

DETERMINING HIGHLY QUALIFIED TEACHER STATUS

DU PAGE COUNTY REGIONAL OFFICE OF EDUCATION
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To determine HQT status, educators should

1. Log on to ECS at www.isbe.net/ECS.
2. Click on “My Credentials.”
3. Click on “NCLB Areas.”
4. Check to see what, if any, Core Content Areas are already listed on ECS.
5. ECS lists HQT status by virtue of Degree Major, Master’s Degree in Core Content Area, and Content Area Test taken and passed. There are also 55,000 HOUSSE qualification entries that were determined by combing through ECS data on certificate holders. There are some HQT status surprises on ECS.
 - a. Don’t worry about HQT status that seems unreasonable.
 - b. Look to see if you are HQ in the core content areas that you teach or think you would want to or be teaching.
6. If you hold a degree major or Master’s Degree that is not recognized on ECS, you can add that information on ECS and send a transcript to Springfield to substantiate your claim.
 - a. Click on Degrees under My Credentials.
 - i. Edit the Degree to add your core content area major or to correct wrong information.
 - ii. Click on Enter New Degree to add a master’s or other degree.
 - iii. Follow directions for sending transcript(s) to Springfield.
7. If you need to use HOUSSE to prove HQT status, use the IFT or IEA workshop link to calculate HQT status. **DO NOT USE HOUSSE IF YOU ARE ALREADY LISTED AS HQT IN A CORE CONTENT AREA.** That content area will not be available to you in the pick list when you try to enter it if you are determined to be HQ by another method.
8. Record HOUSSE-determined HQT status on ECS by clicking on NCLB Areas, then click on Enter Subject Area(s) for Which you Are Highly Qualified.
9. When you view the NCLB Area list, you will see a Remove button. This Remove button is there for you to remove a HQT core content area that you erroneously claimed. This button does not mean that ISBE is going to remove your HQT status.
10. Educators can only add HQT status determined by HOUSSE.
11. HQT by degree major, master’s degree in core content area or passing Content Area test is calculated by ECS once documentation reaches ISBE.
12. Content Area test results are posted through ISBE into ECS. Educators cannot add Content Area test results.
13. The October 31 deadline is critical for State reporting to satisfy federal requirements.
14. Teachers who have determined HQT status through HOUSSE by using a worksheet will not be considered in the District or State totals if they have not recorded the information in ECS.