Evaluating for Previous Teacher Qualifications

How to do them
How to record them
Materials

• Official transcripts
• A set of requirements for the subject and year
• A completed coversheet for the teacher
List of Requirements

• Will be available on the web
• “Qualification Evaluations 3-6-07”
• Includes coversheet, worksheet, evaluation procedures, and rules for each subject for each year of requirements
• Includes a detailed description of adding qualifications
Qualifications, Not Endorsements

- These will be listed on ECS but will not appear on the certificates.
- An endorsement requires completing the current requirements.
- Anyone meeting requirements after 7/1/04 at the secondary level **must be endorsed** to be assigned to the subject.
  - Except: 24 hrs + 3 years; unfilled position
Evaluations

• More detailed notes will be on the website
• Rule: A person who met previous requirements for a subject at a time when the requirements were in effect, is still qualified and may be assigned to the subject.
• Note: Meeting requirements includes both explicit coursework and holding the certificate valid for the grade level/assignment
Evaluations

• Complete the cover sheet for the person (included on website)
• The department is the usual indicator of where the content should be placed.
• If the teacher can provide evidence the same course was cross listed in another department, it can be used in both.
• Count one methods course for the total hours required that is explicitly related to the broad area, and at the appropriate grade/age level.
Evaluations

• Make sure the college is on semesters; convert quarter hours to semesters by multiplying by 2/3.

• Do not count transfer courses twice; best to use the transcripts where credit was earned

• English 331 for 3 hours would appear 3(331), on the appropriate line.
Evaluations

Example: English/Language Arts

24 semester hours in the field including

- 6 semester hours in rhetoric and composition and __ 3(331)
- not more than 8 semester hours in speech and journalism.
Evaluations

- Most requirements are for senior high level assignments.
- Some are sub-divided into sub-teaching fields where specific work is required.
  - To qualify for a sub-field, the teacher must first meet the requirements (usually 24 hours) for the larger field and then meet the specific sub-field requirements.
- Example: Physical Science (24)
  » Physics (10)
Evaluations

• Broad endorsements frequently have subsets of requirements for specific secondary assignments; these are in alpha codes to add to TCIS:

Agriculture

• (1) soils and crops (**SOCR**)

• (2) animal husbandry (**AH**)
Evaluations

• Determine if the person has the total hours and any distribution of courses required at the time all courses were completed.
• If a course was necessary and completed after requirements changed, re-evaluate under the new requirements.
• If the person qualifies, add the qualification to the TCIS system.
Adding to TCIS

- Click on “Open” on the menu bar at the top.
- Click on “Application Entry” in the drop down list.
- Click on the tab marked “Other Approvals”; you will see “Qualifications” on the box at the right half.
- Click on “Add” in the lower right corner of the Qualifications box. A box will open called “Create Qualification”
- Click on “Type” and select from the drop down box or type in the alpha code that is correct for the qualification you wish to add taken from the worksheet you have completed.
Adding to TCIS

• Click on “Grade Level” and pick middle grades, junior high school or senior high school according to the grade level of the qualification for which the teacher qualifies.

• In “Qual Date” enter the approximate date that the teacher met the requirement.

• Check your work and if it is accurate, click on OK; if changes are necessary, make them in the appropriate fields and click on OK.

• Read the statement and click the appropriate response.
Forwarding

Forward
– the completed worksheet for the subject you reviewed,
– the transcripts and
– the cover sheet
to the Certification Division for addition to the teacher’s file