

HIGHLY QUALIFIED TEACHERS 2006 - 2007

Guidelines explaining the criteria needed for a teacher to be Highly Qualified can be found on the Certification web page: <http://wvde.state.wv.us/certification/>

The Highly Qualified Teacher Web Application is accessed through WVEISWEB on the WVEIS web page and the user logs in by entering his/her WVEIS User ID and Password. The user must be enrolled in the county/school restriction file and must be defined as a principal or be a county level user in the data access file.

The screenshot shows the login interface for the West Virginia Department of Education's Teacher Credentials (HQT Assessment) for the 2006/2007 school year. It includes a logo for the West Virginia Department of Education, the title of the application, and two input fields for 'WVEIS User ID' and 'WVEIS Password'. Below the password field is a blue 'Login' button, and below that is a red 'Sign Off' button. At the bottom, there is a blue link for 'Submission Status'.

The user selects the county and school to work with and chooses sort options. (Ex. Entering a 1 under Teacher ID and a 2 under Course ID, will return the listing sorted course within teacher.) Click the radio button under NCLB Core Subject Areas and click Obtain Listing.

The screenshot displays the search and filter options for the 2007 HQT Information. It features a dropdown menu for 'School' with the selected value '002-BARBOUR COUNTY SCHOOLS 201-BELINGTON ELEMENTARY'. Below this is a 'Sort Order 1-5 (1 = first, 5 = last) ...' section with a table of filter options:

School	Core Subject	Course Code	Teacher Id	Exceptionality Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

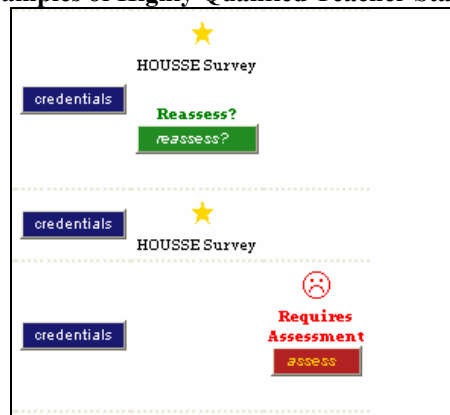
Below the table is a 'Core Subject Area ...' section with two radio buttons: 'NCLB Core Subject Areas' (which is selected) and 'Not NCLB Core Subject Areas'. Below these are three buttons: 'Obtain Listing' (green), 'Sign Off' (red), and 'Classes Update' (purple). At the bottom, there is a blue link for 'Submission Status'.

The listing returned will list each teacher teaching a core subject and a listing of courses taught. If a teacher is teaching 0K – 05 grade level courses in the range 3000-3005 and 4000-4005, the enrollment of each class is compared and if they are equal the teacher is assumed to be a self-contained classroom teacher. A Self-Contained course code is automatically assigned to the teacher as shown on the screen below.

County	School	NCLB Core Subject Area	Course	Spec Ed	Fifth Digit	Sixth Digit	Grades (low-high)	Section	Teacher Name	Teacher Id	credentials	STATUS
072	2	SelfContained Classroom	2625 SLCFNT RG ED		0	0	03-03	1	C		credentials	★ HOUSSE Survey
072	2	SelfContained Classroom	2625 SLCFNT RG ED		0	0	03-03	2	D		credentials	★ HOUSSE Survey
072	2	SelfContained Classroom	2625 SLCFNT RG ED		0	0	01-01	1	F		credentials	★ HOUSSE Survey
072	2	SelfContained Classroom	2620 KINDERGARTEN		0	0	0K-0K	3	G		credentials	★ HOUSSE Survey
072	2	SelfContained Classroom	2630 SPED SLCFNT	BEHAVIOR DISORDERS	0	E	01-05	1	J		credentials	★ Content Exam
072	2	SelfContained Classroom	2630 SPED SLCFNT	BEHAVIOR DISORDERS	1	E	01-01	1	J		credentials	★ Content Exam
072	2	SelfContained Classroom	2630 SPED SLCFNT	BEHAVIOR DISORDERS	2	E	03-03	1	J		credentials	★ Content

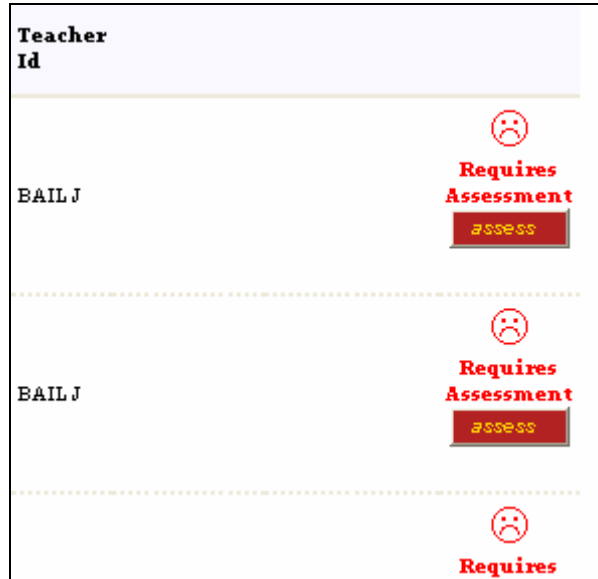
The highly qualified teacher status for each course/subject area is listed on the far right of the screen.

Samples of Highly Qualified Teacher Status



- If the record contains a star and the assessment criteria by which the teacher was deemed Highly Qualified, the teacher/course status was determined in a prior year.
- If the record contains a star and a bar labeled “REASSESS?” the teacher was assessed during the current year and the user has the option of changing the criteria which made the teacher highly qualified. If the teacher was programmatically assessed it cannot be overridden.
- If there is a sad face and a bar labeled “ASSESS”, the user must click on the bar and identify what makes the teacher highly qualified in the core content course.

- If there is a sad face and a bar labeled “ASSESS” and there is no “CREDENTIALS” bar, the employee number in the teacher file does not match any certification/endorsement records on file with the WVDE. Please verify the employee number.



- All teachers providing collaborative services must be scheduled with the appropriate collaborative course code.
- All classes consisting entirely of students with disabilities must have an exceptionality code in the sixth position. The course code is not a collaborative course code. This teacher is providing direct instruction to these students.
- Teachers providing collaborative services for students with disabilities must be scheduled with the special education collaborative course code and the exceptionality of the students being assisted. The teacher is not providing the initial direct instruction to the students.

To assess the teacher’s content knowledge, click on the “ASSESS” bar.

	Content Examination	Academic Major Advanced Credential	HOUSSE Survey	Does Not Meet HQT
credentials	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Choose the option that proves the teacher’s content knowledge by clicking one of the radio buttons. Academic Major/Advanced Credential is not valid for elementary teachers. If a teacher has passed a valid PRAXIS content exam, for which the WVDE has results, the radio button will be automatically chosen when the page is displayed and cannot be overridden. If a teacher is endorsed as a reading specialist and is assigned to teach Title I Reading the Academic Major/Advanced Credential will automatically be chosen when the page is displayed and cannot be overridden.

	Content Examination	Academic Major Advanced Credential	HOUSSE Survey	Does Not Meet HQT
Credentialed	credentials	Collaboration		

If the course code is a collaborative code, or the sixth position is X (college course), S (satellite course/advanced), Y (satellite course), Z (teacher of alternative education) or the fifth position is a V (virtual class) the user must still click the “ASSESS” button to update the Highly Qualified File.

	Content Examination	Academic Major Advanced Credential	HOUSSE Survey	Does Not Meet HQT
Not Credentialed	credentials			

If the fields are all blocked the teacher does not meet the initial certification check for consideration to be Highly Qualified. Click on the “CREDENTIALS” bar to display the teacher’s subjects and exceptionalities being taught, their years of experience, their credentials, as they are on file with the WVDE, and passing test scores that are on file.

Positions - as reported on Certified List

MIDDLE SCHOOL 215 Classroom Teacher, Special Education (9 Years Experience)

Course Schedules - Teacher Master Schedule

<input type="checkbox"/>	MIDDLE SCHOOL	7609-AL PRC/WRKPL EL5 grade
<input type="checkbox"/>	MIDDLE SCHOOL	4104-CMPSTN LOW EL3 grade
<input type="checkbox"/>	MIDDLE SCHOOL	4104-CMPSTN LOW EL3 grade
<input type="checkbox"/>	MIDDLE SCHOOL	4104-CMPSTN LOW EL3 grade
<input type="checkbox"/>	MIDDLE SCHOOL	4104-CMPSTN LOW EL3 grade
<input type="checkbox"/>	MIDDLE SCHOOL	7653-LRN SKILLS grade
<input type="checkbox"/>	MIDDLE SCHOOL	7821-PLANNING grade

MIDDLE SCHOOL [DVLPGUID 7633-K- grade - Special Education Mentally Impaired Severe 7633-K- grade](#)

Credentials with an Expiration Date

License	Endorsement	Assigned Grades	Effective	Endorsed	Expiration
21-1 Professional Teaching Certificate	4104 -Severe/Profoundly Handicapped	0K-AD	04/17/2004	04/17/2004	06/30/2007
21-1 Professional Teaching Certificate	4122 -Preschool-Special Needs	PK-OK	04/17/2004	04/17/2004	06/30/2007
22-1 Professional Teaching Certificate	4104 -Severe/Profoundly Handicapped	0K-AD	07/01/2007	04/17/2004	06/30/2012
22-1 Professional Teaching Certificate	4122 -Preschool-Special Needs	PK-OK	07/01/2007	04/17/2004	06/30/2012

Salary Information

Salary Class	Salary Effective Date	Highest Degree
Masters Degree plus 15 hours	12/10/2004	Masters Degree

Each teacher or other educational employee who is required to hold a license is responsible for securing, maintaining, and renewing his/her license.

The following passing scores have been received.

Name	Test Type	Test Code	Test	Year/Month Taken
	PLTT	0522	PLT - Elementary	2004 - 04
	PPST	0710	Reading	1997 - 11
	PPST	0730	Writing	1997 - 11

Click on any subject being taught and the required endorsements will display. Compare them to the endorsements held by the teacher. The following license codes are accepted, 19 (alternative teaching certificate), 21, 22 & 20 (all professional teaching certificates) and 78 (content for special education). For the 78 certificate the teacher must have the appropriate special education endorsement. Also, if the teacher has any of the above certificates the following will be considered: 50 (temporary authorization), 51 (middle school temporary authorization) and 59 (permanent authorization)

Endorsements that can teach 4104-CMPSTN LOW EL3 if proper grade level is present on credential

Endorsement Code	Endorsement Name
0800	Language Arts
1000	-English
1001	-English/Language Arts

Click on any exceptionality being taught and the endorsements required to teach the class will be displayed

Endorsements that can teach - if proper grade level is present on credential

Endorsement Code	Endorsement Name
B	BEHAVIOR DISORDERS 4101 Behavioral Disorders
B	BEHAVIOR DISORDERS 4102 Behavioral Disorders-Mild
B	BEHAVIOR DISORDERS 4111 -Behavioral Disorders including Autism
B	BEHAVIOR DISORDERS 4112 -Behavioral Disorders excluding Autism
B	BEHAVIOR DISORDERS 4115 -Multi-Categorical (LD, BD, MD)

The final step is determining the number of classes being taught by a teacher. Because of various schedule types, block, modified block and alternate days it is difficult to programmatically determine the correct count. On the initial screen click on the “CLASSES UPDATE”, select the school and sort order and click “OBTAIN LISTING”.

The information displayed is calculated based on the teacher’s schedule. Self-contained elementary classes should have a count of 1. Specialists (art, music) or resource teacher once for each subject they teach to avoid duplication of counts. Special education teachers teaching classes with multiple exceptionalities should have fractional amounts entered which equal 1.

County	School	NCLB Core Subject Area	Fifth Digit	Sixth Digit	Teacher Name	Teacher Id	Classes	Update Class Value		
1.002	201	SelfContained Classroom	I	S		ST	0.50	0.50	credentials	★ HOUSE Survey
2.002	201	Collaborative	R	C		CH	1.00	1.00	credentials	★ HOUSE Survey
3.002	201	SelfContained Classroom		C		FI	1.00	1.00	credentials	★ Content Exam
4.002	201	SelfContained Classroom		C		RI	1.00	1.00	credentials	★ Content Exam
5.002	201	SelfContained Classroom		C		AF	1.00	1.00	credentials	★ HOUSE Survey
6.002	201	SelfContained Classroom		I		BI	1.00	1.00	credentials	★ HOUSE Survey
7.002	201	SelfContained Classroom		I		EN	1.00	1.00	credentials	★ HOUSE Survey
8.002	201	SelfContained Classroom		I		PE	1.00	1.00	credentials	★ HOUSE Survey
9.002	201	Arts		G		MC	7.00	7.00	credentials	★ Academic Major / Advanced Credential
10.002	201	SelfContained Classroom		J		DE	1.00	1.00	credentials	★

The final statistic to be calculated from this information is the percent of classes taught by non-highly qualified teachers. The total number of classes in a school will be used as the divisor. The numerator is the sum of the number of classes identified as not taught by a highly qualified teacher.