FORM HQS
STATE OF ALABAMA
DEPARTMENT OF EDUCATION
TEACHER CERTIFICATION OFFICE
5215 GORDON PERSONS BUILDING
POST OFFICE BOX 302101
MONTGOMERY, AL 36130-2101
Telephone: (334) 353-8567 Fax: (334) 242-9998 E-mail: tcert@alsde.edu

SELF-REQUEST FOR HIGHLY QUALIFIED (HQ) STATUS BY TEACHERS OF CORE SUBJECT AREAS WHO HOLD CERTIFICATION IN GRADES 4-8 or 8-12; IN GRADES P-12 ART, DANCE, FOREIGN LANGUAGES, MUSIC, OR THEATRE; OR IN GRADES P-12 OR 6-12 SPECIAL EDUCATION IN AREAS OTHER THAN GIFTED; OR GRADUES K-9 ELEMENTARY EDUCATION WHO ARE SEEKING HQ FOR SPECIFIC CORE SUBJECT AREAS FOR GRADE 6 AND ABOVE. INDIVIDUALS WHO USE A READING TEACHER OR READING SPECIALIST CERTIFICATE AS THE BASIS FOR THIS APPLICATION MAY USE ONLY THE CLASS A OR CLASS AA OPTION OR THE PRAXIS II READING SPECIALIST TEST OPTION UNDER II.B, EFFECTIVE 7-1-2013.

Name: 
First                        Middle                        Maiden                        Last                        Social Security Number
Address:  
Street/Apt./P.O. Box/Route and Box  City  State  Zip Code  Telephone

Email:  

I. DIRECTIONS
A. Indicate the subject area and grade span for which HQ status is requested (ex., general science, 6-12).

   (Use a separate form for each subject area.)

B. Attach to this form a photocopy of your currently valid Alabama Professional Educator Certificate, which verifies the prerequisite certification for the HQ subject area and grade span requested.

C. Circle the letter of one HQ option in Section II and attach the required documentation to this form.

D. Sign and date the last page of this form (Section III).

II. HQ OPTIONS AND REQUIRED DOCUMENTATION: Meet one of the following options.

A. Hold a currently valid Class A or Class AA Professional Educator Certificate endorsed in the subject area and grade span for which HQ status is requested. Attach a photocopy of your certificate.

B. Have passed the Alabama-approved Praxis II test approved for HQ status in the subject area and grade span requested. Neither a basic skills test nor a test of special education may be used to satisfy this option.

   Be sure that the Alabama State Department of Education is listed as a score recipient on your score report. If it is not, contact ETS at www.ets.org/praxis or 1-800-772-9476 to request an official, electronic Praxis II score report, reflecting your complete Social Security Number, be sent directly to the Alabama State Department of Education (code 7020). Photocopies of score reports are not acceptable.

C. For a teaching field other than reading, have completed an undergraduate major in the HQ subject area requested, as verified on an official transcript. (The academic major must be in mathematics, for example, not in mathematics education.) Attach an official transcript, with the degree and academic major circled.

D. For a teaching field other than reading, have earned a graduate degree in the HQ subject area requested, as verified on an official transcript. (The degree may not be in education.) Attach an official transcript, with the degree and academic major circled.

E. For a teaching field other than reading, have completed coursework equivalent to an undergraduate academic major (at least 32 semester hours in the academic area with at least 19 upper division or graduate level hours); in the HQ subject area requested. Upper division courses are generally 300 or 3000 level or above. Use the chart below to convert quarter hours to semester hours. Attach official transcript(s) with a checkmark next to each course that is in the subject area for which you are requesting HQ. Mark only the courses for which you have earned credit. In addition, list the courses on the chart on the following page.

   - For general science, at least one course in each of the following: biology; chemistry; physical science or physics; and earth or space science. Other courses may be in these areas or other areas appropriate to general science.

   - For general social science, at least one course in each of the following: history; political science or government; economics; and geography. Other courses may be in these areas or sociology, anthropology, psychology, or philosophy.

   - For English language arts, at least one course in each of the following: English; speech; journalism; and theatre. Other courses may be in these areas or other areas appropriate to English language arts. A reading course with an education prefix may be used.

   - For mathematics, courses in Accounting I and II and statistics that do not bear an education prefix will be accepted.

Aside from the reading component of English language arts, no education prefix coursework may be applied to HQ.
Courses with the subject-appropriate prefix may be applied toward meeting requirements. If a course has been completed that does not have the appropriate subject area prefix, but has substantive content in the subject area, the course may be submitted for review prior to the submission of this application. You may email the name of the institution and course prefix, number, title, and catalog course description to jmeyer@alsde.edu. If you are notified by email that the course is acceptable, a copy of the email must be attached to this application.

List each transcript on the lines below. Indicate the number of the transcript on the chart. The following transcripts, which are attached, have been used to determine that the "32/19" requirement has been met.

1. 
2. 
3. 

Demonstration of Equivalency to Academic Major

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<th>Transcript</th>
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<th>Grade</th>
<th>Sem Hours</th>
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*U.D. = Upper division or graduate level coursework

Converting Quarter Hours to Semester Hours

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<th>Quarter Hours</th>
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<td>2</td>
<td>1.3</td>
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<td>1</td>
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F. Hold a currently valid Class A or Class AA certification in an area closely related to the HQ subject area requested, as indicated in the current edition of the Alabama Model for Identifying Highly Qualified Teachers (available at www.alsde.edu), and have 10 or more years of full-time teaching experience, with at least two years of public school teaching experience, in the HQ subject area requested. If this option is selected, Alabama Supplement(s) EXP, signed by an authorized school system official(s), must accompany this form.

G. Have five or more years of full-time teaching experience in the HQ subject area requested, with at least two years of public school teaching experience, and hold a valid National Board for Professional Teaching Standards Certificate (NBPTS), as indicated in the current edition of the Alabama Model for Identifying Highly Qualified Teachers (available at www.alsde.edu). NBPTS certification in Exceptional Needs may not be used to satisfy this option. If this option is selected, Alabama Supplement(s) EXP, signed by an authorized school system official(s), and a photocopy of the NBPTS certificate must accompany this form.

III. SIGNATURE

I certify that all information pertaining to this application is true and correct.

Signature __________________________ Date __________________________