

**Anchorage School District**  
**NCLB Highly Qualified Teacher**  
**Praxis II Tests *and* Addenda**

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**FAQ**

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**What is the ASD addendum amount for a Praxis II test?**

The ASD will remit a Praxis II addendum to an eligible teacher to include the cost of:

- \$50 one-time per year registration fee (included only once per year)
- \$40 teacher preparation and support fee
- + \$?? Praxis II Exam fee, which varies depending on the test being taken

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*The one-time, non-refundable \$50 registration fee charged by ETS is included in the addendum by the ASD only once per year because this fee covers all paper-based tests taken in the same testing year. The ASD will not reimburse late or emergency registration fees available through ETS.*

**Who is eligible for the Praxis II addendum?**

The recipient must be an ASD teacher (AEA bargaining unit) at the time the test is taken. Eligibility includes teachers on approved leave of absence and who plan to return to the ASD. Only Praxis II tests taken after July 1, 2007 are eligible. The test must be taken in an attempt to acquire a new HQT designation. The district is unable to remit addenda to teachers who terminate ASD employment before the addenda can be processed.

**Which Praxis II tests are included in the addendum?**

A Praxis II addendum is remitted when an eligible teacher acquires a new NCLB highly qualified teacher designation using the Praxis II option in MyLearningPlan.com. (If a passing score is not attained, see: Praxis II addendum variance.)

**How do I request my Praxis II addendum?**

Teachers submit their passing scores under the My HQT button in MyLearningPlan.com and then send a copy of the verifying score sheet to HQT, Human Resources, ASD Education Center. So long as the teacher is eligible (as described above) and a new HQT designation is approved, addendum payment will be remitted automatically. (If a passing score is not attained, see: Praxis II addendum variance.)

**How do I submit my Praxis II test score for HQT approval and addendum?**

1. Login to your MyLearningPlan.com account.
2. Click the *My HQT* button.
3. Submit the passing Praxis II score information by following the prompts.
4. ASD-mail or deliver a copy of the verifying Praxis II score sheet to HQT, Human Resources, ASD Education Center, or FAX it to 742-4176.
5. Once the passing score and new HQT designation are confirmed and approved in MLP.com, the ASD will automatically remit the addendum.  
(If a passing score is not attained, see: Praxis II addendum variance.)

**Where can I see a list of Praxis II tests and cut scores?**

To see a list of tests and cut scores, go online to [www.asdk12.org/nclb](http://www.asdk12.org/nclb)

**How many times can a teacher take a test or submit a Praxis II test score?**

A teacher may take a variety of state-approved Praxis II tests; however, an addendum is remitted to an eligible teacher only once per new HQT designation as approved by the ASD in MyLearningPlan.com. (If a passing score is not attained, see: Praxis II addendum variance.)

**When will I receive my Praxis II addendum?**

When a new HQT designation (or variance) is approved, the addendum will be processed as quickly as possible. A teacher can check the status of an addendum through the ASD District Connection at [www.asdk12.org](http://www.asdk12.org). The district is unable to remit addenda to teachers who terminate ASD employment before the addenda can be processed.

**How do I register for a Praxis II test?**

Register online at [www.ets.org/praxis](http://www.ets.org/praxis)

**What are the Praxis II testing dates and deadlines?**

For information about testing dates and deadlines, go online to [www.ets.org/praxis](http://www.ets.org/praxis)

**Where are Praxis II tests administered in the Anchorage area?**

Test Center is at the University of Alaska's Eugene Short Building, Room 214.

**Who can I contact if I have questions about Praxis II, addenda, or HQT in general?**

Zareena Clendaniel at 742-7819 or [Clendaniel\\_Zareena@asdk12.org](mailto:Clendaniel_Zareena@asdk12.org).

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**Praxis II Addendum Variance**

**What if I take a Praxis II test but do not attain a passing score?**

Teachers can submit the *Praxis II Addendum Variance* form to request reimbursement if a passing score is not attained. To acquire this form, go online to [www.asdk12.org/NCLB/teachers/](http://www.asdk12.org/NCLB/teachers/). Eligibility requirements for the variance include: The applicant must be an ASD teacher (AEA bargaining unit) at the time the test is taken. Eligibility includes teachers on approved leave of absence and who plan to return to the ASD. Only Praxis II tests taken after July 1, 2007 are eligible. The test must be taken in an attempt to acquire a new HQT designation. The applicant's supervisor must approve the request.