



## REQUEST FOR APPLICATION (RFA) HQT Flexibility Waiver 2016-2017

RFA Released: Ongoing  
RFA Requests will be accepted on an ongoing basis

### **Purpose of the HOT Flexibility Waiver**

Pursuant to authority granted to the United States Department of Education under the Elementary and Secondary Education Act of 1965, as amended (ESEA), the New Mexico Public Education Department (PED) was granted a waiver of ESEA section 9101(23)(C)(ii) defining a highly qualified teacher. The waiver sets forth provisions for local education authorities (LEAs) to apply to the PED to replace the “highly qualified teacher” (HQT) credentialing with teachers who have demonstrated effectiveness per the NMTEACH summative evaluation.

As defined per the waiver, an LEA may request flexibility from current HQT requirements and establish an effective, highly effective, or exemplary teacher as the teacher of record for a course or grade outside of their credentialed subject area or grade level. The qualifying teacher must have received an effective, highly effective, or exemplary summative rating and a minimum of 50% of possible student achievement points on the 2014-15 NMTEACH summative evaluation.

### **Application of the HOT Flexibility Waiver**

This flexibility applies only in the limited contexts specified as follows:

1. Science, Technology, Engineering and Mathematics (STEM). Teachers with summative ratings of effective or higher and are credentialed to teach science or math are, under this flexibility, able to be designated as highly qualified (HQT) when teaching either science or math in grades 5-12.
2. Humanities. Teachers with summative ratings of effective or higher and are credentialed in English/language arts or social studies are, under this flexibility, able to be designated as HQT when teaching either of those subjects in grades 5-12.

3. Special Education Teachers. Teachers with summative ratings of effective or higher and are credentialed to teach special education are, under this flexibility, able to be designated as HQT when teaching general education students in the content areas in which they are eligible through traditional credentialing or the new STEM or Humanities categories, in grades 5-12. Please note that this flexibility **does not** allow teachers credentialed to teach general education to be considered HQT if teaching special education.
4. Career Technical Education Teachers (CTE). Teachers with summative ratings of effective or higher and are credentialed to teach CTE are, under this flexibility, able to be designated as HQT when teaching in areas relevant to their content areas.

LEAs are also required to adhere to the following specifications requested by the U.S. Department of Education and PED:

- If a teacher taking advantage of this flexibility, after teaching one year of school, is not rated effective or better on the NMTEACH summative evaluation, the teacher will no longer meet the HQT waiver flexibility going forward. In such a case, a teacher may be returned to their original assignment, maintaining their HQT status in that area.
- Each LEA that applies for this flexibility will offer professional development and support opportunities to ensure successful transition of teachers to their new areas. LEAs are strongly encouraged to use their Title II funding for purposes of conducting rigorous and motivating professional development sessions following best practices that incorporate andragogy.
- Principals in an LEA that apply for the HQT flexibility waiver shall ensure that professional development plans for teachers teaching under this flexibility will include targeted areas of support to ensure that a teacher is effective in his/her new content areas.

### **LEA Reporting Requirements**

Per U.S. Department of Education requirements, each LEA taking advantage of this flexibility shall, by **May 31<sup>st</sup> of each year**, publicly report:

- (a) The total number of teachers teaching under this flexibility, by school and in the LEA as a whole; and,
- (b) After the first year of implementation, at the LEA level only (not by the school), the number of teachers reported in (a) who maintain a rating of effective or better while teaching under this flexibility. This reporting requirement will only apply to LEAs with at least five teachers teaching under the waiver flexibility in a prior year.

LEAs must continue to meet the ESEA's HQT requirements for all teachers who do not teach under the aforementioned flexibility. In addition, New Mexico LEAs must continue to create inviting, productive, professional environments, where teachers desire to work and grow in long-term teaching careers. LEAs must endeavor to provide resources and competitive salaries to ensure that students statewide are taught by effective teachers.

### **Application Requirements**

The application must include:

1. Completed cover page form (located below on page 4)
2. Completed workbook (attached as a Microsoft Excel spreadsheet)
  - District administrators should complete and submit one workbook per HQT flexibility request.
  - If multiple teachers meet the criteria of the waiver, the district may submit all names in one workbook. When submitting multiple teachers, please make sure to include the required documentation and signature of each reassigned teacher.
3. Completed application checklist (located below on page 5)
4. Completed signature form with the signatures of the Superintendent and Principal, signed in concurrence with the respective HQT teacher (located below on page 6)
  - Administrators (Superintendent and Principal) should sign and date the application.
  - The application should be signed in concurrence with the respective HQT teacher.
  - One signature form **per teacher** is required.

The completed RFA **must** be electronically generated. **An electronic copy of the completed RFA may be submitted on an ongoing basis as the flexibility is needed by an LEA or school.**

All electronic copies should be sent to Seana Flanagan at [seana.flanagan@state.nm.us](mailto:seana.flanagan@state.nm.us).

**COVER PAGE  
HQT FLEXIBILITY WAIVER APPLICATION**

**Applicant Contact Information**

<b>Name of Individual Completing the Application</b>			
<b>Name of Superintendent or Charter Leader</b>			
<b>District Office Name and Address</b>			
<b>Phone Numbers</b>		<b>Email</b>	
<b>Preferred Method &amp; Time of Contact</b>			

## HQT Flexibility Waiver Application 2016-2017

Criteria	Included	Comments
Electronic submission of application	Yes No	
Cover page	Yes No	
Completed workbook	Yes No	
LEA/Principal Signature Page	Yes No	
Concurrence of Highly Qualified Teacher	Yes No	
<b><u><i>If the above items are not complete, the application will not be accepted.</i></u></b>		

*“Children are likely to live up to what you believe in them”  
~Lady Bird Johnson*

*We hereby certify that the information contained in this application is, to the best of our knowledge, correct and that we are authorized to submit this application. We further certify, to the best of our knowledge, that any ensuing program and activity will be conducted in accordance with all applicable state laws and regulations, application guidelines and instructions. It is understood that this application constitutes a proposal and, if accepted by the New Mexico Public Education Department or renegotiated to acceptance, will form a binding agreement. It is also understood that immediate written notice will be provided to the application manager if at any time the applicant learns that its certification was erroneous by reason of changed circumstances.*

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*Superintendent's Signature*

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*Date*

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*Principal's Signature*

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*Date*

In concurrence with,

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*HQT Teacher's Signature*

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*Date*