

## **Licensure and HQT Requirements for Community Schools**

### **Objective**

To address Ohio licensure and Highly Qualified Teacher (HQT) requirements for community schools.

### **Community School**

A community school is a public school created under Chapter 3314 of the Revised Code, independent of any school district and part of the state's program of education. Community Schools (often called "Charter Schools" in other states) are part of the state's system of public education, offering an education that is regarded as equivalent to that of Ohio's traditional public schools and private schools approved by the state department of education. Community schools are public, nonprofit, nonsectarian schools that operate independently of any school district but under a contract with an authorized sponsoring entity that is established by statute or approved by the Ohio Department of Education. Community Schools are public schools of choice and are state and federally funded.

### **Highly Qualified Teacher (HQT)**

For community schools, HQT is a state required designation given to Ohio teachers who have at least a bachelor's degree, a teaching certificate/license other than a short term substitute or non-tax, and the ability to demonstrate their subject area expertise in the core academic subjects they teach (English, language arts, reading, science, mathematics, government and civics, history, economics, geography, music, visual arts, dance, drama, foreign language).

*Highly Qualified Teachers (HQT) must be reported through EMIS for the teachers of record as stated. Additionally, all other teaching staff (not listed in EMIS as teacher of record) including intervention specialists and tutors of core academic subjects must have their HQ status on file at the community school as outlined in the [HQT Toolkit](#). The community school must have a policy/procedure for collecting, verifying and maintaining HQT evidence of teachers and tutors in compliance with their records and retention policies. Community schools must also collect, verify, and maintain the records for Qualified Instructional Paraprofessionals.*

### **Policy**

Community schools are required to meet ODE licensure and state HQT requirements.

### **Guidance**

Although Ohio's community school law permits some flexibility in HQT definition of fully licensed teachers for community schools per ORC 3319.074 (A) (2), ODE requires all community school teachers to meet HQT requirements for the core academic classes they are assigned to teach in a community school.

A long-term substitute license is issued for a specific teaching area in which a person has completed the necessary prerequisite coursework for the teaching area that is requested. When answering the question, "Do you hold a license, other than a short term substitute license," a long term substitute license is sufficient for community school general education teachers to mark "yes" for HQT Worksheet Forms A, B, and C. Long term substitute teaching licenses are issued as one-year licenses or as five-year licenses. The only difference in the licenses is the cost.

Ohio law allows schools to employ staff who hold a bachelor's degree to teach in specific areas of expertise such as music, art or specialty areas for a maximum of 12 hours per week; however, this person will not meet HQT requirements. Also, the 12-hour permit is only for **NON LICENSED OR NON CERTIFICATED** people. Anyone who holds a teaching license is not eligible for a 12-hour permit.

*Community schools in Ohio have an element of flexibility regarding Section 2 on the HQT worksheet, except for special education teachers and intervention specialists.*

### **Community School Special Education Teachers and Intervention Specialists**

Community schools are required to provide special education services in accordance with Ohio Revised Code (ORC) Chapter 3323. Ohio's *Operating Standards for Educational Agencies Serving Children with Disabilities* require special education teachers and intervention specialists to be adequately prepared and trained, have content knowledge and skills, and hold appropriate licensure as defined by Ohio Administrative Code (OAC) 3301-24.

Community school special education teachers, intervention specialists, and related service personnel are required to meet ODE licensure and HQT requirements consistent with special education teachers, intervention specialists, and related service personnel of traditional public schools.

Schools that have difficulty filling an intervention specialist (IS) position may hire a licensed teacher who is willing to apply for a supplemental IS license while working toward a resident educator intervention specialist license.

### **Community School Career-Technical Education**

Community school career-technical teachers, including CBI teachers, are required to hold the Ohio Department of Education issued license or endorsement appropriate for the technical courses being offered according to Ohio Revised Code 3301-61-03 (F). Highly qualified teacher requirements do apply for those courses where having HQ status is applicable.

### **References**

Ohio Revised Code Chapter 3314

Ohio Revised Code 3314.19, 3323.11, 3319.301

Ohio Revised Code 3301-61-03 (F)

Ohio Administrative Code 3301-51-09 Delivery of services (H)(2), (I)(2), (H)(3)

Ohio Administrative Code 33041-24 Licensing and Education Program **Attachment 1**

## Educator Licensure Credential Table

The table addresses questions associated with specific licenses and HQT reporting for community school teachers.

Type of License, Certificate or Permit	Valid as a teacher of record in a community school?	Subject to HQT requirements?	Comments
Permanent Teaching Certificate	Yes	Yes	HQT status reported in area of instruction
Five year Professional Teaching License, Senior Professional Educator License or Lead Professional Educator License	Yes	Yes	HQT status reported in area of instruction
Provisional Teaching License	Yes	Yes	HQT status reported in area of instruction
Long Term Substitute License (excluding career-technical)	Yes	Yes	HQT status reported in area of instruction
Short Term Substitute License	No	No	Valid for teaching up to five days in a given teaching assignment
Four Year Resident Educator License	Yes	Yes	HQT status reported in area of instruction
Alternative Resident Educator License (non career-technical)	Yes	Yes	HQT status reported in area of instruction
Alternative Resident Educator License (career-technical workforce development)	Yes	Possibly	HQT required if teaching related academic content area and proper endorsement
Supplemental Teaching License	Yes	Yes	HQT status reported in area of instruction

One Year Out-of-State Educator License or Visting International Teacher License	Yes	Yes	HQT status reported in area of instruction
12 or 40 Hour Teaching Permit	No	No	Must have bachelor's degree. May teach in a specific area for a maximum of 12 hours per week
Pupil Activity Permit	No	No	Valid for coaching and supervising extracurricular activities. Not valid for teaching
Educational Aide Permit	No	Possibly	Paraprofessionals who directly assist teachers with classroom activities must be HQ
Student Monitor Permit	No	No	Does not directly assist teacher with classroom tasks