



# NEBRASKA NCLB QUALIFIED TEACHER APPLICATION INFORMATION AND INSTRUCTIONS: Prepared 2008/Updated 2014

*The No Child Left Behind Act (NCLB) requires that all teachers of core academic areas be NCLB qualified. Schools and districts are required to work toward the goal of a 100% NCLB qualified teaching staff. NCLB provides that certain teachers may meet the NCLB qualified requirement based on a high objective uniform State standard of evaluation (HOUSSE). The Nebraska NCLB Qualified Teacher Application was developed by a statewide committee to provide a HOUSSE option for Nebraska teachers.*

**Core academic areas, as defined by NCLB, include: English, Reading and Language Arts, Mathematics, Science, Foreign Languages, Civics and Government, Economics, Art, Music, History, and Geography.**

**Core academic areas do not include:**

- Preschool (except for Title I preschool programs that are part of an approved schoolwide plan), Health and Physical Education
- Career Education (Agriculture, Business Education, Cooperative Education, Family and Consumer Sciences, Industrial Technology, Information Technology, Marketing, and Trade and Industrial Education),
- Coaching or Driver Education.
- Courses that are exempt from NCLB qualified teacher requirements include: Psychology, Sociology, Anthropology, Humanities, Journalism, Debate, Drama, Theatre, Photography, Radio-TV Production, and Religion.

General education teachers at the secondary level who are teaching core academic classes for which they are not appropriately endorsed **must complete the HOUSSE process to become NCLB qualified**. A HOUSSE form is required for each specific core academic area for which a teacher is not endorsed. Teachers with middle or secondary level endorsements who are seeking NCLB qualified status at the elementary education level may document content experiences in mathematics, science, social studies and English/language arts on one form. English Language Learners, English as a Second Language, and High Ability teachers are also required to be NCLB qualified for content areas for which they are assigning grades.

Teachers with an elementary education endorsement who were teaching prior to the 2006-07 school year in any grades K-8 are considered NCLB qualified. **New to the profession elementary teachers, who began teaching in 2006-07 or after, must successfully complete a statewide assessment/test to be NCLB qualified.** The statewide assessment is EECIA (5017, 5011, or 0011.) The HOUSSE process is not an option during the first year of teaching.

Special education teachers who are teaching in a core academic area for which they are not endorsed and assigning grades must hold a special education endorsement **AND** complete the HOUSSE process for the core academic areas to become NCLB qualified. Special education teachers teaching at the secondary grade levels will complete a form for each core academic content area for which they are providing instruction and assigning grades. For instruction at the elementary level, experiences in science, mathematics, social studies and English/language arts should be documented on one form.

**Additional information about the NCLB qualified process can be found at:**

<http://www.education.ne.gov/federalprograms/Index.htm>

**The site includes:**

- More detailed explanations of the NCLB qualified teacher requirements.
  - *Nebraska NCLB Qualified Teacher Application and Instructions (HOUSSE)*
  - *Frequently Asked Questions for General and Special Educators*
- *Course Codes and Clearing Endorsement:*  
[http://www.education.ne.gov/nssrs/docs/course\\_codes\\_clearing\\_endorsements\\_20132014.pdf](http://www.education.ne.gov/nssrs/docs/course_codes_clearing_endorsements_20132014.pdf)

## **INSTRUCTIONS FOR COMPLETING THE HOUSSE APPLICATION**

Download and complete a *NCLB Qualified Teacher Application (HOUSSE)* for each academic content area assignment for which you are seeking to become NCLB qualified. *The Course Codes and Clearing Endorsements Document* can also be used to determine what endorsements are required for assigned classes.

*Submit the form to NDE if you obtain a minimum of 100 points. Documentation for the recorded points should be kept at the local level and available for NDE review if requested. District administrators will receive a letter from NDE that documents HOUSSE approval status for the academic content area requested. Districts are encouraged to keep a copy of the HOUSSE approval letters in their files and the original letter should be given to the teacher to keep in their personal files. Once approved for a specific content area, reapplication is not necessary even if changing districts. **The NCLB qualified designation does not result in additional endorsements on your teaching certificate.***

**HOUSSE requests submitted during the current school year will be reflected in data regarding NCLB Qualified Teacher status for the current school year. Deadline for HOUSSE applications: June 15.**

### **SECTION I**

- ❖ **Name**
  - If you have had a name change since issuance of your certificate it is helpful to provide the previous name in parenthesis, for example, Jane E. Doe (Rae).
- ❖ **Social Security Number**
  - Enter without dashes (e.g. 123456789). You are not required to provide this information; however, it will be used by NDE to verify information and to connect NCLB approved status to NDE's data system.
- ❖ **District/Building**
  - Provide the name of the District and, if appropriate, the building to which you are assigned.
- ❖ **County/District Number**
  - You can locate this information at: [www.education.ne.gov/DataServices/](http://www.education.ne.gov/DataServices/)
- ❖ **Email address/Phone number**
  - This information will be used to contact you for additional information if needed.
- ❖ **Endorsement(s) and level of endorsements on certificate**
  - This information can be located at the following address and allows NDE to verify the
    - [https://dc2.education.ne.gov/tc\\_lookup/Main.aspx](https://dc2.education.ne.gov/tc_lookup/Main.aspx)

- ❖ **Content area assignment and/or level for which you are not endorsed-**
  - For most teachers this will be a specific content area; however, in some cases teachers may select elementary education as the academic content area assignment. Individuals seeking elementary education as the academic content area should document experiences in mathematics, science, English/language arts and social sciences on one form.
- ❖ **Equivalent subject endorsement for which you are seeking NCLB qualified teacher designation**
  - The Course Codes and Clearing Endorsements document can assist you with determining what endorsement is required to be appropriately endorsed for the academic content area being submitted. For example, for a Pre-Algebra 7-9<sup>th</sup> grade assignment, one of the following endorsements could be selected: Mathematics or Middle Grades/Mathematics. It is not necessary to list all the options found, rather you should indicate the endorsement that you believe best fits your situation.

## SECTION II

*Provide the requested information for each category for which you are requesting points. Entries must relate to the core academic subject for which you are seeking NCLB qualified status. An entry can only be counted once (i.e. it can not be used in more than one section); however, an entry may be used on more than one form if you are assigned to more than one content area. Avoid using acronyms whenever possible.*

- **National Board for Professional Teaching Standards (NBPTS) Certification in the content area for which you are seeking NCLB qualified status**
  - Provide the state in which you received the certification, the content area, and the year.
  - Information about NBPTS can be obtained at <http://www.nbpts.org>
- **Passage of a content test in the core academic subject (or in a related subject) required in another state for certification or to meet that state's NCLB qualified teacher requirements**
  - Provide the name of the state, the name of the test and your passing score. Be certain to maintain documentation that you have passed the test, and submit a copy of it with your HOUSSE application.
- **Advanced degree in an area related to the content area for which you are seeking NCLB qualified status or which supports instruction in the content area**
  - The majority of the coursework for the degree must clearly have a relationship to the assigned content area, e.g. Master of Education in Curriculum and Instruction or a Physics degree for the mathematics content area.
- **Educational Administration degrees are not considered applicable.**
- **For special education teachers, an advanced degree in an additional special education field may or may not be applicable.**
  - Advanced coursework must document academic content experiences.
  - Pedagogy coursework is not an allowable content experience unless it was a methods course specifically focused in a content area.
- **Teaching experience in the content area for which you are seeking NCLB qualified designation**
  - ***Note: The total of 'Teaching experience in the assigned content area' and 'Teaching experience in a related field' can not exceed 45 points.***
  - Provide the number of school years for which you had an assignment in the core academic subject.
- **Special education teachers can also include points for:**
  - Teaching in this content area to students with disabilities during supervised student teaching or practicum experiences.
  - Collaborative teaching with teacher endorsed in the content area (this may include co-teaching, cooperative teaching, consultative teaching, or team teaching).

- **Teaching experience in a related field to the core academic area for which you are seeking NCLB qualified status**
  - **Note: The total of ‘Teaching experience in the assigned content area’ and ‘Teaching experience in a related field’ can not exceed 45 points.**

Although there are other examples of related content area instruction, the most common is teaching in a subject that is within the same field as an endorsement you hold, e.g. a history assignment with a geography endorsement. For your reference, the following identifies the subject endorsements within Nebraska’s field endorsements. **Endorsement information for science is not included since, for NCLB qualified designation, any science endorsement is considered appropriate for any science assignment.**

- Language Arts Field Endorsement encompasses the following areas: English, Speech, Theatre, Reading/Writing and Journalism /Media Education.
- Social Studies Field Endorsement encompasses the following subject endorsement areas: Anthropology, Sociology, Economics, Geography, History, and Political Science.

**Content-based college credit from an accredited institution**

- List the course title and credit hours for each course that specifically focused on the core academic content for which you are seeking NCLB qualified status.

**Content-based courses may include, but are not limited to:**

- Education courses that addressed the content area.
- Content-based graduate or undergraduate courses, including courses toward an added endorsement or an advanced degree that were not counted in the previous section under advanced degree.
- Community college courses in the core academic area.

**Content-related college credit from an accredited institution**

**List the course name and credit hours for each course that supported the acquisition of knowledge and teaching skills in the content area for which you are seeking NCLB qualified status.**

**Content-related courses may include, but are not limited to:**

- Graduate or undergraduate courses, including courses toward an added endorsement or an Advanced-Degree that was not counted under the Advanced Degree section, which included instruction related to the content area (such as assessment literacy, English Language Learner (ELL) classes).
- Community college courses related to the content area.
- Non-special education teachers may include one general course related to working with diverse/exceptional students.

**Content-based professional development**

*Documented professional development at the school, district, Educational Service Unit (ESU), regional, state, or national levels may be included. Activities must have been within the last 10 years and must relate to developing competence in the core academic subject for which you are seeking NCLB qualified status.*

*Professional development activities must meet the NCLB definition of high-quality professional development (Section 9101-34) in order to be counted in this category. This includes the requirement that professional development activities are of high quality and sustained, supportive of state content standards for students and teachers, and improve the teacher’s instructional performance.*

*Activities can only be counted in one category. If the workshop also resulted in college credit, you can only include the activity once on the form.*

***Activities that support content-related professional growth may include, but are not limited to:***

- Workshops in the area of assignment
- Data retreats
- School-based Teacher-led Assessment and Reporting
- Six-trait writing
- Assessment literacy
- Classroom management/instructional strategies
- Working with diverse student populations
- Online or other technology-based content modules
- Action research/innovative projects approved by the district
- Individual professional growth plan activities (§79-830) or other activities to expand a knowledge base to meet district goals.

**Professional activities related to the core academic area**

***Provide the activity, number of hours and indicate if your role was leadership (L) or participant (P). Items listed must be within the last 10 years.***

**Activities may include, but are not limited to:**

- Developed, selected or evaluated standards, curriculum, or textbooks/instructional materials in this content area
- Aligned local content standards with state content standards
- Developed, aligned, validated or evaluated content assessments, including alternate assessments
- Completed school-based data collection and analysis relative to student achievement in the content area
- Leader/presenter at professional conferences, seminars, or workshops
- Content-related learning circles/peer-learning activities
- Completed the assessment portion of National Board for Professional Teaching Standards (NBPTS) for this content area but did not receive certification.
- Other content related activities approved by the local district to meet district goals.

**Service related to the content area**

***Briefly describe the activity related to the core academic area for which you are seeking NCLB qualified status and indicate the number of years. Activities must be within the last 10 years.***

***Activities may include, but are not limited to:***

- Department chair or team leader for the content area
- Mentor teacher in the content area
- Cooperating teacher for student teachers in the content area
- Lead content teacher on IEP team
- School Improvement Team leadership
- Officer or committee member in a regional, state, or national professional content organization.
- Instructor at an Institution of Higher Education (content, pedagogy related to content, assessment, working with special needs students) or adult education/community education classes directly related to the content area.
- Content or research-based presentations at district, state or national levels.

**SECTION III**

Print the completed form, obtain the signature of an authorized school administrator, complete the email/phone number for the individual signing the form, and email, fax or mail to NDE if the total points on the application equal or exceed 100. *Do not send supporting documentation to NDE.* If additional information is needed to approve your form NDE staff will contact you. A copy of the completed form and supporting documentation should be maintained by the teacher and the District and be available for review if required.