

# Oklahoma State Department of Education

Oklahoma Educator Credentialing System (OECS)

Phase I

Highly Qualified Teacher System



**Educator's User Manual**

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## 1.1 Log In Screen

Teachers access the Oklahoma Educator Credentialing System (OECS) Phase I - Highly Qualified Teacher (HQT) System through the main Oklahoma Department of Education web site. The address for the web site is [www.sde.state.ok.us](http://www.sde.state.ok.us).

The screen shot below has the link highlighted that will take you to the OECS HQT System. Please note that we have scrolled down to the **What's New** section of the department's web site. Clicking the highlighted link will display the main log in screen for the OECS HQT system.

The screenshot shows the Oklahoma State Department of Education website in Microsoft Internet Explorer. The address bar shows <http://www.sde.state.ok.us/home/default.html>. The page features a navigation menu on the left and a main content area with three columns: 'What's New', 'What's Hot', and 'Popular Links'. The 'What's New' column contains a table of links, with the link 'Highly Qualified Teacher System, Phase 1' circled in red.

What's New	What's Hot	Popular Links
<a href="#">2006-2007 Oklahoma Directory of Education Online</a>	<a href="#">2007 Playground Safety Calendar Contest Information</a>	<a href="#">District Consolidated Application FY2006 Federal Grants</a>
<a href="#">2007 Investing in Oklahoma The Progress of Education Reform, Vol. 10</a>	<a href="#">CARG-A, Special Education Grades 3-5   Grades 6-8   End of Instruction  </a>	<a href="#">Driver Education Forms</a>
<a href="#">Cash Management Forms 2007-08</a>	<a href="#">CARG-M, Special Education   Math   Reading   Science   Social Studies  </a>	<a href="#">Driver License Oklahoma Reading Proficiency Requirements - Driven To Read</a>
<a href="#">Centennial Anniversary of Oklahoma's Statehood - Resources for Teachers</a>	<a href="#">Health and Wellness Legislation</a>	<a href="#">Education license plate</a>
<a href="#">Child Find Information (Word)</a>	<a href="#">Important Information About Meningococcal Disease and Meningococcal Vaccines Information for students, parents and educators!</a>	<a href="#">Kids Only - Oklahoma Insider Web site</a>
<a href="#">Fact Sheet: Graduation Rate</a>	<a href="#">Internet Safety - Facts, Information and Helpful Links</a>	<a href="#">Oklahoma CARES Education Hotline and other information</a>
<a href="#">FAQs - Highly Qualified Teachers and Special Education (pdf)</a>	<a href="#">Jobs in Education Oklahoma</a>	<a href="#">PASSport II - State curriculum search engine/lesson planner</a>
<a href="#">Flexible Benefit Allowance Forms and Information, January 2007</a>	<a href="#">National Rankings Information and Links</a>	<a href="#">Photo Album of the State Department of Education</a>
<a href="#">Future Federal Programs Conference - Survey</a>	<a href="#">Office of Standards and Curriculum</a>	<a href="#">Professional Standards Teacher Certification Forms</a>
<a href="#">Great Expectations Letter and Application (pdf)</a>	<a href="#">Oklahoma Cost Accounting System - school reports</a>	<a href="#">School District Databases</a>
<b><a href="#">Highly Qualified Teacher System, Phase 1</a></b>	<a href="#">Oklahoma Education Lottery appropriations</a>	<a href="#">School District Maps</a>
<a href="#">Highly Qualified Teacher - No Child Left Behind - District and Teacher Templates</a>	<a href="#">Oklahoma's Sex Offender Registry</a>	<a href="#">School Information for educators, parents, and students (General)</a>
<a href="#">Honor Society Forms</a>	<a href="#">Oklahoma Schools Attuned (pdf)</a>	<a href="#">School Web Sites</a>
<a href="#">No Child Left Behind - Good news for Oklahoma (pdf)</a>	<a href="#">Parent/Child First Year Activity Calendar (pdf)</a>	<a href="#">Search Engines for 9 Online Reference Sources</a>
<a href="#">OCAS Manual 2007 now available (pdf)</a>	<a href="#">Reading First Trainings</a>	<a href="#">Special Education Management System</a>
<a href="#">Resident Teacher Program Packet and Information</a>	<a href="#">State minimum teacher salary schedule, 2006-2007</a>	<a href="#">Special Education Services</a>
<a href="#">Standards for Accreditation of Oklahoma Schools</a>		<a href="#">Test Preparation Materials - OCCT blueprints, specifications, released items</a>
<a href="#">State of the State Address - Gov Brad Henry 2007</a>		

The screen shot below shows the main log in screen for the OECS HQT system. You will notice that the screen is divided into several sections. The menu bar on the right has several options relating to help and navigation with the system.

The yellow panel is the primary area that is used to log into the system. A user types in their Account ID and Password and then clicks the **Log In To OECS** button to access the system.

If you are a new user then the **Create New Account** button is used to start the Create Account Wizard.

If you have created an account but do not remember your Account ID or Password then the **Reset Account** button will allow a user to reset their log in credentials.

**OECS - Oklahoma Educator Credentialing System**  
Oklahoma State Department of Education  
Sandy Garrett, State Superintendent of Public Instruction

Welcome to the Oklahoma Educator Credentialing System

Help Using OECS

OECS User Manuals  
Contact OECS Support

Navigation

OSDE Home  
Login

**Already have an account? Log In Here:**

Account ID:

Password:

**Log In To OECS**

**New User? Create Account Here:**

An educator in Oklahoma can view and track their highly qualified areas by creating an account. Once created, this account will also allow you to submit your credentials in order to become highly qualified in new areas.

**Create New Account**

**Forgot Login Info? Login Here:**

If you do not remember your Account ID or password, you can click the Reset Account button below to log in by verifying some basic information about your account.

**Reset Account**

**Welcome Educators!**

Oklahoma has a new Highly Qualified Teacher (HQT) System – Phase 1 of the Oklahoma Educator Credentialing System (OECS) to help all teachers document their highly qualified teacher information.

For OECS Support you may e-mail: [HQTsupport@sde.state.ok.us](mailto:HQTsupport@sde.state.ok.us)

Thank you for providing Oklahoma children with a high quality education!

## 1.2 Creating an Account

If you do not have an account set up for the OECS HQT system then click the **Create New Account** link described above. This button starts the Create Account Wizard.

The first step of the wizard is to establish your identity. This is accomplished by the entry of your SSN or Teacher Number, along with your Last Name. In order to create a new account you must already be in the Oklahoma Educator Database. This means that you must have already taken an Oklahoma test for certification or have applied for a certificate. If you are not in the database then you will not be allowed to create an account.

Once the identifying information has been entered the next screen in the wizard is displayed by clicking the **Next** button.

**Create Account Wizard - Page 1 of 6**

Please enter your Social Security Number (SSN) or enter your Teacher Number along with your Last Name so we can look up your file.

Press the Next button when you are done.

.....

SSN:  OR

Teacher Number:  AND

Last Name:

**Next**

The next step of the Create Account Wizard is for the entry of your User ID. The User ID is the ID that you will use to access the OECS HQT system.

You should select an ID that is easily remembered. One that is frequently used in other electronic systems is often the best choice.

The User ID must be at least 6 characters long.

Once the User ID has been entered the next screen in the wizard is displayed by clicking the **Next** button.

**Create Account Wizard - Page 2 of 6**

**You are attempting to create a HQT account.**

Please enter and verify the user id that you would like to use to access the HQT System.

Once you have entered and verified it then press the Next button. Your user id must be 6 to 50 characters long.

.....

User ID:

Verify User ID:

**Next**

The next step of the Create Account Wizard is for the entry of your Password. The Password is used in combination with the User ID to access the OECS HQT system.

You should select a password that is easily remembered. However, account security is important so it should not be identical to your User ID or similar to your name. A password that is frequently used in other electronic systems is often the best choice.

The Password must be at least 6 characters long.

Once the Password has been entered the next screen in the wizard is displayed by clicking the **Next** button.

**Create Account Wizard - Page 3 of 6**

**You are attempting to create a HQT account.**

Please enter and verify the Password that you would like to use to access the HQT System.

Once you have entered and verified it then press the Next button. Your password must be 6 to 20 characters long.

.....

Password:

Confirm Password:

**Next** 

The next step of the Create Account Wizard is for the entry of your Secret Question. The Secret Question is used to reset your account if your User ID or Password is forgotten.

Select a Secret Question from the list and then supply the answer to the question.

Be sure to select a question and enter an answer that you will remember in the event that you need to reset your account.

Once the Secret Question has been entered the next screen in the wizard is displayed by clicking the **Next** button.

The screenshot shows a window titled "Create Account Wizard - Page 4 of 6". The main content area is yellow and contains the following text:

**You are attempting to create a HQT account.**

Please select the secret question and answer to use for accessing the HQT System. This question will be asked any time you reset your account. It will be verified every 5 logins to ensure that it is current.

Once you have selected the question and entered the answer press the Next button.

.....

Secret Questions	
Select	Secret Question
<input checked="" type="radio"/>	What city were you born in?
<input type="radio"/>	What is your driver's license number?
<input type="radio"/>	What is your mother's maiden name?
<input type="radio"/>	What is your pet's name?
<input type="radio"/>	Where did you attend high school?

Answer:

Next 

The next step of the Create Account Wizard is for the entry of your Email Address. The email address is used to send you information about application approvals, answer support requests, and notify you about important system information.

You should enter an email address that is used frequently so that you do not miss any important notices from the OECS HQT system.

Once your Email Address has been entered the next screen in the wizard is displayed by clicking the **Next** button.

Create Account Wizard - Page 5 of 6

You are attempting to create a HQT account.

Please enter and verify your email address below and then press Next.

.....

Email Address:

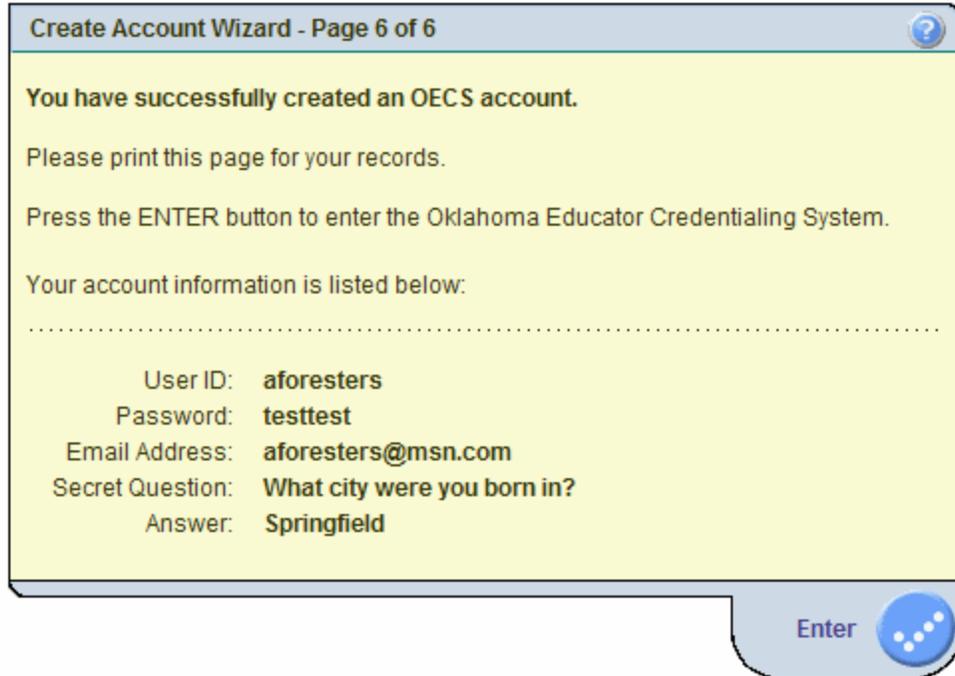
Verify Email Address:

Next

The last step of the Create Account Wizard is simply a review of all the information that you have entered. At this point, you can enter the system by pressing the Enter button.

You should print this screen for your reference in the event you forget your log in credentials.

Your account has now been created and you can use the User ID and Password to log into the system from the main Log In page that was documented earlier in the manual.



### 1.3 Resetting an Account

If you have an account set up for the OECS HQT system but can not remember the User ID or Password then you need to reset your account. You can reset your account by pressing the **Reset Account** button from the main log in page documented earlier in the manual. This button starts the Reset Account Wizard.

The first step of the wizard is to establish your identity. This is accomplished by the entry of your SSN or Teacher Number, along with your Last Name. In order to reset your account you must have already created an account. If you have not already created an account then use the **Create New Account** button instead of the **Reset Account** button.

Once the identifying information has been entered the next screen in the wizard is displayed by clicking the **Next** button.

Reset Account Wizard - Page 1 of 6

Please enter your Social Security Number (SSN) or enter your Teacher Number along with your Last Name so we can look up your file.

Press the Next button when you are done.

.....

SSN:  OR

Teacher Number:  AND

Last Name:

Next 

The next step of the Reset Account Wizard is for the verification of your Secret Question. The Secret Question was established when you first set up your account. It must be verified before you can reset your account. This helps to protect your account from unauthorized access.

The Secret Question that you selected when you created your account is displayed. There is an entry area for the answer. Type the answer in the entry area. It must be exact (capitalization is ignored). For instance, in the example below the Secret Question answer is Springfield. If Springfield, OK had been typed the answer would not have matched.

Once the Secret Question Answer has been entered the next screen in the wizard is displayed by clicking the **Next** button.

Reset Account Wizard - Page 2 of 6

Resetting account for:  
Educator: 999999- Foresters, Allen

**You are attempting to reset your account**

Please answer your secret question below and press the Next button.

**Question:** What city were you born in?

Answer:

Next

The next step of the Reset Account Wizard is for the entry of your User ID. The User ID is the ID that you will use to access the OECS HQT system.

The current User ID is displayed for your convenience. You can keep the previous User ID or reset it to a new value.

You should select an ID that is easily remembered. One that is frequently used in other electronic systems is often the best choice.

The User ID must be at least 6 characters long.

Once the User ID has been entered the next screen in the wizard is displayed by clicking the **Next** button.

Reset Account Wizard - Page 3 of 6

Resetting account for:  
Educator: 999999- Foresters, Allen

.....

**You are attempting to reset your account.**

Please enter and verify the user id that you would like to use to access the HQT System.

Once you have entered and verified it then press the Next button. Your user id must be 6 to 50 characters long.

.....

User ID:

Verify User ID:

Next 

The next step of the Reset Account Wizard is for the entry of your Password. The Password is used in combination with the User ID to access the OECS HQT system.

You should select a password that is easily remembered. However, account security is important so it should not be identical to your User ID or similar to your name. A password that is frequently used in other electronic systems is often the best choice.

The Password must be at least 6 characters long.

Once the Password has been entered the next screen in the wizard is displayed by clicking the **Next** button.

Reset Account Wizard - Page 4 of 6

Resetting account for:  
Educator: 999999- Foresters, Allen

**You are attempting to reset your account.**

Please enter and verify the Password that you would like to use to access the HQT System.

Once you have entered and verified it then press the Next button. Your password must be 6 to 20 characters long.

.....

Password:

Confirm Password:

Next 

The next step of the Reset Account Wizard is for the entry of your Email Address. The email address is used to send you information about application approvals, answer support requests, and notify you about important system information.

The current Email Address is displayed for your convenience. You can keep the previous Email Address or reset it to a new value.

You should enter an email address that is used frequently so that you do not miss any important notices from the OECS HQT system.

Once your Email Address has been entered the next screen in the wizard is displayed by clicking the **Next** button.

Reset Account Wizard - Page 5 of 6

Resetting account for:  
Educator: 999999- Foresters, Allen

**You are attempting to reset your account.**

Please enter and verify your email address below and then press Next.

Email Address:

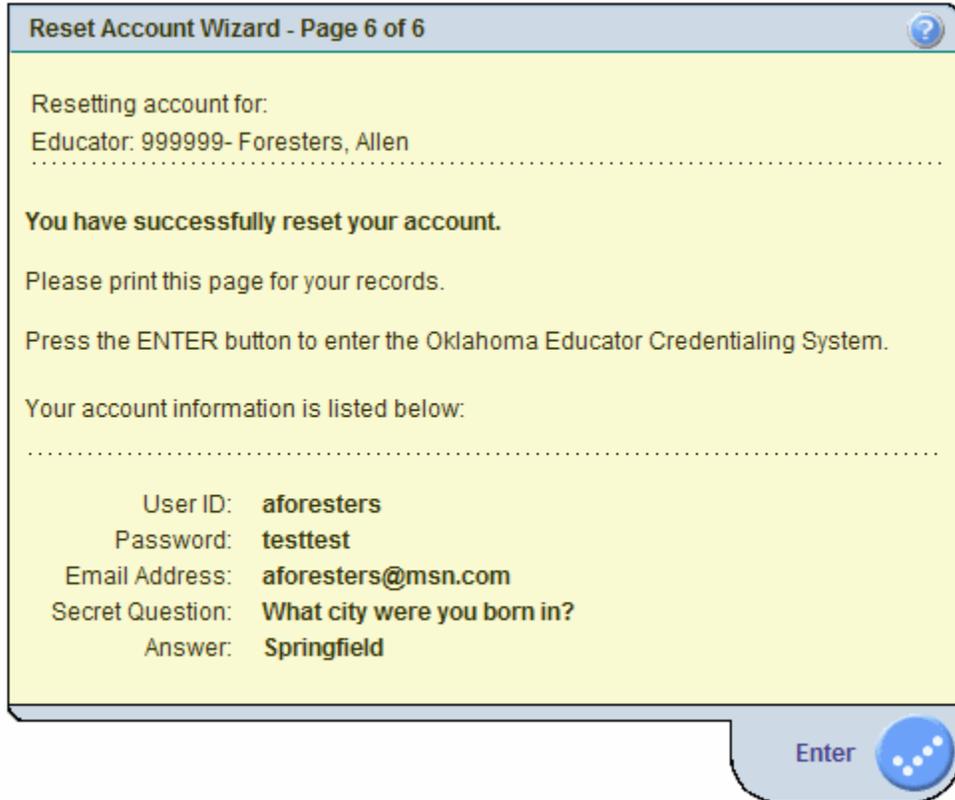
Verify Email Address:

Next 

The last step of the Reset Account Wizard is simply a review of all the information that you have entered. At this point, you can enter the system by pressing the Enter button.

You should print this screen for your reference in the event you forget your log in credentials.

Your account has now been reset and you can use the User ID and Password to log into the system from the main Log In page that was documented earlier in the manual.



## 1.4 Summary Screen

Once you have logged into the OECS HQT system you will see the screen below. This screen is the summary screen that has helpful links to system features. It will also have important information and highlight any new features that are added to the system.

The most important thing to notice is the main toolbar. The toolbar options are used to access the primary screens in the system. Clicking any of the buttons will take you to the appropriate screen.

**OECS - Oklahoma Educator Credentialing System**  
Oklahoma State Department of Education  
Sandy Garrett, State Superintendent of Public Instruction

Teacher Number: 999999      Summary Screen - Frequently Asked Questions      Allen Foresters (Teacher)

Summary   Credentials   High Qualification Status   Profile   Help

Welcome to OECS  
4/8/2007

Help Using OECS

OECS User Manuals  
Contact OECS Support

Navigation

OSDE Home  
Logout

**Educator Summary Screen**

**ATTENTION**

You are in the new OECS (Oklahoma Educator Credentialing System) Highly Qualified Teacher - Phase I. Phase I contains tools and information that allows school districts to submit and verify educator highly qualified applications. Educators can also use the system to view their credentials and submit highly qualified applications.

[Click Here to View Your Credential Summary](#)  
The above link will allow you to view your credential summary. This screen will allow you to see all your current credentials and submit applications to become highly qualified.

[Click Here to Review Your Submitted Highly Qualified Applications](#)  
The above link will allow you to review highly qualified applications that have been submitted. You will be able to review the current approval status and any comments that have been made by reviewers.

[Click Here To View And Edit Your Profile](#)  
The above link will allow you to review and edit your profile information.

## 1.5 Editing Account Information

You can edit your profile information by selecting the **Profile** menu bar button. The profile information was set up when you created (or reset) your account. This information can be changed at any time you are logged into the OECS HQT system.

The screen below shows the Profile screen that is displayed when the **Profile** button is clicked.

If you wish to change any of the information, click on the **Edit** button. Clicking on the Edit button will start the Edit Profile Wizard.

**OECS - Oklahoma Educator Credentialing System**  
 Oklahoma State Department of Education  
 Sandy Garrett, State Superintendent of Public Instruction

Teacher Number: 999999      Profile Summary - Frequently Asked Questions      Allen Foresters (Teacher)

Summary    Credentials    High Qualification Status    Profile    Help

Welcome to the Oklahoma Educator Credentialing System

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 Logout

View Profile Wizard - Page 1 of 1

Profile displayed for:  
 Educator: 999999- Foresters, Allen

Profile Information:  
 Your profile information is listed below:

User ID:	aforesters
Password:	(Not Displayed)
Email Address:	aforesters@msn.com
Secret Question:	What city were you born in?
Answer:	Springfield

Edit

The screen below is displayed when the **Edit** button is selected from the View Profile screen. You will notice that the information is identical to the information that was collected when you set up your account. Change any of the information that you desire and then click the **Save** button.

You must enter your password each time you edit your profile. You can use the same value or a new value at your discretion.

The screenshot displays the 'Edit Profile Wizard - Page 1 of 1' interface. At the top, it identifies the user as 'Allen Foresters (Teacher)' with 'Teacher Number: 999999'. The main content area is titled 'Update Profile Information:' and contains the following fields:

- User ID:
- Verify User ID:
- Email Address:
- Verify Email Address:
- Password:
- Verify Password:
- Secret Question:
- Secret Question Answer:

A 'Save' button is located at the bottom right of the form area. The left sidebar contains navigation links such as 'Help Using OECS', 'OECS User Manuals', 'Contact OECS Support', 'Navigation', 'OSDE Home', and 'Logout'.

## 1.6 Getting Help

You have three options for getting help in the OECS HQT system.

The first option is the frequently asked questions. The link for the Frequently Asked Questions is always displayed in the middle of the screen right below the Title Bar.

The second option for getting help in the OECS HQT system is the Contact OECS Support menu option on the left side of the screen. This option will allow you to send an email to the HQT support team. You must have a properly configured email client on your machine to send an email. In the event that you do not have a properly configured email client; then you can send an email to [HQTSupport@sde.state.ok.us](mailto:HQTSupport@sde.state.ok.us) from a different computer or from an online email service such as Hotmail, Yahoo, or Google Mail.

The third option for getting help in the OECS HQT system is the Help menu bar button. This option is only available if you are logged into the system. This option brings up the screen that appears below. This screen will show any known issues and allow you to enter a support request by selecting the **Submit Support Request** button.

The screenshot displays the OECS - Oklahoma Educator Credentialing System interface. At the top, the title bar reads "OECS - Oklahoma Educator Credentialing System" with the Oklahoma State Department of Education logo and Sandy Garrett, State Superintendent of Public Instruction. Below the title bar, the user information shows "Teacher Number: 999999", "Help Summary - Frequently Asked Questions", and "Allen Foresters (Teacher)". The main navigation bar includes "Summary", "Credentials", "High Qualification Status", "Profile", and "Help". The left sidebar contains "Welcome to OECS 4/8/2007", "Help Using OECS", "OECS User Manuals", "Contact OECS Support", "Navigation", "OSDE Home", and "Logout". The main content area is titled "Educator Help Screen" and contains the text "Go to support link by clicking the button." and a "Submit Support Request" button.

Once the **Submit Support Request** button is clicked the Support Wizard is displayed.

The Support Request Wizard will default your current user information and allow you to enter the details of your support request. Be sure to include your phone number and check your email address. The email address will default to your profile's email address but can be changed if necessary.

Once you have submitted your request by clicking the **Submit** button, your support request will be automatically routed to a support professional. You will receive an answer through email. If necessary, the support professional will call you. Support professional will only call you if it is necessary to understand the support issue. Most likely, you will receive an email response before any clarifying phone calls.

Cell phones are usually the best choice for the phone number.

**Support Wizard - Page 1 of 1**

Please submit your support request below. Provide as much information in the description as possible so that a support professional properly determine a response to your issue. Be sure to provide your email address and phone number. A support professional will contact you by email, and if unable to resolve your issue, may follow up with a phone call.

.....

Teacher Number: 999999

User ID: aforesters

Email Address: aforesters@msn.com

Phone Number: 217-698-0001

Support Topic: Log In and Account Issues

Description: I am having issues submitting my highly qualified application. When I complete step 4 of 6 of the HOUSSSE application I get an error that says I need to accumulate more points. I do not know how to get past this.

.....

SUBMIT - Submit the support request  
 CANCEL - Cancel the support request

Submit

## 2.0 Reviewing Credentials

You can click the **Credentials** toolbar button to display your teacher credentials.

You will see all the information the Oklahoma State Department of Education has in their database relating to your certification. Degrees, National Board certificates, Certificate Areas, Tests Passed, and Assigned Classes are all displayed. In addition, you will see a **Submit New Teaching Area Qualification** button. This button allows you to submit your highly qualified information for your certificate areas.

**OECS - Oklahoma Educator Credentialing System**  
 Oklahoma State Department of Education  
 Sandy Garrett, State Superintendent of Public Instruction

Teacher Number: 999999      Credential Summary - Frequently Asked Questions      Allen Foresters (Teacher)

Summary   Credentials   High Qualification Status   Profile   Help

Welcome to OECS  
4/8/2007

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Logout

**Credentials for Allen K Foresters**  
 Teacher Currently Employed at 57-I029-715 BARNSDALL, BARNSDALL HS

[Submit New Teaching Area Qualifications](#)

**Degrees On File**

State	Institution Description	Degree Type	Major	Degree Date
OK - Oklahoma	OU - University of Oklahoma	B - Bachelors	0000 - Not Assigned	
OK - Oklahoma	UCO - University of Central Oklahoma	M - Masters	0000 - Not Assigned	07/27/1984

**National Board Certificates On File**  
 No National Board Certificates On File

**Teaching Credential Areas**

Area Code	Area Description	Grade Level Code	Grade Level Description	Expires	Highly Qualified
1501	ELEMENTARY EDUCATION	93	Grades 1 to 8	06/30/2011	NOT HQ
2021	READING SPECIALIST	94	Kindergarten to Grade 12	06/30/2011	NOT HQ
6575	SOC STUDIES MID SCH	95	Grades 6 to 8 (Middle School)	06/30/2011	NOT HQ

**Tests Passed**  
 No Tests On File For Educator

**Assigned Classes**

Class Code	Class Description	HQ Status
1051	FIRST GRADE	NOT HQ

## 2.1 Degrees

The degrees on file are the first thing listed. This is not a complete list of your degrees. Currently, it is the first degree reported to the Oklahoma State Department of Education for each degree type held. So if you have more than one Master's degree, only the first one will be displayed. This issue will be resolved once OECS Phase II – Teacher Credentialing is completed. It is schedule for completion in the fall of 2007.

All degree majors are currently set to 0000 - Not Assigned. Phase II (again, due in the fall of 2007) will address this issue, and allow the degree majors to be completed online.

Degree dates are partially complete. Phase II will allow for degree dates to be entered if they are missing.

## **2.2 National Board Certificates (NBPTS)**

If you have completed the National Board of Professional Teaching Standards (NBPTS) certification process then your certificate will display in the National Board table. The Oklahoma State Department of Education only receives NBPTS completion information once per year. It is possible that your certificate will not display in the list if you completed it after the information was reported to us.

## **2.3 Certificate Areas**

The certificate areas listed are for all your held certificate areas. Please notice the far right column of the Credential Area table named Highly Qualified. This column will have one of three values; N/A, HQ, or Not HQ.

N/A means Not Applicable. This means that the credential area is not a core subject area requiring high qualification.

HQ means Highly Qualified. This means that the credential area is a core subject area and the teacher is considered to be highly qualified in the area.

Not HQ means Not Highly Qualified. This means that the credential area is a core subject area and the teacher is not considered to be highly qualified in the area. Please keep in mind that this does not mean that you are not highly qualified, but rather that we do not have enough information on file to know that you are highly qualified.

## **2.4 Tests Passed**

The Passed Tests table shows all tests on file that have been passed. These tests were automatically compared against your credential areas, and any core subject areas with a matching test were automatically marked HQ – Highly Qualified. Failed tests are not displayed in the list.

## **2.5 Assigned Classes**

If the teacher is currently the teacher of record in an Oklahoma Public School then the class assignment will be displayed in the Class table. Keep in mind that the class information is reported once per year so the classes may not be an exact match if they are reported in an earlier semester. Any areas you hold for which you are highly qualified, are automatically compared to your assigned classes. You are highly qualified in any class where you hold a highly qualified area that allows you to teach that class.

### 3.0 Getting Highly Qualified In Your Areas

You can become highly qualified in an area that you are not marked as highly qualified by selecting the **Submit New Teaching Area Qualification** button. This button allows you to record how you are highly qualified in a non highly qualified area.

Clicking the button starts the Highly Qualified Teacher wizard which will walk you through submitting your highly qualified credentials.

## OECS - Oklahoma Educator Credentialing System

Oklahoma State Department of Education  
Sandy Garrett, State Superintendent of Public Instruction

Teacher Number: 999999
Allen Foresters (Teacher)
Credential Summary - Frequently Asked Questions

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4/8/2007

Help Using OECS

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OECS User Manuals

Contact OECS Support

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Navigation

---

OSDE Home

Logout

Credentials for Allen K Foresters

Teacher Currently Employed at 57-1029-715 BARNSDALL, BARNSDALL HS

Submit New Teaching Area Qualifications

Degrees On File

State	Institution Description	Degree Type	Major	Degree Date
OK - Oklahoma	OU - University of Oklahoma	B - Bachelors	0000 - Not Assigned	
OK - Oklahoma	UCO - University of Central Oklahoma	M - Masters	0000 - Not Assigned	07/27/1984

National Board Certificates On File

No National Board Certificates On File

Teaching Credential Areas

Area Code	Area Description	Grade Level Code	Grade Level Description	Expires	Highly Qualified
1501	ELEMENTARY EDUCATION	93	Grades 1 to 8	06/30/2011	NOT HQ
2021	READING SPECIALIST	94	Kindergarten to Grade 12	06/30/2011	NOT HQ
6575	SOC STUDIES MID SCH	95	Grades 6 to 8 (Middle School)	06/30/2011	NOT HQ

Tests Passed

Assigned Classes

No Tests On File For Educator

Class Code	Class Description	HQ Status
1051	FIRST GRADE	NOT HQ

The screen below is displayed once the Highly Qualified Teacher Wizard is started. It is a confirmation screen that is used to verify your identity. All user actions are recorded, and all answers to wizards are recorded. This helps to prevent unauthorized access to your account by other users.

You should verify the information and then select Yes, the information is correct.

Click the **Next** button to see the next step of the wizard.

The screenshot shows a window titled "Highly Qualified Teacher Wizard - Page 1 of 3". The window has a light blue header with a question mark icon in the top right corner. The main content area has a light yellow background and contains the following text:

Qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

.....

You are submitting your qualifications that confirm your eligibility for a new Highly Qualified subject area. All user actions will be recorded during the completion of the Highly Qualified Teacher Wizard.

Please confirm that you are Allen K Foresters, and that your Teacher Number is 999999.

.....

YES - I confirm I am the person listed above  
 NO - I am not the person listed above  
 CANCEL - I do not want to continue the wizard

At the bottom right of the window, there is a blue button labeled "Next" with a white question mark icon.

Once you have verified your identity you will see the screen below. This screen shows all the credential areas that you are not currently considered to be highly qualified. Again, this does not mean that you are not highly qualified, but rather that the system does not currently have enough information to know that you are highly qualified.

By completing the wizard you are supplying the system with the information it needs to show that you are highly qualified.

Select the area in which you wish to become highly qualified. Once you do this mark that you Accept the entry

Click the **Next** button to see the next step of the wizard.

Highly Qualified Teacher Wizard - Page 2 of 3

Qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

All certificate areas in which you are eligible to submit highly qualified credentials are listed below. Please select one of the areas and continue the wizard.

Certificate Areas Not Highly Qualified		
Select	Area Code	Certificate Area Description
<input checked="" type="radio"/>	1501	ELEMENTARY EDUCATION
<input type="radio"/>	2021	READING SPECIALIST
<input type="radio"/>	6575	SOC STUDIES MID SCH

ACCEPT - Accept the entry above and continue the wizard  
 CANCEL - I do not want to continue the wizard

Next

### 3.1 Submitting Degree Qualifications

You are now given a choice of how you wish to become highly qualified. The screen below shows all the ways you can become highly qualified. This user manual will go through each option.

The first three options all relate to degrees. These options are all very similar.

Undergraduate Degree is the Major of your Bachelor's degree. Advanced Degree is the Major (or advanced degree area) of your Master's, Specialist's, or Doctorate degree. A Constructed Major is the accumulation of 32 semester hours of coursework in any area, at any number of institutions. The coursework can not be in the education area. In other words, it can not be on how to teach a subject. The hours have to be content on the subject.

For this example, we are selecting Undergraduate Major and Accepting the entry

Click the **Next** button to see the next step of the wizard.

Highly Qualified Teacher Wizard - Page 3 of 3

Qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

Teacher Area: 1501 - ELEMENTARY EDUCATION

There are a well defined set of methods that may be used to acquire highly qualified status in the selected area. They are listed below. Please select your method of becoming highly qualified below.

Options For Becoming Highly Qualified	
Select	Option Description
<input checked="" type="radio"/>	Undergraduate Major
<input type="radio"/>	Advanced Degree
<input type="radio"/>	Constructed Major
<input type="radio"/>	National Board of Professional Teaching Standards
<input type="radio"/>	High Objective Uniform State Standard of Evaluation (HOUSSE)

ACCEPT - Accept the entry above and continue the wizard  
 CANCEL - I do not want to continue the wizard

Next

The wizard is now going to collect the information about your degree major. The first step is to get the state that the degree was earned. If you are doing a constructed major this step is skipped.

Select the state in which your degree was earned and then Accept the entry.

Click the **Next** button to see the next step of the wizard.

**Undergraduate Degree Wizard - Page 1 of 5**

Undergraduate qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

.....

**Teacher Area: 1501 - ELEMENTARY EDUCATION**  
**HQT Option: Undergraduate Major**

.....

You have indicated that the new highly qualified teacher area was earned by:  
Undergraduate Major

Please select the state of the institution from the list below.

New York  
North Carolina  
North Dakota  
Ohio  
**Oklahoma**  
Oregon  
Pennsylvania  
Puerto Rico  
Rhode Island  
South Carolina

.....

ACCEPT - Accept the entry above and continue the wizard  
 CANCEL - I do not want to continue the wizard

**Next**

You will now get a list of institutions for the selected state. If you are doing a constructed major this step is skipped.

Select the institution in which your degree was earned and then Accept the entry.

Click the **Next** button to see the next step of the wizard.

**Undergraduate Degree Wizard - Page 2 of 5**

Undergraduate qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

**Teacher Area: 1501 - ELEMENTARY EDUCATION**  
**HQT Option: Undergraduate Major**  
**Institution State: Oklahoma**

You have indicated that the new highly qualified teacher area was earned by:  
Undergraduate Major

Please select the institution at which your degree was earned from the list below.

- Other Oklahoma College
- Phillips University
- Redlands Community College
- Rogers University
- Rose State College
- Seminole State College
- Southeast College of Christian Ministry
- Southern Nazarene University
- Southeastern Oklahoma State University**
- Southwestern Oklahoma State University

ACCEPT - Accept the entry above and continue the wizard  
 CANCEL - I do not want to continue the wizard

**Next**

You will now get a list of degree types, and an opportunity to enter the degree date. If you are doing a constructed major this step is skipped.

Select the degree type of your degree, the degree date, and then Accept the entry.

Click the **Next** button to see the next step of the wizard.

**Undergraduate Degree Wizard - Page 3 of 5**

Undergraduate qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

**Teacher Area: 1501 - ELEMENTARY EDUCATION**  
**HQT Option: Undergraduate Major**  
**Institution State: Oklahoma**  
**Institution: Southeastern Oklahoma State University**

You have indicated that the new highly qualified teacher area was earned by:  
Undergraduate Major

Please select the degree type from the list below. Also enter the date the degree was earned. Round off to the beginning of the month the degree was earned if necessary.

Bachelors

Date Degree Received: 05/23/2001 mm/dd/yyyy

ACCEPT - Accept the entry above and continue the wizard  
 CANCEL - I do not want to continue the wizard

Next

You will now get a list of degree majors that match your selected credential area. In the example below, our degree area is 1501 – Elementary Education. We see that the degree major is also Elementary Education. If you do not find an exact match then you should pick the closest wording to your actual degree major.

Select your degree major from the list and then Accept the entry.

Click the **Next** button to see the next step of the wizard.

**Undergraduate Degree Wizard - Page 4 of 5**

Undergraduate qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

**Teacher Area: 1501 - ELEMENTARY EDUCATION**  
HQT Option: Undergraduate Major  
Institution State: Oklahoma  
Institution: Southeastern Oklahoma State University  
Degree Type: Bachelors  
Degree Date: 05/23/2001

You have indicated that the new highly qualified teacher area was earned by:  
Undergraduate Major

Please select the major of the degree from the list below.

Elementary Education

ACCEPT - Accept the entry above and continue the wizard  
 CANCEL - I do not want to continue the wizard

Next

You will now see a review of the information you have entered.

Click the **Next** button to submit your highly qualified application.

**Undergraduate Degree Wizard - Page 5 of 5** 

Undergraduate qualifications to be submitted for:  
Educator: 999999- Foresters, Allen  
.....

You have entered the following information. Please review the information and confirm that it is accurate. Once you have verified the information the highly qualified credentials listed below will be submitted for review by the local school site principal.

**Teacher Area: 1501 - ELEMENTARY EDUCATION**  
**HQT Option: Undergraduate Major**  
**Institution State: Oklahoma**  
**Institution: Southeastern Oklahoma State University**  
**Degree Type: Bachelors**  
**Degree Date: 05/23/2001**  
**Degree Major: Elementary Education**  
.....

YES - The information above IS correct  
 NO - The information above IS NOT correct  
 CANCEL - I do not want to continue the wizard

**Next** 

Once you have submitted your application you will see a screen similar to the screen below. It will say that your application has been submitted for review. This means that the application is now on file and has been submitted to your local principal for approval.

You will notice that the area in which you applied for high qualification is now in a Pending status. Once it is approved it will change to HQ, for Highly Qualified.

## OECS - Oklahoma Educator Credentialing System

Oklahoma State Department of Education  
Sandy Garrett, State Superintendent of Public Instruction

Teacher Number: 999999 Allen Foresters (Teacher)

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Credentials for Allen K Foresters

Teacher Currently Employed at 57-1029-715 BARNSDALL, BARNSDALL HS

The application has been submitted for review

Degrees On File

State	Institution Description	Degree Type	Major	Degree Date
OK - Oklahoma	OU - University of Oklahoma	B - Bachelors	0000 - Not Assigned	
OK - Oklahoma	UCO - University of Central Oklahoma	M - Masters	0000 - Not Assigned	07/27/1984

National Board Certificates On File

No National Board Certificates On File

Teaching Credential Areas

Area Code	Area Description	Grade Level Code	Grade Level Description	Expires	Highly Qualified
1501	ELEMENTARY EDUCATION	93	Grades 1 to 8	06/30/2011	PENDING
2021	READING SPECIALIST	94	Kindergarten to Grade 12	06/30/2011	NOT HQ
6575	SOC STUDIES MID SCH	95	Grades 6 to 8 (Middle School)	06/30/2011	NOT HQ

Tests Passed

No Tests On File For Educator

Assigned Classes

Class Code	Class Description	HQ Status
1051	FIRST GRADE	NOT HQ

### 3.2 Submitting National Board (NBPTS) Qualifications

The screen below is the Highly Qualified Wizard screen that shows the different options available to become highly qualified. We will walk through how to enter that you completed National Board of Professional Teaching Standards (NBPTS) certification.

**Highly Qualified Teacher Wizard - Page 3 of 3** 

Qualifications to be submitted for:  
Educator: 999999- Foresters, Allen  
.....

**Teacher Area: 1501 - ELEMENTARY EDUCATION**  
.....

There are a well defined set of methods that may be used to acquire highly qualified status in the selected area. They are listed below. Please select your method of becoming highly qualified below.

Options For Becoming Highly Qualified	
Select	Option Description
<input type="radio"/>	Undergraduate Major
<input type="radio"/>	Advanced Degree
<input type="radio"/>	Constructed Major
<input checked="" type="radio"/>	National Board of Professional Teaching Standards
<input type="radio"/>	High Objective Uniform State Standard of Evaluation (HOUSSE)

.....

ACCEPT - Accept the entry above and continue the wizard  
 CANCEL - I do not want to continue the wizard

**Next** 

The first step after selecting the NPBTS highly qualified option is to indicate which certificate you earned. The screen will display a list of all the certificates that match your selected area. In the example below, our area is 1501 – Elementary Education. This area matches two NBPTS certificate types. They are both displayed in the list. If your certificate type is not listed then it probably is not appropriate for the area you have selected.

Select the NBPTS certificate type that you earned and then Accept the entry.

Click the **Next** button to see the next step of the wizard.

**NBPTS Credential Wizard - Page 1 of 2**

NBPTS qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

**Teacher Area: 1501 - ELEMENTARY EDUCATION**  
**HQT Option: National Board of Professional Teaching Standards**

You have indicated that the new highly qualified teacher area was earned by:  
National Board of Professional Teaching Standards

Please select the major of the degree from the list below.

- Generalist Early Childhood (Ages 3-8)
- Generalist Middle Childhood (Ages 7-12)**

ACCEPT - Accept the entry above and continue the wizard  
 CANCEL - I do not want to continue the wizard

**Next**

You will now see a review screen that documents the options you have selected.

Reviewed the information and mark it Accepted.

Click the **Next** button to submit your application.

**NBPTS Credential Wizard - Page 2 of 2**

NBPTS qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

You have entered the following information. Please review the information and confirm that it is accurate. Once you have verified the information the highly qualified credentials listed below will be submitted for review by the local school site principal.

**Teacher Area: 1501 - ELEMENTARY EDUCATION**  
**HQT Option: National Board of Professional Teaching Standards**  
**NBPTS Credential: Generalist - Middle Childhood (Ages 7-12)**

YES - The information above IS correct  
 NO - The information above IS NOT correct  
 CANCEL - I do not want to continue the wizard

**Next**

Once you have submitted your application you will see a screen similar to the screen below. It will say that your application has been submitted for review. This means that the application is now on file and has been submitted to your local principal for approval.

You will notice that the area in which you applied for high qualification is now in a Pending status. Once it is approved it will change to HQ, for Highly Qualified.

## OECS - Oklahoma Educator Credentialing System

Oklahoma State Department of Education  
Sandy Garrett, State Superintendent of Public Instruction

Teacher Number: 999999 Allen Foresters (Teacher)

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Credentials for Allen K Foresters

Teacher Currently Employed at 57-I029-715 BARNSDALL, BARNSDALL HS

Submit New Teaching Area Qualifications

The application has been submitted for review

Degrees On File

State	Institution Description	Degree Type	Major	Degree Date
OK - Oklahoma	OU - University of Oklahoma	B - Bachelors	0000 - Not Assigned	
OK - Oklahoma	UCO - University of Central Oklahoma	M - Masters	0000 - Not Assigned	07/27/1984

National Board Certificates On File

No National Board Certificates On File

Teaching Credential Areas

Area Code	Area Description	Grade Level Code	Grade Level Description	Expires	Highly Qualified
1501	ELEMENTARY EDUCATION	93	Grades 1 to 8	06/30/2011	PENDING
2021	READING SPECIALIST	94	Kindergarten to Grade 12	06/30/2011	NOT HQ
6575	SOC STUDIES MID SCH	95	Grades 6 to 8 (Middle School)	06/30/2011	NOT HQ

Tests Passed

No Tests On File For Educator

Assigned Classes

Class Code	Class Description	HQ Status
1051	FIRST GRADE	NOT HQ

### 3.3 Submitting HOUSSE Qualifications

The screen below is the Highly Qualified Wizard screen that shows the different options available to become highly qualified. We will walk through how to enter that you completed the High Objective Uniform State Standard of Evaluation (HOUSSE).

Highly Qualified Teacher Wizard - Page 3 of 3

Qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

**Teacher Area: 1501 - ELEMENTARY EDUCATION**

There are a well defined set of methods that may be used to acquire highly qualified status in the selected area. They are listed below. Please select your method of becoming highly qualified below.

Options For Becoming Highly Qualified	
Select	Option Description
<input type="radio"/>	Undergraduate Major
<input type="radio"/>	Advanced Degree
<input type="radio"/>	Constructed Major
<input type="radio"/>	National Board of Professional Teaching Standards
<input checked="" type="radio"/>	High Objective Uniform State Standard of Evaluation (HOUSSE)

ACCEPT - Accept the entry above and continue the wizard  
 CANCEL - I do not want to continue the wizard

Next

The first question of the HOUSSE wizard is whether or not you are a Special Education teacher. Keep in mind that you are only considered a special education teacher if you provide direct instruction in a core academic subject area and are the teacher of record.

This question is important because the HOUSSE options are different for Special Education teachers.

Indicate your Special Education status.

Click the **Next** button to submit your application.

The screenshot shows a window titled "High Objective Uniform State Standard of Evaluation Wizard - Page 1 of 4". The content area has a yellow background and contains the following text:

HOUSSE qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

.....

**Teacher Area: 1501 - ELEMENTARY EDUCATION**

.....

The requirements to become highly qualified are different if you teach children with special needs.

Are you a certified special education teacher who provides direct instruction in a core academic subject and are the teacher of record?

.....

YES - I am  
 NO - I am not  
 CANCEL - I do not want to continue the wizard

At the bottom right of the window is a blue button labeled "Next" with a circular icon containing four white dots.

The next step of the HOUSSE wizard a list of the different categories you can do to accumulate points. In order to qualify to become highly qualified by HOUSSE you must accumulate 100 points in any combination of several different categories.

These categories are the same categories that are listed across the top of the columns on the paper HOUSSE form. Again, you can accumulate 100 points in any combination of the categories. For our example we will be entering points in three of the categories. The first category is College Course work.

Mark college coursework and Accept the entry.

Click the **Next** button to continue to the next wizard step.

**High Objective Uniform State Standard of Evaluation Wizard - Page 2 of 4** ?

HOUSSE qualifications to be submitted for:  
 Educator: 999999- Foresters, Allen

---

**Teacher Area: 1501 - ELEMENTARY EDUCATION**  
**HQT Option: High Objective Uniform State Standard of Evaluation (HOUSSE)**  
**Special Ed Status: YES**

---

You have indicated that the new highly qualified teacher area was earned by: High Objective Uniform State Standard of Evaluation (HOUSSE)

In order to qualify to become highly qualified using HOUSSE you must accumulate at least 100 points in any combination of the following areas. Please select your area to continue the entry of your HOUSSE points.

HOUSSE Options Available	
Select	HOUSSE Option
<input checked="" type="radio"/>	Coursework in the Core Academic Subject Area
<input type="radio"/>	Years of Satisfactory Teaching Experience
<input type="radio"/>	Service in the Content Area
<input type="radio"/>	Legislative Authorized Academic Institute
<input type="radio"/>	Legislative Authorized Professional Development
<input type="radio"/>	Achievement of Students Taught
<input type="radio"/>	National Board Certification

---

ACCEPT - Accept the entry above and continue the wizard  
 CANCEL - I do not want to continue the wizard

Next

The next screen will show a complete description of the selected HOUSSE category. It will describe eligibility for the activity along with how many points the activity is worth. At the bottom of the screen will be an area for you to enter details for the selected category. In this case, we selected college course work so the screen is asking us for the number of semester hours. Enter the number of semester hours and Accept the entry. In this case we have entered 10 semester hours.

Click the **Next** button to continue to the next wizard step.

High Objective Uniform State Standard of Evaluation Wizard - Page 3 of 4

HOUSSE qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

Teacher Area: 1501 - ELEMENTARY EDUCATION  
HQT Option: High Objective Uniform State Standard of Evaluation (HOUSSE)  
Special Ed Status: YES  
HOUSSE Entry Option: Coursework in the Core Academic Subject Area

You have selected the following HOUSSE option. Please review the information and enter the appropriate number of points toward your accumulation of 100 point.

**HOUSSE Option**

Coursework in the Core Academic Subject Area

**Description**

Must be content-specific to core academic subject area

Semester hours of coursework with a grade of "C" or better in

- English
- Reading/Language Arts
- Mathematics
- Science
- Foreign Language
- Social Studies
- Art
- Music

An EDUC/CIED or any other education prefix is not acceptable except for reading hours.

Credits earned using the College Level Examination Program (CLEP) are acceptable provided they are reflected on the official transcript.

Also

Semester hours of content coursework taught in an institution of higher education are acceptable

**Points**

\* 4 points per semester hour earned or taught

**Entry**

Please enter number of semester hours:

ACCEPT - Accept the entry above and continue the wizard  
 CANCEL - I do not want to continue the wizard

Next

The next step of the HOUSSE wizard shows us how many points we have accumulated. We have only entered in college coursework. We entered 10 semester hours. Since each semester hour is worth 4 points we have accumulated a total of 40 points.

We have not accumulated 100 points. Because of this, the screen defaults to continue entering points.

Click the **Next** button to continue to the next wizard step.

**High Objective Uniform State Standard of Evaluation Wizard - Page 4 of 4**

HOUSSE qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

Please review the submitted HOUSSE points below. If you are finished entering the application then submit it, otherwise continue the entry process.

By submitting the HOUSSE application, you are attesting that all information has been entered correctly and accurately portrays your background and experience.

Non HQ Credential Areas			
Entered	Description	Max	Total
40	Coursework in the Core Academic Subject Area	N/A	40
0	Years of Satisfactory Teaching Experience	49	0
0	Service in the Content Area	20	0
0	Academic Institute or Professional Development	30	0
0	Achievement of Students Taught	20	0
0	National Board Certification	30	0
	Total Accumulated Points:		40

CONTINUE - Continue entering HOUSSE information  
 SUBMIT - I have completed the HOUSSE, please submit it  
 CANCEL - I do not want to continue the wizard

**Next**

We are now returned to the screen where we can select addition categories. In the event we made a mistake, we could just reselect the previously entered category and reenter the correct value.

For our example we will now select Years of Teaching Experience and Accept the entry.

Click the **Next** button to continue to the next wizard step.

**High Objective Uniform State Standard of Evaluation Wizard - Page 2 of 4**

HOUSSE qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

.....

**Teacher Area: 1501 - ELEMENTARY EDUCATION**  
**HQT Option: High Objective Uniform State Standard of Evaluation (HOUSSE)**  
**Special Ed Status: YES**

.....

You have indicated that the new highly qualified teacher area was earned by: High Objective Uniform State Standard of Evaluation (HOUSSE)

In order to qualify to become highly qualified using HOUSSE you must accumulate at least 100 points in any combination of the following areas. Please select your area to continue the entry of your HOUSSE points.

HOUSSE Options Available	
Select	HOUSSE Option
<input type="radio"/>	Coursework in the Core Academic Subject Area
<input checked="" type="radio"/>	Years of Satisfactory Teaching Experience
<input type="radio"/>	Service in the Content Area
<input type="radio"/>	Legislative Authorized Academic Institute
<input type="radio"/>	Legislative Authorized Professional Development
<input type="radio"/>	Achievement of Students Taught
<input type="radio"/>	National Board Certification

.....

ACCEPT - Accept the entry above and continue the wizard  
 CANCEL - I do not want to continue the wizard

**Next** 

The next screen again shows a complete description of the selected HOUSSE category. In this case, teaching experience is entered for three different periods. We have entered 3, 2, and 11 in the example below.

Click the **Next** button to continue to the next wizard step.

High Objective Uniform State Standard of Evaluation Wizard - Page 3 of 4

HOUSSE qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

Teacher Area: 1501 - ELEMENTARY EDUCATION  
HQT Option: High Objective Uniform State Standard of Evaluation (HOUSSE)  
Special Ed Status: YES  
HOUSSE Entry Option: Years of Satisfactory Teaching Experience

You have selected the following HOUSSE option. Please review the information and enter the appropriate number of points toward your accumulation of 100 point.

**HOUSSE Option**

Years of Satisfactory Teaching Experience in an Accredited School

**Description**

**Must be employed as a fulltime teacher or special education teacher, teaching the core academic subjects any portion of the day including co-teaching**

Rationale:

- A. State-mandated professional development, 1981
- B. State-mandated uniform teacher evaluation system, 1986
- C. State implemented Priority Academic Student Skills (PASS) objectives, 1993

**Points**

**Must be employed as a full time teacher, teaching the core academic subjects any portion of the day.**

**Description**

Rationale:

- A. State-mandated professional development in 1981
- B. State-mandated uniform teacher evaluation system, 1986
- C. State Priority Academic Student Skills (PASS) objectives, 1993

**Entry**

Please enter Years Exp. (Fall 1981 - Spring 1986):

Please enter Years Experience (Fall 1986 - spring 1993):

Please enter Years Experience (Fall 1993 - To Present):

ACCEPT - Accept the entry above and continue the wizard

CANCEL - I do not want to continue the wizard

Next

We again are returned to the overview of our total points entered. Since we have entered two categories we are now at 80 total points. We are still not at 100 points so the system defaults to continue entering points.

Click the **Next** button to continue to the next wizard step.

**High Objective Uniform State Standard of Evaluation Wizard - Page 4 of 4** 

HOUSSE qualifications to be submitted for:  
Educator: 999999- Foresters, Allen  
.....

Please review the submitted HOUSSE points below. If you are finished entering the application then submit it, otherwise continue the entry process.

By submitting the HOUSSE application, you are attesting that all information has been entered correctly and accurately portrays your background and experience.

Non HQ Credential Areas			
Entered	Description	Max	Total
40	Coursework in the Core Academic Subject Area	N/A	40
40	Years of Satisfactory Teaching Experience	49	40
0	Service in the Content Area	20	0
0	Academic Institute or Professional Development	30	0
0	Achievement of Students Taught	20	0
0	National Board Certification	30	0
	Total Accumulated Points:		80

.....

CONTINUE - Continue entering HOUSSE information  
 SUBMIT - I have completed the HOUSSE, please submit it  
 CANCEL - I do not want to continue the wizard

**Next** 

We are again returned to the category entry screen. We will enter one more category that will allow us to accumulate 100 points. This time we will enter points for Service in the Content Area.

Click the **Next** button to continue to the next wizard step.

**High Objective Uniform State Standard of Evaluation Wizard - Page 2 of 4**

HOUSSE qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

**Teacher Area: 1501 - ELEMENTARY EDUCATION**  
**HQT Option: High Objective Uniform State Standard of Evaluation (HOUSSE)**  
**Special Ed Status: YES**

You have indicated that the new highly qualified teacher area was earned by: High Objective Uniform State Standard of Evaluation (HOUSSE)

In order to qualify to become highly qualified using HOUSSE you must accumulate at least 100 points in any combination of the following areas. Please select your area to continue the entry of your HOUSSE points.

HOUSSE Options Available	
Select	HOUSSE Option
<input type="radio"/>	Coursework in the Core Academic Subject Area
<input type="radio"/>	Years of Satisfactory Teaching Experience
<input checked="" type="radio"/>	Service in the Content Area
<input type="radio"/>	Legislative Authorized Academic Institute
<input type="radio"/>	Legislative Authorized Professional Development
<input type="radio"/>	Achievement of Students Taught
<input type="radio"/>	National Board Certification

ACCEPT - Accept the entry above and continue the wizard  
 CANCEL - I do not want to continue the wizard

**Next**

We again are presented a screen that describes this category in detail. We will indicate that we have completed two or more of the listed items for a total of 20 points.

Click the **Next** button to continue to the next wizard step.

High Objective Uniform State Standard of Evaluation Wizard - Page 3 of 4

HOUSSE qualifications to be submitted for:  
Educator: 999999- Foresters, Allen

Teacher Area: 1501 - ELEMENTARY EDUCATION  
HQT Option: High Objective Uniform State Standard of Evaluation (HOUSSE)  
Special Ed Status: YES  
HOUSSE Entry Option: Service in the Content Area

You have selected the following HOUSSE option. Please review the information and enter the appropriate number of points toward your accumulation of 100 point.

**HOUSSE Option**

Service in the Content (Early Childhood Education or Elementary Education) Area

**Description**

**Must be content-specific to core academic subject area**

Served as a:

- Department chair/team leader in a content area
- Mentor teacher in a content area
- Cooperating teacher for intern/student teacher in a content area
- Academic club sponsor
- Academic judge
- Membership in a regional, state, or national professional content organization
- Officer in a regional, state, or national professional content organization
- Committee member on a local, state, or national committee to develop, select, evaluate, or validate content standards, curriculum, or assessments. Example: Curriculum Access Resource Guide (CARG) - Other (provide documentation)

**Points**

- \* 10 points for any **one** item
- \* 20 points for **two or more** items

Documentation Required

Maximum of 20 points

**Entry**

- There are no service points to record
- 10 points for any one item
- 20 points for two or more items

ACCEPT - Accept the entry above and continue the wizard

CANCEL - I do not want to continue the wizard

Next

We are again presented with the summary points screen. However, since we have now accumulated 100 points the screen has defaulted to Submit the application.

Click the **Next** button to submit the HOUSSE application.

**High Objective Uniform State Standard of Evaluation Wizard - Page 4 of 4** 

HOUSSE qualifications to be submitted for:  
Educator: 999999- Foresters, Allen  
.....

Please review the submitted HOUSSE points below. If you are finished entering the application then submit it, otherwise continue the entry process.

By submitting the HOUSSE application, you are attesting that all information has been entered correctly and accurately portrays your background and experience.

Non HQ Credential Areas			
Entered	Description	Max	Total
40	Coursework in the Core Academic Subject Area	N/A	40
40	Years of Satisfactory Teaching Experience	49	40
20	Service in the Content Area	20	20
0	Academic Institute or Professional Development	30	0
0	Achievement of Students Taught	20	0
0	National Board Certification	30	0
	Total Accumulated Points:		100

.....

CONTINUE - Continue entering HOUSSE information  
 SUBMIT - I have completed the HOUSSE, please submit it  
 CANCEL - I do not want to continue the wizard

**Next** 

Once you have submitted your application you will see a screen similar to the screen below. It will say that your application has been submitted for review. This means that the application is now on file and has been submitted to your local principal for approval.

You will notice that the area in which you applied for high qualification is now in a Pending status. Once it is approved it will change to HQ, for Highly Qualified.

## OECS - Oklahoma Educator Credentialing System

Oklahoma State Department of Education  
Sandy Garrett, State Superintendent of Public Instruction

Teacher Number: 999999 Allen Foresters (Teacher)

[Credential Summary](#) - [Frequently Asked Questions](#)

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Credentials for Allen K Foresters

Teacher Currently Employed at 57-I029-715 BARNSDALL, BARNSDALL HS

The application has been submitted for review

Degrees On File

State	Institution Description	Degree Type	Major	Degree Date
OK - Oklahoma	OU - University of Oklahoma	B - Bachelors	0000 - Not Assigned	
OK - Oklahoma	UCO - University of Central Oklahoma	M - Masters	0000 - Not Assigned	07/27/1984

National Board Certificates On File

No National Board Certificates On File

Teaching Credential Areas

Area Code	Area Description	Grade Level Code	Grade Level Description	Expires	Highly Qualified
1501	ELEMENTARY EDUCATION	93	Grades 1 to 8	06/30/2011	PENDING
2021	READING SPECIALIST	94	Kindergarten to Grade 12	06/30/2011	NOT HQ
6575	SOC STUDIES MID SCH	95	Grades 6 to 8 (Middle School)	06/30/2011	NOT HQ

Tests Passed

No Tests On File For Educator

Assigned Classes

Class Code	Class Description	HQ Status
1051	FIRST GRADE	NOT HQ

### 3.4 Reviewing Your Application Status

You can check on the status of your submitted application by selecting the High Qualification Status toolbar menu. This menu will display the screen shown below. All areas will be displayed along with all application that have been submitted and their current status.

The applications are listed in descending order by submission date so that the most recently submitted applications are displayed first.

We also have the option to submit additional applications if we hold other areas in which we are not yet considered highly qualified.

You can review the application details for any given application by clicking the Review link to the right of the application.

**OECS - Oklahoma Educator Credentialing System**  
Oklahoma State Department of Education  
Sandy Garrett, State Superintendent of Public Instruction

Teacher Number: 999999
Allen Foresters (Teacher)
Highly Qualified Summary - Frequently Asked Questions

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**Credentials for Allen K Foresters**

Teacher Currently Employed at BARNSDALL , BARNSDALL HS

**Teaching Credential Areas**

Area Code	Area Description	Expires	HQ Status
1501	ELEMENTARY EDUCATION	06/30/2011	PENDING
2021	READING SPECIALIST	06/30/2011	NOT HQ
6575	SOC STUDIES MID SCH	06/30/2011	NOT HQ

**Highly Qualified Applications**

Area Code	Area Description	Submitted	Type	Status	Approval Level	Review
1501	ELEMENTARY EDUCATION	4/8/2007 8:50:13 PM	High Objective Uniform State Standard of Evaluation (HOUSSE)	Pending	School Site Principal	<a href="#">Review</a>

In the example below we have clicked the review link. We can now see all the information for the selected application, including the approval information.

Any approvals that have been performed will show on this screen as soon as they occur. You can also withdraw your application if you change your mind or make a mistake.

Applications can not be withdrawn after they have been approved.

## OECS - Oklahoma Educator Credentialing System

Oklahoma State Department of Education  
Sandy Garrett, State Superintendent of Public Instruction

Teacher Number: 999999
Allen Foresters (Teacher)

Highly Qualified Application Detail - Frequently Asked Questions

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Credentials for Allen K Foresters

Teacher Currently Employed at BARNSDALL , BARNSDALL HS

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Highly Qualified Applications

Area Code	Area Description	Submitted	Type	Status	Approval Level	Withdraw
1501	ELEMENTARY EDUCATION	4/8/2007 8:50:13 PM	High Objective Uniform State Standard of Evaluation (HOUSSE)	Pending	School Site Principal	<a href="#" style="color: white; text-decoration: none;">Withdraw</a>

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Approvals For Application

No Approvals On File