Maximum of 95 points (i.e., 19 credit hours)</p>	<p>5 points per 30 hours</p>	<p>25 points</p>	<p>Points based on scholarship/award as noted above.</p>	<p>25 points</p>
<p># Years:</p>	<p># Hours</p>	<p># Hours</p>	<p>Degree:</p>	<p># Awards:</p>	<p>Certificate:</p>
<p>Total Points</p>	<p>Total Points:</p>	<p>Total Points:</p>	<p>Total Points:</p>	<p>Total Points:</p>	<p>Total Points:</p>

Grand Total of Points: _____ **100 Points required for HQT Designation.**

INTENTIONAL MISREPRESENTATION OR FALSIFICATION OF INFORMATION MAY RESULT IN SANCTIONS INCLUDING TERMINATION FROM

EMPLOYMENT AND/OR PROFESSIONAL DISCIPLINE: By signing this statement I verify that I hold a valid teaching certificate and that I have accurately completed the HOUSSE rubric above this verification statement. I understand that misrepresentation or falsification of information supplied on the HOUSSE rubric may result in sanctions including termination from employment and/or professional discipline. I agree to retain all documentation related to the HOUSSE rubric for review during periodic HOUSSE verification audits.

Teacher Signature: _____ **Date:** _____

VERIFICATION BY SCHOOL OFFICIAL: By signing this statement I verify that I have reviewed all appropriate documentation and validated that the information above is correctly reported.

Superintendent/Chief School Officer (or designee) Name and Title: _____

Superintendent/Chief School Officer (or designee) Signature: _____