

VERIFICATION OF HIGHLY QUALIFIED STATUS BY A STATE AGENCY

TO THE APPLICANT: FILL IN THE INFORMATION ABOVE THE BROKEN LINE. PLEASE TYPE OR PRINT.

last name	first name	middle name	maiden
street address		city	state
			zip code
social security number		date of birth (month, day, year)	

TO THE STATE EDUCATION AGENCY LICENSURE OFFICER:

Please complete the information below as it applies to the above-named applicant for NC teacher licensure and return to the individual at the address above.

☐ The applicant is highly qualified for licensure in _____ based
on meeting our state's testing requirement for that subject/area on _____.
Subject/area/grade level date

☐ The applicant is highly qualified for licensure in _____ based
on meeting the HOUSSE Standard of this state on _____.
Subject/area/grade level date

Designated State Licensure Officer (*print name*)

Signature Date

State

Email address

Form OS-HQ Instructions

Note: Completion of this form is not mandatory. However, effective July 1, 2006, all individuals teaching core academic subjects must be “highly qualified” based on criteria defined in the federal No Child Left Behind legislation. The information requested on this form can be used in making the determination regarding your “highly qualified” status and may be a critical factor in determining your eligibility for employment.

- ☐ Fill in your complete personal information in the boxes above the broken line.
- ☐ Send the form to the certification/licensure office in the Department of Education of the state in which you are a fully licensed and highly qualified teacher.
- ☐ The certification/licensure office in that state must complete the information below the broken line and return the form to you. **Do not ask them to submit the form directly to the NC Licensure Section. It must be returned to you so that you can include it in your NC licensure application packet.**
- ☐ Upon receipt of the completed form, please include it in your initial application packet for NC teacher licensure and submit the entire packet to the address indicated in the packet instruction.
- ☐ Note: If you are a newly hired teacher in a NC school system, you may submit this form, along with your complete application packet to the personnel office of your school system. That office will include their Verification of Employment form and submit your packet to the Licensure Section for processing.