



Cambridge Public Schools NCLB “Highly Qualified Teacher” Status Form

Your Name: _____ Level Taught: ☐ Elementary ☐ Middle Grades ☐ High School

School or Dept.: _____ Grade(s) Taught: _____ Subject: _____
Do You Teach A Core Academic Subject(s): ☐ Yes ☐ No (Core Academic Subjects are defined as English, Math, Science, History, Geography, Political Science, Economics, Foreign Languages, Reading, and the Arts-visual art, drama, music, dance, theatre) Core academic subject teachers include Elementary classroom teachers, as well as special education, SEI, and ELL teachers who are the sole person responsible for delivering any of these curriculum areas. **NOTE: All CPS teachers are required to hold or obtain Massachusetts DESE Educator licensure appropriate to their position. Failure to obtain licensure can result in the termination of employment. Years teaching without licensure will not count toward professional status.**

Section I: Education

- ☐ Bachelor's Degree College/Univ: _____ Major _____ Minor _____
☐ Master's Degree College/Univ: _____ Major _____ Minor _____
☐ Doctorate College/Univ: _____ Major _____ Minor _____

Section II: Massachusetts Department of Education License/Certification

a) Do you hold a valid Massachusetts Educator Certification/License for the area you teach?

- ☐ Yes ☐ No (If “No” you do not meet the NCLB requirements for a “highly qualified” teacher. Please complete the reverse side of this form. Sign and return.

b) List Your Primary Active Massachusetts Teaching Certification/License applicable to your teaching position:

Grade Level _____ Subject or Area _____ Type (Professional, Initial, etc) _____

Section III: Determination of “Highly Qualified” Status Under NCLB

Elementary Teachers: Complete the left hand column. Middle Grades and High School Teachers: Complete right-hand column. Check all applicable boxes in the relevant column. At least one box must be checked in Section A and one box in Section B to satisfy NCLB “highly qualified” teacher requirements. (Note: “MTEL” – Massachusetts Test for Educator Licensure”, HOUSSE-High Objective Uniform State Standard of Evaluation, e.g. PDP’s earned under DESE guidelines)

| ELEMENTARY TEACHERS | MIDDLE GRADE AND HIGH SCHOOL TEACHERS |
|--|---|
| A. Massachusetts DESE Certification <input type="checkbox"/> Possess Massachusetts Certification/licensure in teaching area, and..... | A. Massachusetts DESE Certification <input type="checkbox"/> Possess Massachusetts Certification/licensure in teaching area, and |
| B. Subject Matter Competency (At least one of the following) <input type="checkbox"/> Passed required MTELS, or <input type="checkbox"/> Satisfied 120 PDP’s (professional development Points) by 10/2/06 as required under HOUSSE* | B. Subject Matter Competency (At least one of the following) <input type="checkbox"/> Passed MTEL in subject are(s) taught or <input type="checkbox"/> Completed an academic major in the subject area(s) taught, or <input type="checkbox"/> Completed comparable coursework equivalent to an undergraduate academic major in subject area(s) taught (e.g. 8 courses or 32 credits, or <input type="checkbox"/> Completed an appropriate graduate degree in subject area(s) taught <input type="checkbox"/> Completed 120 PDP’s (professional development points) by 10/2/06 as required under HOUSSE, or <input type="checkbox"/> Possess advanced certification or credentialing (e.g. Nat’l Bd. Cert.) |

Summary of Status: A. ☐ I meet “Highly Qualified” requirements
B. ☐ I do not meet “Highly Qualified” requirements at this time
(complete other side if you teach core academic subjects)

Teacher’s Statement of Accuracy of Information: I hereby attest that the above information is a true and accurate summary of my educational background and current Massachusetts teaching certification/licensure and NCLB Highly Qualified teacher status.

Teacher’s Signature: _____ Date: _____

Please return completed form to the Office of Human Resources, 159 Thorndike Street, Cambridge, MA 02141.

Cambridge Public Schools
NCLB “Highly Qualified Teacher” Status Determination Form

Please complete this section if you currently teach a core academic subject and are not highly qualified under NCLB definitions:

Name: _____ **School:** _____ **Grade/Subject:** _____

1) Which part(s) of the highly qualified requirements do you currently not meet?

- ☐ Massachusetts certification/licensure for my teaching assignment.
- ☐ Meeting subject matter competency requirements for my position.

2) Have you applied to the DESE for certification/licensure for your position? ☐ Yes ☐ No

If yes, what is the status of your application? If not, please comment on why you have not applied.

3) Are you licensed/certified as a teacher in another state? ☐ Yes ☐ No

Comments:

4) Have you taken the MTELs (Massachusetts Test for Educator License)? ☐ Yes ☐ No

5) If you have taken the MTELs, have you had difficulty achieving a passing score? ☐ Yes ☐ No

Comments:

6) What additional steps do you need to take to become highly qualified? What supports might be helpful?

7) Additional comments:

Teacher's Signature: _____ Date: _____