

Hints for Qualification Evaluations

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.

1. Find when the teacher first got his/her certificate for the grade level of the qualification (look for exchanged certificates on the system). This is the earliest date the teacher could have qualified, or ask the teacher in what year he/she met the requirements for the subject (it cannot be prior to the date the certificate was received).
2. Find the requirements that relate to the subject and then find the specific version that was in effect at the time the teacher had a certificate, and when he/she met the requirements.
3. Arrange the transcripts from the oldest courses taken to the most recent and begin the evaluation with the oldest.
4. Evaluate the credentials by completing the cover sheet for the person.
5. Write in the appropriate courses that match a requirement on the line provided for each requirement in the set.
 - a. The department is the usual indicator of where the content should, in general, be placed.
 - i. Example, a math department normally offers math courses and they would not be placed in science or some other subject, unless the teacher can provide evidence the same course was cross listed in the other department.
 - ii. Courses in curriculum and instruction or education are not normally applied as content, either by colleges or by us, unless the subject is one usually offered in those departments, such as reading.
 - b. The certification division does apply one methods course to the total hours required that is explicitly related to the broad area, and at the appropriate grade/age level, in cases where the requirement does not explicitly mandate a methods course.
6. Write in the semester hours (be careful to make sure the college is on semesters; in the old days more colleges offered quarter courses than one sees now) granted for the course (a D grade with credit listed is acceptable)
 - a. To convert quarter hours to semester hours, multiply the quarter hours by $\frac{2}{3}$. (1 QH= $\frac{2}{3}$ SH; 2= $1\frac{1}{3}$ SH; 3=2; 4= $2\frac{2}{3}$; 5= $3\frac{1}{3}$)
 - b. Be careful not to count a repeated course twice.

- c. Be careful not to count courses twice that are transferred from one institution's transcript to another; in most cases it is best to use the transcript where the original courses were completed since frequently not all courses are accepted by another institution.
7. Next to the semester hours write in parentheses the course number :
English 331 for 3 hours would appear 3(331)
8. Do the same for each course that you find relates to the subject.
9. Add up the total hours and determine if the person has the total hours and any distribution of courses required at the time all courses were completed.
 - a. If a teacher has all the requirements and/or total hours, except one (or more), that will make the teacher qualified and you find another course(s) that will put him/her over the top, but the course was completed when a successor requirement set is in effect, then the person is not qualified and you must re-evaluate the person under the successor set of requirements.
10. If the person qualifies, add the qualification to the TCIS system following the instructions in the document.
11. 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.