

## **Long-Term Substitute Teachers and Highly Qualified Teacher Requirements**

---

Under the federal Elementary and Secondary Education Act, as of June 30, 2006, all public school teachers who teach a core subject are required to be highly qualified. This includes long-term substitute teachers. Even if the long-term sub is a CTE, ESL or special education teacher who provides instruction in a core academic area, even to alternative achievement standards.

For a teacher to be highly qualified under ESEA, the following qualifications must be met:

1. Full state certification and
2. Minimum of a bachelor's degree and
3. Demonstrate subject area competency.

The pathways for a teacher to demonstrate subject area competency are:

1. Education: Is for an applicant who holds one of the following in the content area in which s/he seeks an HQ designation:
  - a. Degree in content area or
  - b. Posted major in content area or
  - c. Major equivalency, which is at least 30 semester credits in content area.

Education (ED) classes do not apply, and an elementary education degree does not satisfy this option.

2. National Board Certification: Must be in the subject and developmental area being taught.
3. Praxis II: Select the state-approved test pertaining to the content area in which you seek HQ status.
4. HOUSSE: Only those hired and certificated to teach in the profession prior to July 1, 2002 are eligible for HOUSSE. The teacher must accrue 100\* points to pass the HOUSSE. (For secondary special education teachers of multiple subjects, only 50 points per content area is required.)
5. State Reciprocity: This is for teachers who have approved highly qualified designations and have taught in another state or district.

In the Anchorage School District, each HQT designation must be submitted and approved through My HQT forms in MyLearningPlan.com. A highly qualified content designation is only considered attained when it is showing as approved in the teacher's MLP account. The ASD's highly qualified teacher application, My HQT, is found online at MyLearningPlan.com.

To find the My HQT form, follow these directions:

1. Go online to [www.MyLearningPlan.com](http://www.MyLearningPlan.com).
2. Login using your MLP user name and password.
3. Click the My HQT button found in the navigation bar on the left side.

The ASD is committed to supporting its teachers in obtaining HQ designations. For consultation regarding HQ planning, support, and fiscal resources – contact Zareena Clendaniel at [Clendaniel\\_Zareena@asdk12.org](mailto:Clendaniel_Zareena@asdk12.org) or 742-7819. For more online information, go to [www.asdk12.org/nclb/teachers](http://www.asdk12.org/nclb/teachers).