



## 1. Who must complete the Highly Qualified Teacher Identification 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 (*i.e.*, teachers of 1st grade, 2nd grade, etc.).
- 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 6-8 and those teaching students assessed against alternate proficiency standards) must satisfy the definition of a Highly Qualified Teacher at the elementary level. Special education teachers who work in departmentalized middle and secondary schools must satisfy the definition of a Highly Qualified Teacher based on the grade level(s) of the content/curriculum they teach rather than the chronological age of the students.
- 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 grade level(s) of the content/curriculum they teach rather than the age of the students.

## 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.

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 standards 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 of the content/curriculum they are teaching rather than the chronological age of the students. For example, a special education teacher responsible for math instruction for a class of high school students with pervasive developmental disabilities who is teaching elementary content (addition, subtraction, etc.) could satisfy the requirement as an elementary generalist. If this same teacher also has an assignment to teach algebra to a class of high school students with learning disabilities, he or she must satisfy the requirement at the secondary level of content expertise in mathematics. Teachers who satisfy middle or secondary levels of content preparation also satisfy the content preparation/expertise requirements for less rigorous levels.

#### **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.

Teachers who answered **YES** to the question of whether they passed a state test satisfy the federal definition of a Highly Qualified Teacher. Those who answered **NO** to this question and meet the criterion for a veteran teacher must complete a NJ HOUSE Standard: Content Knowledge Matrix form.

#### **DEPARTMENTALIZED MIDDLE AND SECONDARY TEACHERS**

**(Answer for EACH content area teaching assignment):**

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

# General Form Instructions (A–E)



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, on file in your district, 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, on file in your district, 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.  
*ESL Teachers* who provide direct instruction in language arts above the elementary content level should follow the directions given above for departmentalized middle/secondary teachers.  
*Special Education Teachers* who provide direct instruction to students with disabilities in one or more core academic areas above the elementary content level 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 social science courses such as economics or political science. Courses within the broad definition of the certificate should be counted as appropriate content. 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 (*i.e.*, 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

# General Form Instructions (A–E)



definition of a Highly Qualified Teacher. If your graduate degree is in education (*i.e.*, 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, on file in your district, 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. They do not need to complete a NJ HOUSE Standard: Content Knowledge Matrix for that content area.

**For EACH content area teaching assignment:** Teachers who answered **NO** to **ALL** of the five questions must complete a NJ HOUSE Standard: Content Knowledge Matrix (Form F) in order to determine whether they satisfy the Highly Qualified Teacher definition for that content area assignment according to the alternate criteria available through the NJ HOUSE Standard. This option is open to veteran teachers and to new special education teachers exercising flexibility under IDEA. (See Flexibility for Special Education Teachers, page 9)

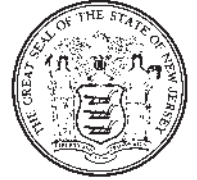
## 4. What happens once I complete the form(s)?

Once you have completed all necessary forms, attach the appropriate documentation and complete the applicable Statement of Assurance (Form G or H) with your supervisor or principal. Return all forms (Highly Qualified Teacher Identification **and** NJ HOUSE Standard: Content Knowledge Matrix) 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 state-level data for *NCLB*.

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

Teachers only need to complete the Highly Qualified Teacher paperwork once if they satisfy the definition either in accordance with the federal criteria or by using the NJ HOUSE Standard for their current teaching assignment(s). First-year teachers and those working under a different certificate or in a new teaching assignment(s) in which they have not yet met the highly qualified requirement must complete the paperwork for their new assignment(s). Teachers who are still in the process of satisfying the Highly Qualified Teacher requirement for their current assignment(s) must complete the paperwork annually until they satisfy the Highly Qualified Teacher requirement for their current assignment(s).

**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     Teacher of the Handicapped     Teacher of the Blind/VI     Teacher of the Deaf/HH

**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.

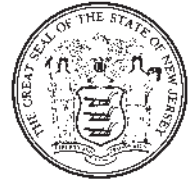
**Content Area Teaching Assignment :**  Elementary Generalist     No Current Assignment

**Grade-level Assignment:**     Elementary (K-5)     Grade 6-8 (Elementary setting or Special Ed. self-contained)  
 Grade 9-12  
(Special Ed. self-contained classroom; elementary content only and where students are assessed using alternate proficiency standards)

<b>Did you pass any state licensing or certification exam (i.e., the National Teacher Examination or the Praxis II Elementary Education: Content Knowledge Test)</b>	
<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>

- 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**. 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 this content area assignment (not available to new teachers in Title I schools).

**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)       Elementary Education (K-8)
- Elementary with Content Area Specialization

**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)       Science
- Language Arts Literacy (English, Reading, Lang. Arts)       Mathematics
- Visual and Performing Arts       World Languages
- No Current Assignment

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

Did you pass a state licensing exam in this academic content? <small>(i.e., Praxis II subject test)</small>	Do you have an undergraduate major in this content?	Do you have 30 college credits in this content?	Do you have a graduate degree in this content?	Are you a National Board Certified teacher in this content?
<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>

- 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. 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 this content area assignment (not available to new teachers in Title I schools).

**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):**

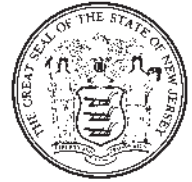
- Social Studies (Economics, History, Civics, Geography)
- Language Arts Literacy (English, Reading, Lang. Arts)
- Visual and Performing Arts
- Science
- Mathematics
- World Languages
- No Current Assignment

**Grade-level Assignment:**       Middle (6-8)       Secondary (9-12)

Did you pass a state licensing exam in this academic content? <small>(i.e., Praxis II subject test)</small>	Do you have an undergraduate major in this content?	Do you have 30 college credits in this content?	Do you have a graduate degree in this content?	Are you a National Board Certified teacher in this content?
<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>

- 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. 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 this content area assignment (not available to new teachers in Title I schools).

**The New Jersey  
Highly Qualified Teacher  
Identification  
FORM D**



**FOR: Holders of Special Education Certificates  
Teaching in Departmentalized Middle and Secondary Schools**

Name: \_\_\_\_\_ School Building: \_\_\_\_\_

**Your Certificate:** (Check one per form)

- Teacher of Students with Disabilities    
  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. Indicate the grade level of the content/curriculum you teach, not the grade or age level of your students.

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

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

**Content/Curriculum Level:**    Elementary (K-5)      Middle (6-8)      Secondary (9-12)

Did you pass a state licensing exam in this academic content? <small>(i.e., Praxis II subject test)</small>	Do you have an undergraduate major in this content?	Do you have 30 college credits in this content?	Do you have a graduate degree in this content?	Are you a National Board Certified teacher in this content?
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> 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. 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 this content area assignment (not available to new teachers in Title I schools). (See Flexibility for Special Education Teachers, page 9)



**The New Jersey  
Highly Qualified Teacher  
Identification  
FORM E**



**FOR: Holders of K-12 Content Area  
or 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):**

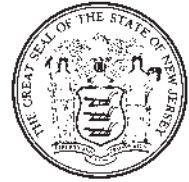
- Social Studies (Economics, History, Civics, Geography)
- Language Arts Literacy (English, Reading, Lang. Arts)
- Visual and Performing Arts
- Science
- Mathematics
- World Languages
- No Current Assignment

**Grade-level Assignment:**     Elementary (K-5)     Middle (6-8)     Secondary (9-12)

Did you pass a state licensing exam in this academic content? <small>(i.e., Praxis II subject test)</small>	Do you have an undergraduate major in this content?	Do you have 30 college credits in this content?	Do you have a graduate degree in this content?	Are you a National Board Certified teacher in this content?
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> 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. 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 this content area assignment (not available to new teachers in Title I schools).

# Matrix Instructions (Form F)



## NEW JERSEY'S HOUSE STANDARD: THE CONTENT KNOWLEDGE MATRIX

### General Instructions

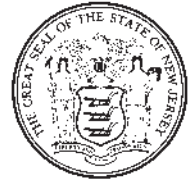
The NJ HOUSE Standard provides teachers who do not satisfy the federal definition with an **alternate** way to demonstrate that they are highly qualified to teach core academic content. Elementary teachers who have passed a state licensing test and middle/secondary teachers who have met one of the five criteria outlined on the NJ Highly Qualified Teacher Identification form do not need to complete a NJ HOUSE Standard: Content Knowledge Matrix.

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

Veteran teachers and new special education teachers exercising flexibility under IDEA who complete the NJ Highly Qualified Teacher Identification Form(s) and do not satisfy the federal definition of a Highly Qualified Teacher in one or more core academic content areas for which they have teaching assignments must complete a NJ HOUSE Standard: Content Knowledge Matrix. Most likely, the following teachers will need to complete the NJ HOUSE Standard Matrix Form:

- **Elementary and secondary teachers certified prior to 1985:** Elementary and secondary teachers certified in NJ before 1985 were not required to take a state licensing exam (*i.e.*, Praxis II Elementary Education: Content Knowledge Test or Praxis II content knowledge tests for middle/secondary subjects ) in order to obtain their certification.
  - ▶ Any elementary teacher who has not passed a state licensing test must complete a NJ HOUSE Standard: Content Knowledge Matrix.
  - ▶ Middle/secondary teachers who do not satisfy one of the five federal criteria must complete a NJ HOUSE Standard: Content Knowledge Matrix.
  - ▶ Teachers from outside NJ who took a content area licensure exam to obtain certification in another state may present their passing score as evidence that they satisfy the requirement.
  
- **Middle School Teachers departmentalized with an Elementary (K-8) certificate who are teaching one or more core academic subjects:** Middle school teachers who hold elementary certificates and who do not satisfy the content preparation/expertise component of the Highly Qualified Teacher requirement for their middle school teaching assignment(s) may use the NJ HOUSE Standard. The NJ HOUSE Standard: Content Knowledge Matrix provides an **alternate** way for middle school teachers to demonstrate that they are highly qualified to teach middle-level core academic content to students in grades 6-8.

# Matrix Instructions (Form F)



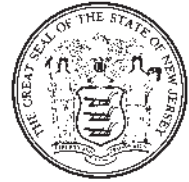
- **Special Education Teachers:** Special Education teachers who provide direct instruction of core academic content and who do not satisfy the content preparation/expertise component of the Highly Qualified Teacher requirement for their teaching assignment(s) must use the NJ HOUSE Standard Matrix to satisfy the definition either as an elementary generalist or for each core academic subject they teach above the elementary level.

## 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.
- **Content Area Teaching Activities** credits collaborative interdisciplinary work on a sustained unit of study with a content area specialist. Teachers must be working simultaneously with the content specialist and the same group of students. Teachers can accrue 1 point annually for up to 4 years.
- **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. Elementary teachers who hold National Board certification accrue 4 points.
- **Successful Content Area Teaching Performance** provides veteran teachers with up to 3 points for successful teaching performance in the content area.

# Matrix Instructions (Form F)



### 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. Elementary generalists and special education teachers who teach all subjects to one group of students during the school day complete one form.

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

Attach the appropriate documentation and complete the appropriate Statement of Assurance (Form G or H). Your supervisor or principal must review 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 at the building level. These forms will be subject to the regular state monitoring process and used to compile state-level data for *NCLB*.



# Content Matrix FORM F



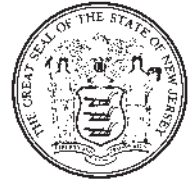
CATEGORY	CRITERIA	CREDIT	YOUR POINTS
<p><b>College Coursework (continued)</b></p>	<ul style="list-style-type: none"> <li>▶ Courses may be given in or outside New Jersey</li> <li>▶ Education courses are <b>not eligible</b> to be counted <b>unless</b> they are specifically connected to academic content</li> <li>▶ Multiple sections of the same course count once</li> </ul> <p><b>Documentation:</b> Copy of transcript; instructor's contract or letter of appointment.</p>		
<p><b>Content Area Professional Activities</b>  (6 Point overall limit in this category)</p>	<ul style="list-style-type: none"> <li>■ Service on a committee to develop, select, validate and evaluate local, state, and/or national               <ul style="list-style-type: none"> <li>▶ Content Standards</li> <li>▶ Content Curriculum</li> <li>▶ Content Assessments</li> </ul> </li> <li>■ Completion of the relevant Content Area National Board Certification Assessment Process</li> <li>■ 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</li> <li>■ 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</li> </ul>	<p><b>1 Point per documented activity in any area in this category per year</b></p> <p><b>(Activities must have been completed within the last 4 years)</b></p>	

# Content Matrix FORM F



CATEGORY	CRITERIA	CREDIT	YOUR POINTS
<b>Professional Activities (continued)</b>	<p>district level in-service program (multiple presentations of the same material count once)</p> <ul style="list-style-type: none"> <li>■ Publishing an article addressing content knowledge and/or content-specific pedagogy in state, regional, national or international professional journal</li> </ul> <p><b>Documentation:</b> Copy of Professional Development Certificate(s) and/or Professional Improvement Plan (PIP); committee appointment; presenter contract; program agenda; published article</p>		
<b>Content Area Teaching Activities</b>	<p>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)</p> <p><b>Documentation:</b> Copy of PD Certificate and/or PIP; letter of appointment or team-teaching schedule assignment</p>	<p><b>1 Point per year</b></p> <p><b>(Within the last 4 years)</b></p>	
<b>NBPTS Elementary Certification</b>	<p>Elementary teachers who have earned National Board Certification as an Elementary Generalist from the National Board of Professional Teaching Standards (NBPTS)</p> <p><b>Documentation:</b> Copy of NBPTS certificate</p>	<p><b>4 Points</b></p>	
<b>Successful Content Area Teaching Performance</b>	<p>Successful teaching experience in the content area specified on this form. Experience may be in New Jersey or out-of-state schools.</p> <p><b>Documentation:</b> Satisfactory evaluation for each year</p>	<p><b>8-15 yrs = 2 pts</b></p> <p><b>16+ yrs = 3 pts</b></p>	

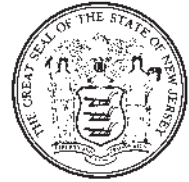
# Content Matrix FORM F



CATEGORY	CRITERIA	CREDIT	YOUR POINTS
<p><b>Total Points:</b></p>	<p><b>Elementary Teachers (K-5)</b> with fewer than 10 points must either pass the Praxis II Elementary Education: Content Knowledge Test or complete activities chosen from among those listed on this form to accrue 10 points by the end of the 2005-2006 school year.</p> <p><b>Middle/Secondary Teachers (6-8, 9-12)</b> must complete a NJ HOUSE Standard: Content Knowledge Matrix for each core academic subject they teach. Teachers with fewer than 10 points must either pass the Praxis II Content Knowledge Exam for the level(s) and subject(s) they teach or must complete activities chosen from among those listed on this form to accrue 10 points for each content area teaching assignment by the end of the 2005-2006 school year.</p> <p><b>Special Education Teachers</b> who provide direct instruction in the elementary grades or content 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 <b>grade level of the content/curriculum they are teaching</b> rather than on the chronological age of their students. Those who satisfy secondary level content expertise automatically satisfy the content expertise requirement for middle levels.</p> <p><i>The 2004 Individuals with Disabilities Education Act (IDEA) reauthorization provides additional flexibility outlined on page 9 (Q&amp;A 12).</i></p>	<p><b>YOUR TOTAL:</b></p>	



# Assurance Statement FORM G



## NJ Highly Qualified Teacher Statement of Assurance

Teacher's Name: \_\_\_\_\_

School Building: \_\_\_\_\_ County LEA Code: \_\_\_\_\_

### Certification(s) Held:

- Elementary Education  Teacher of the Handicapped  
 Middle (Content Area(s): \_\_\_\_\_)  Teacher of the Blind/VI  
 Secondary (Content Area(s): \_\_\_\_\_)  Teacher of the Deaf/HH  
 K-12 (Content Area(s): \_\_\_\_\_)  Teacher of ESL
- Emergency Certified  New Special Education Teacher  
(Not eligible to become Highly Qualified) invoking IDEA flexibility

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) I am teaching. (Check all that apply):

- Elementary Generalist (full-day, all subjects)  Science  
 Social Studies (Economics, History, Civics, Geography)  Mathematics  
 Language Arts Literacy (English, Reading, Language Arts)  World Languages  
 Visual and Performing Arts

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) I am teaching. (Check all that apply):

- Elementary Generalist (full-day, all subjects)  Science  
 Social Studies (Economics, History, Civics, Geography)  Mathematics  
 Language Arts Literacy (English, Reading, Language Arts)  World Languages  
 Visual and Performing Arts

3. According to the attached **New Jersey HOUSE Standard: Content Knowledge Matrix Form(s)**, **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 (full-day, all subjects)  Science  
 Social Studies (Economics, History, Civics, Geography)  Mathematics  
 Language Arts Literacy (English, Reading, Language Arts)  World Languages  
 Visual and Performing Arts

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

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date



## **APPENDIX 1: PRAXIS II EXAMS AND HIGHLY QUALIFIED TEACHER REQUIREMENTS**

In June 2004, the New Jersey State Board of Education adopted a resolution establishing passing scores on four Praxis II Middle School Content Area exams:

<b>Middle School English/Language Arts</b>	(Test No: 10049)	Passing Score: 156
<b>Middle School Mathematics</b>	(Test No. 20069)	Passing Score: 152
<b>Middle School Science</b>	(Test No. 10439)	Passing Score: 145
<b>Middle School Social Studies</b>	(Test No. 20089)	Passing Score: 158

Teachers who hold a standard K-8 certificate and teach in departmentalized middle grades can use passing scores on these exams to demonstrate content area preparation/expertise to satisfy the Highly Qualified Teacher requirement. Holders of K-8 elementary and/or K-12 special education certificates do not need to obtain additional certification.

The State Board also adopted a resolution raising passing scores on Praxis II Content Area exams. These new scores went into effect September 1, 2004. The new passing scores for tests relevant to the core academic subjects are:

<b>Elementary Education: Content Knowledge</b>	(Test No: 10014)	Passing Score: 141
<b>English Language, Literature and Composition</b>	(Test No: 10041)	Passing Score: 162
<b>Mathematics</b>	(Test No: 10061)	Passing Score: 137
<b>Social Studies</b>	(Test No: 10081)	Passing Score: 157
<b>Music</b>	(Test No: 10113)	Passing Score: 153
<b>Art</b>	(Test No: 10133)	Passing Score: 150
<b>French</b>	(Test No: 20173)	Passing Score: 156
<b>Spanish</b>	(Test No: 10191)	Passing Score: 159
<b>German</b>	(Test No: 20181)	Passing Score: 15
<b>General Science – Part 1</b>	(Test No: 10431)	Passing Score: 152
<b>General Science – Part 2</b>	(Test No: 10432)	Passing Score: 142
<b>Biology – Part 2</b>	(Test No: 20232)	Passing Score: 147
<b>Chemistry</b>	(Test No: 20241)	Passing Score: 134
<b>Earth Science</b>	(Test No: 20571)	Passing Score: 145
<b>Physics</b>	(Test No: 10261)	Passing Score: 135

Teachers who received certification based on the older passing score(s) do not need to retake any exam. They satisfy the content area expertise requirement based on the passing score(s) in effect at the time they took the exam(s).



## **APPENDIX 2: ISSUES FACING NEW AND NEWLY HIRED TEACHERS IN TITLE I SCHOOLS**

### **1. When must new and newly hired teachers working in Title I schools satisfy the Highly Qualified Teacher definition?**

According to the federal legislation, new and newly hired teachers in Title I schools who are hired after the first day of the 2002-2003 school year must satisfy the definition of a Highly Qualified Teacher at the time of hire. Veteran teachers working in Title I schools prior to September 2002 have until the end of the 2005-2006 school year to satisfy the federal definition and may do so by taking the appropriate content knowledge test(s), by meeting other federal criteria, or by accruing 10 points on the NJ HOUSE Standard: Content Knowledge Matrix for each content area teaching assignment they have.

Experienced teachers who are newly hired in Title I schools may use the NJ HOUSE Standard Matrix to demonstrate content expertise if needed. First-year teachers in Title I schools may not use the NJ HOUSE Standard to demonstrate content expertise unless they are new special education teachers exercising flexibility under IDEA. (See Flexibility for Special Education Teachers, page 9)

### **2. What requirements must new and newly hired teachers meet in order to satisfy the Highly Qualified Teacher definition?**

**Elementary Teachers** must have passed the Praxis II Elementary Education: Content Knowledge Test. See Appendix 1 for details.

**Middle School Teachers with Elementary Certification** (K-8) who are teaching middle-level content to middle grades (6-8) will be required to pass the Praxis II Content Knowledge Test(s) at the middle grades level for the content area(s) they are teaching. See Appendix 1 for details.

**Secondary School Teachers** with certification in their content area(s) must have passed the Praxis II Content Knowledge Test(s) for the content area(s) they are teaching. See Appendix 1 for details.

**Special Education Teachers** who are responsible for direct content instruction at the elementary level (including those teaching in self-contained classes in grades 6-8) must pass the Praxis II Elementary Education: Content Knowledge Test. Special education teachers who are responsible for direct content instruction in one or more core academic content areas in departmentalized middle and/or secondary schools must pass the Praxis II Content Knowledge Test(s) for the content area(s) and level(s) they are teaching. At present, there are no requirements for special education teachers who provide consultative/support (in-class and pull-out) services and/or who co-teach with a content area instructor in inclusion settings pending passage of reauthorized IDEA legislation.



### 3. Are Title I schools barred from hiring a teacher who does not satisfy the federal definition of a Highly Qualified Teacher?

Federal law requires that teachers hired in Title I schools after September 1, 2002 must satisfy the highly qualified teacher definition at the time of hire. Districts may hire teachers eligible for full certification who are awaiting a passing test score or scores to demonstrate their content area expertise.

### 4. What requirements must Title I schools impose on new and newly hired teachers who do not satisfy the federal definition of a Highly Qualified Teacher?

New and newly hired teachers in Title I schools will NOT be able to satisfy the definition of a Highly Qualified Teacher without passing the relevant content area test(s) for the core academic subject(s) and level(s) they are teaching.

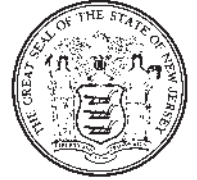
**Elementary and secondary teachers** who have not taken a state licensure exam (i.e., the NTE or the relevant Praxis II Content Knowledge test) must do so in order to satisfy the content preparation/expertise component of the highly qualified teacher requirement.

**Middle school teachers** may work under a K-8 elementary certificate and must pass the appropriate Praxis II Middle School Subject Assessment(s) for the core academic area(s) they teach.

**Special education teachers** who provide direct content instruction must pass the test(s) at the appropriate grade level(s) for the subject(s) they teach **based on the grade level of the content/curriculum** they teach. Special education teachers who provide support and consultation exclusively satisfy the requirement by holding full state certification in special education.

### 5. Can new and newly hired teachers in Title I schools use the NJ House Standard to satisfy the Highly Qualified Teacher definition?

Veteran teachers (those hired in the district prior to the first day of school in the 2002-2003 school year) and experienced teachers who are newly hired after September 1, 2002 may use the NJ HOUSE Standard, if needed, to document their content preparation/expertise for their teaching assignment(s). New (first-year) teachers must pass the appropriate content knowledge test(s) for the subject(s) and level(s) they teach. They may not use the NJ HOUSE Standard Content Knowledge Matrix to satisfy the content preparation/expertise requirement unless they are new special education teachers with multiple content area teaching assignments who are exercising flexibility provided under IDEA 2004. (See Flexibility for Special Education Teachers, page 9)



### **6. What happens if a teacher in a Title I school has not satisfied the federal definition of a Highly Qualified Teacher?**

Title I schools must make every effort to hire teachers who satisfy the Highly Qualified Teacher definition. This may be particularly difficult in middle schools where the Middle Grades Praxis II exams became available in June 2004. Special education also poses a challenge in that teacher preparation has not focused on academic content. Title I schools must notify parents when their children are being taught for more than four consecutive weeks by a teacher who has not yet satisfied the Highly Qualified Teacher requirement. Sample letters that schools may wish to use for parent notification are included in this appendix.

### **7. What are the parent notification requirements for Title I schools?**

Schools that receive Title I funding (including funds used for before/after school programs) must comply with the parent notification requirements under *No Child Left Behind*. In September, schools receiving Title I funds must notify all parents of their right to inquire about the qualifications of their child's teacher(s). A sample letter (Sample A) and additional parent information have been provided in the appendix. By the end of October, schools receiving Title I funds must notify parents if any of their child's teachers have not yet satisfied the definition of a Highly Qualified Teacher. A sample letter (Sample B) and additional parent information have been provided in the appendix. The Sample B letter (or a modified version) must be sent to any parent whose child has been instructed for four or more weeks by a teacher who has not yet satisfied the definition of a Highly Qualified Teacher. Parent notification requirements apply to the entire school—whether or not the teacher is paid in whole or in part by Title I funds or teaches within a targeted assistance program.

**NOTE: This is an annual requirement.**

### **8. If a school receives targeted assistance funding do the parent notification requirements apply only to teachers in those funded programs?**

No. The requirements apply to all teachers in the school. Parent notification must be provided annually to the families of all students taught for four or more weeks by any teacher who is working to satisfy the highly qualified definition.

# Title I FORM H



## NJ Highly Qualified Teacher Statement of Assurance for New Teachers in Title I Schools in 2005-2006

Teacher's Name: \_\_\_\_\_

School Building: \_\_\_\_\_ County LEA Code: \_\_\_\_\_

### Certification(s) Held:

- |   |   |
|---|---|
| <input type="checkbox"/> Elementary Education               | <input type="checkbox"/> Teacher of the Handicapped |
| <input type="checkbox"/> Middle (Content Area(s): _____)    | <input type="checkbox"/> Teacher of the Blind/VI    |
| <input type="checkbox"/> Secondary (Content Area(s): _____) | <input type="checkbox"/> Teacher of the Deaf/HH     |
| <input type="checkbox"/> K-12 (Content Area(s): _____)      | <input type="checkbox"/> Teacher of ESL             |

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) I am teaching. (Check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Elementary Generalist (full-day, all subjects)           | <input type="checkbox"/> Science         |
| <input type="checkbox"/> Social Studies (Economics, History, Civics, Geography)   | <input type="checkbox"/> Mathematics     |
| <input type="checkbox"/> Language Arts Literacy (English, Reading, Language Arts) | <input type="checkbox"/> World Languages |
| <input type="checkbox"/> Visual and Performing Arts                               |  |

2. According to the attached **New Jersey Highly Qualified Teacher Identification Form(s)**, I have **NOT YET satisfied** the Highly Qualified Teacher definition for the following content area(s) I am teaching. (Check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Elementary Generalist (full-day, all subjects)           | <input type="checkbox"/> Science         |
| <input type="checkbox"/> Social Studies (Economics, History, Civics, Geography)   | <input type="checkbox"/> Mathematics     |
| <input type="checkbox"/> Language Arts Literacy (English, Reading, Language Arts) | <input type="checkbox"/> World Languages |
| <input type="checkbox"/> Visual and Performing Arts                               |  |

3. As a first year special education teacher, 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