



STATE OF ALABAMA
DEPARTMENT OF EDUCATION
TEACHER EDUCATION AND CERTIFICATION OFFICE
 5201 GORDON PERSONS BUILDING
 POST OFFICE BOX 302101
 MONTGOMERY, AL 36130-2101
 Telephone: (334) 242-9977 Fax: (334) 242-0498 E-mail: tcert@alsde.edu

HOUSSE OPTION

HIGHLY QUALIFIED TEACHER CHECKLIST FOR "NOT NEW" TEACHERS
(Employed for the first time in a public school before or on the first day of school, 2002-2003)

Teacher: _____
 Title (e.g., Mr. Mrs.) First Middle Maiden Last Name Social Security Number

Current Home Address: _____
 Street/Apt/P.O. Box/Route and Box City State ZIP Code

_____/_____
 Date of Initial Public School Hire School System Where Employed Initially
 _____ Date of Employment in Current School System if Different from Above

____ 1. **Certification**
 I am a not-new teacher who **holds** at least a valid Class B Professional Educator Certificate, Alternative Baccalaureate-Level Certificate (ABC), Special Alternative Certificate, or Preliminary Certificate:

Yes No If "No", **STOP**; you do not meet the *No Child Left Behind Act of 2001 (NCLB)* definition of highly qualified teacher.
 If "Yes", list all certificate(s)/endorsements held:

AND

____ 2. **Assignment(s)/Class(es)**
 I am assigned to the subject area(s) and grade level(s) covered by my Class B Professional Educator Certificate, Alternative Baccalaureate-Level Certificate (ABC), Special Alternative Certificate, or Preliminary Certificate:

Yes No If "No", **STOP**; you do not meet the *NCLB* definition of highly qualified teacher.
 If "Yes", list current assignments:

Subject Area	Grade Level(s)
Subject Area	Grade Level(s)
Subject Area	Grade Level(s)

If the answers to questions 1 and 2 above are both yes, your HOUSSE portfolio may be reviewed for Highly Qualified Teacher (HQT) status in each assignment area for which you are properly certified. If the answer to either question is no, you do not qualify for HQT.