

BERRIEN COUNTY HOUSSE Options Cover Page

Personal Information

Name of Teacher

Address

Email

Phone

Local District

Building

Current Position

Current Subjects/Grades

Number of Years in Teaching

Number of Years under
Contract with Current District

Teaching Credential Information

Check the type of Michigan certificate you hold (attach copy of certificate):

 Provisional Certificate Professional Education Certificate 30 Hour Continuing 18 Hour Continuing Permanent

Identify the level of certificate you hold:

 Elementary Secondary

Date Expires _____

Identify the subject area endorsement(s) and grade levels indicated on your Michigan teaching certificate:

Identify any subject area **majors** (30 or more hours in a core academic area) you have:

Identify the Michigan Test(s) for Teacher Certification (MTTC) passed, and date(s) passed:

Identify National Board Certification test or certification test taken in another state. Record type of National Board certification or test title and date passed:

Seeking HQ for the following core academic areas and HOUSSE Options

Check all applicable: HOUSSE: 1 2 3 ELA Science Social Studies Math All Four Other (specify) _____

**This portfolio should be retained by the school district. Do not return this form to MDE.
Teacher – Keep copy for personal records.**

Teacher's Name _____

Assessment of HOUSSE Options

Criteria for HOUSSE Options 1 and 2	Rating of Documentation
<p>HOUSSE Option 1</p> <ul style="list-style-type: none"> Since the issuance of the provisional certificate, has completed 18 relevant semester hours in a planned standards-based approved program or a masters or higher degree 	<p>Attach college transcript(s) and highlight relevant courses</p> <p><input type="checkbox"/> Meets Criteria <input type="checkbox"/> Criteria Not Yet Met</p>
<p>HOUSSE Option 2</p> <ul style="list-style-type: none"> Completed six semester hours in a core academic area within the last five years; <u>or</u> Has completed 90 clock hours of professional development activities in a core academic area within the last five years 	<p>Attach college transcript(s) and highlight relevant courses, or use Attachment A for professional development activities</p> <p><input type="checkbox"/> Meets Criteria <input type="checkbox"/> Criteria Not Yet Met</p>

Criteria for HOUSSE Option 3	Rating of Documentation
<p>Teaching Experience</p> <ul style="list-style-type: none"> Log of experience – up to 5 years teaching and/or co-teaching in at least one of the four core academic areas Meets co-teaching definition Evaluations Valid MI teaching certificate 	<p>Attachment B</p> <p><input type="checkbox"/> Demonstrates Competency <input type="checkbox"/> Competency Not Yet Demonstrated</p>
<p>College Level Courses</p> <ul style="list-style-type: none"> 30 credit hours <ul style="list-style-type: none"> At least 6 hours in a core academic area or equivalent hours that support the teaching of core academic subjects At least 3 credit hours in reading 	<p>Attach college transcript(s) and complete Attachment C</p> <p><input type="checkbox"/> Demonstrates Competency <input type="checkbox"/> Competency Not Yet Demonstrated</p>
<p>Content Specific Professional Development Activities</p> <ul style="list-style-type: none"> At least 5 experiences within past 5 years that support the teaching of the core academic subjects Written reflection of how these activities improved instruction 	<p>Attachment D, D-1 (written reflection)</p> <p><input type="checkbox"/> Demonstrates Competency <input type="checkbox"/> Competency Not Yet Demonstrated</p>
<p>Service to the Profession in Multisubject Areas</p> <ul style="list-style-type: none"> Services within last 5 years Related to core academic areas 	<p>Attachment E</p> <p><input type="checkbox"/> Demonstrates Competency <input type="checkbox"/> Competency Not Yet Demonstrated</p>
<p>Other Considerations</p> <ul style="list-style-type: none"> Passed MTTC Elementary Education #83 Passed at least 1 MTTC subject area test Passed at least 1 National Board Certification test or certification test from another state Attained National Board Certification in at least 1 subject area 	<p>Tests Passed and Comments:</p>

Assessment of Qualifications: Approved Qualifications not yet approved by the district (specify):

Team Members _____

Team Leader Signature _____ Date _____

Teacher's Name _____

Attachment B
Teaching Experience Report (HOUSSE Option 3)

To meet the ESEA/NCLB highly qualified requirements through the Michigan Multisubject process, the secondary special education teacher may count up to five years of successful teaching experience in at least one of the five core academic areas: English/language arts, math, science, social studies, or reading.

Teaching Assignment(s):	
District name: _____	Phone _____
District address: _____ _____	
Taught full time under appropriate supervision from _____ to _____	Grades _____
Subject(s) _____	

Teaching Assignment(s):	
District name: _____	Phone _____
District address: _____ _____	
Taught full time under appropriate supervision from _____ to _____	Grades _____
Subject(s) _____	

Teaching Assignment(s):	
District name: _____	Phone _____
District address: _____ _____	
Taught full time under appropriate supervision from _____ to _____	Grades _____
Subject(s) _____	

Additional teaching assignments may be included on another page

This form is required as verification of work experience. Experience listed must be verified by the employing district(s). Misrepresentation or falsification of information may result in suspension or revocation of the teaching certificate.

I hereby certify that this teacher has fulfilled the teaching experience as noted above.

Signature of Teacher: _____ Date: _____

Printed Name and Position of School District Authority: _____

Signature of School District Authority: _____ Date: _____

Teacher's Name _____

Attachment B – Teaching Experience Report

Teaching Assignment(s):

District name: _____	Phone _____
District address: _____ _____	
Taught full time under appropriate supervision from _____ to _____	Grades _____
Subject(s) _____	

Teaching Assignment(s):

District name: _____	Phone _____
District address: _____ _____	
Taught full time under appropriate supervision from _____ to _____	Grades _____
Subject(s) _____	

Teaching Assignment(s):

District name: _____	Phone _____
District address: _____ _____	
Taught full time under appropriate supervision from _____ to _____	Grades _____
Subject(s) _____	

Teaching Assignment(s):

District name: _____	Phone _____
District address: _____ _____	
Taught full time under appropriate supervision from _____ to _____	Grades _____
Subject(s) _____	

Teacher's Name _____

Attachment C
College Level Course Work Report for the Michigan Multisubject Portfolio
(HOUSSE Option 3)

In order to meet the ESEA/NCLB highly qualified requirement through the Michigan Multisubject Portfolio process, the secondary special education teacher must have successfully completed a minimum of 30 semester hours. At least 6 semester hours must be in each of the core academic areas of English/language arts, math, science, and social studies, or in courses that support the teaching of these core academic subjects. These 30 semester hours must include at least 3 semester hours in the core academic area of reading, which is required for a Michigan secondary level teaching certificate. All course work may have been completed anytime during the teacher's collegiate preparation program.

Using the following format, identify at least six semester hours of course work that was successfully completed in the core academic areas listed.

English Language Arts			
College/University	Course Title	Year Completed	Credit Earned

Math			
College/University	Course Title	Year Completed	Credit Earned

Science			
College/University	Course Title	Year Completed	Credit Earned

Teacher's Name _____

Social Studies			
College/University	Course Title	Year Completed	Credit Earned

Reading			
College/University	Course Title	Year Completed	Credit Earned

Courses that Support the Teaching of Core Academic Subjects			
College/University	Course Title	Year Completed	Credit Earned

This form is required as verification of the successful completion of course work in the core academic areas listed and must be documented by official transcript(s).

Signature of Teacher: _____ Date: _____

Printed Name and Position of School District Authority: _____

Signature of School District Authority: _____ Date: _____

Teacher's Name _____

Attachment D
Record of Content and/or Multisubject Professional Development Activities
(HOUSSE Option 3)

As defined by ESEA/NCLB, the term professional development includes activities that:

- Improve and increase teachers' knowledge of the core academic subjects they teach and enable them to become highly qualified;
- Are an integral part of broad school-wide and district-wide educational improvement plans;
- Give teachers and other members of the educational team knowledge and skills to enable students to meet and achieve state academic standards; and
- Involve many other experiences, activities and opportunities that are "not one-day or short-term workshops or conferences."

The teacher must list at least **five** professional development experiences in which he/she has participated within the last five years that support teaching and learning in the core academic areas. This might include participation:

- To develop, select or evaluate content standards;
 - To align local content standards with state standards;
 - To develop, validate or evaluate content assessments;
 - At local, regional or state professional development seminars/workshops;
 - In action research study groups;
- or**
- In the completion of the portfolio assessment for National Board Certification.

Content or Multisubject Professional Development Activities			
Date	Title/Activity	Purpose Addressed	# Hours Engaged

Attach additional pages as needed

**Documentation of each of the above cited
professional development activities will be provided.**

Signature of Teacher: _____ Date: _____

Attachment D-1
Reflection on Content or Multisubject Professional Development Activities (HOUSSE Option 3)

In keeping with the State Board approved guidelines for a content area portfolio, this content specific professional development activities section of the multisubject portfolio must also include a reflection statement on how the combination of professional activities has improved/impacted your teaching practice/classroom instructional strategies. **Attach written reflection.**

Teacher's Name _____

Attachment D-1

Michigan Content Area Portfolio

**Reflection on
Content Specific Professional Development Activities**

In keeping with the State Board approved guidelines for a content area portfolio, this content specific professional development activities section of the multidisciplinary portfolio must also include a reflection statement **on how the combination of professional activities has improved/impacted your teaching practice/classroom instructional strategies.**

Please complete the following reflection questions regarding your cumulative professional development experiences.

Reflection: How have the accumulative professional development activities improved/impacted your teaching practice/classroom instructional strategies?

- Description:

Describe what was going on in your practice with your students/at your school/ in your district that influenced your professional development decision(s)/choices.

What knowledge, practices, strategies, insights did you experience/learn?

How did your professional development experiences support, impact teaching and learning in each of the content areas of which you are asking to be highly qualified?

What changes in practice/strategies, methods, or processes have you implemented as a result of the selected professional development activities?

Teacher's Name _____

Attachment E
Service to the Profession in Multisubject Areas
(HOUSSE Option 3)

The sharing of content knowledge and pedagogical skill, and the application of principles and practices acquired by experience to the teaching and learning for the continuous improvement of schools is a critical means by which the teaching profession is sustained. For this reason, "Service to the Profession in the Content Area" is one of the four categories of the multisubject portfolio process.

Service to the Profession within the last five years must relate to the core academic areas. Experience and opportunities that may be used to demonstrate competence in this category may include, but is not limited to serving as:

- A department chair or team leader;
- A mentor teacher;
- A cooperating teacher for student teacher;
- An officer in a regional, state, or national professional content organization;
- A content instructor at an institution of higher education;
- A recognized content specialist at the district level;
- A National Board assessor;
- A member of a district/building school improvement team;
- An author/publisher of professional literature related to core academic areas;
- A participant in the development, selection, validation, or evaluation of standard in any of the core academic areas;
- A participant in the development, pilot, evaluation of curriculum, instructional or assessment tools/procedures, etc., in any of the core academic areas; and
- A participant in the development/validation of state/national assessments.

Service to the Profession in Multisubject Areas		
Date(s) of Activity/Experience(s)	Activity/Experience	Content Area(s) of Focus

Attach additional pages as needed

Documentation of each of the above cited Service to the Profession activities/experiences will be provided.

Signature of Teacher: _____

Date: _____

