

2009-2010 Sponsored PRAXIS Test Registration for New Special Education Teachers to Become Highly Qualified In Language Arts, Mathematics, or Science

State Personnel Development Grant (SPDG) funds have been designated to assist “new” special education teachers to become highly qualified in content areas of language arts, mathematics, or science. This is in response to the Individuals with Disabilities Education Improvement Act (IDEA) 2004 requirements for special educators to meet No Child Left Behind (NCLB) Act of 2000 regulations, requiring all special education teachers to be “highly qualified” in the core academic subjects they teach to children with disabilities. New special education teachers must be “highly qualified” in language arts, mathematics, or science when hired. Minnesota requires a PRAXIS II content test to demonstrate “highly qualified.”

During the 2009-2010 school year, the Minnesota Department of Education (MDE) is providing a *one-time* opportunity for certain special education teachers to take one PRAXIS II content test in language arts, mathematics, or science. MDE will pay one registration and test fee directly to Educational Testing Service (ETS) for individuals approved by MDE to participate.

Who is eligible?

1. **Teacher candidates enrolled in their first special education teacher licensure program (in one of the licensure fields listed below*) with a completion date during the 2009-10 school year, including summer 2010.** They are eligible to participate when:
 - Their enrollment status and completion dates are verified by the designated college/university representative of an approved Minnesota special education teacher preparation program.
 - MDE verifies that they had never been assigned a special education teaching assignment in Minnesota while holding a full professional special education license. (See instructions for teacher candidates for more information.)
2. **A new special education teacher hired for the 2009-10 school year needing to meet federal “highly qualified” requirements in mathematics, language arts, or science.** “New special education teacher” is defined as a teacher is hired for the 2009-2010 school year by a Minnesota public school district or charter school for his/her first special education position in this state and whose license includes one of the special education licensure fields listed below.*

IDEA 2004 also identifies a general education teacher as a new special education teacher when the teacher has added his/her first special education license and is hired or reassigned by a school district or charter school for his/her first special education position. They are eligible to participate when:

- Their date of hire and special education assignment status are verified by a district or charter school administrator.
- MDE verifies that they had never been assigned a special education teaching assignment in Minnesota while holding a full professional special education license. (See instructions for new Minnesota special education teachers.)

- * Special Education Licensure Fields:**
- Blind or Visually Impaired (BVI)
 - Deaf or Hard of Hearing (DHH)
 - Developmental Disabilities (DD)
 - Emotional Behavioral Disorders (EBD)
 - Learning Disabilities (LD)
 - Oral/Aural Deaf Education (O/A)
 - Physical and Health Disabilities (PHD)

Which PRAXIS II content test may be taken?

An eligible teacher or an enrolled student may take *one* of the following tests approved for this grant. **Please note the level of “highly qualified” status for each content test.**

To verify “highly qualified” for K-12:

- 10041 English, Language, Literature, and Composition: Content Knowledge
- 10061 Mathematics: Content Knowledge
- 20235 Science – Biology: Content Knowledge
- 20245 Science – Chemistry: Content Knowledge
- 20571 Science – Earth Science: Content Knowledge
- 10265 Science – Physics: Content Knowledge

To verify “highly qualified” for K-8 only:

- 10049 Middle School English Language Arts: Content Knowledge
- 20069 Middle School Mathematics: Content Knowledge
- 10439 Middle School Science: Content Knowledge

To verify “highly qualified” for K-6 only:

- 10014 Elementary Education: Content Knowledge

Example: a special education teacher in grades 9-12 must take one of the tests that are indicated as “highly qualified” for K-12. The only exception: a teacher of students with moderate to severe-profound cognitive disabilities in a secondary setting may demonstrate highly qualified by taking the Elementary Education: Content Knowledge test instead.

Please see the Minnesota State Plan for Federal “Highly Qualified” Teacher Requirements (Revised September 20, 2006) located on the Minnesota Department of Education’s Website for more information.

When can I take a test?

ETS Test Date	MDE deadline for receipt of PRAXIS registration forms	MDE deadline for receipt of verification form by email from college/university or district/charter school
9/12/09	8/4/09	8/3/09
11/14/09	10/5/09	9/28/09
1/9/10	11/30/09	11/23/09
3/13/10	2/1/10	1/25/10
4/24/10	3/15/10	3/8/10
6/12/10	5/3/10	4/26/10
7/24/10	6/14/10	6/7/10

How do I register?

Teacher Candidates:

1. If you will be completing your preparation program in the fall 2009, spring 2010, or summer 2010 semesters; check with your college/university advisor to see if your name was listed on the college/university's eligibility verification form submitted by email to sue.koehler@state.mn.us. The verification form must be received by Sue Koehler by the deadline listed in the chart above.
2. Complete the 2009-10 PRAXIS Registration Form found on the ETS Website at <http://www.ets.org/Media/Tests/PRAXIS/pdf/01361reg.pdf>. Be sure to sign and complete the statement at the bottom of page 4.
3. Complete and attach the registration cover sheet (see page 6).
4. Mail the registration cover sheet and registration form to Sue Koehler, PRAXIS Project - Educator Licensing, Minnesota Department of Education, 1500 W. Highway 36, Roseville, MN 55113. Allow enough time for it to be received by the MDE registration deadline (which is 10 days prior to the ETS registration deadline).

New Special Education Teachers:

1. Please check with your district/charter school administrator to see if your name was listed on the district/charter school's eligibility verification form submitted by email to sue.koehler@state.mn.us. The verification form must be received by Sue Koehler by the deadline listed in the chart above.
2. Complete the 2009-10 PRAXIS Registration Form found on the ETS Website at <http://www.ets.org/Media/Tests/PRAXIS/pdf/01361reg.pdf>. Be sure to sign and complete the statement at the bottom of page 4.
3. Complete and attach the registration cover sheet (see page 6).
4. Mail the registration cover sheet and registration form to Sue Koehler, PRAXIS Project - Educator Licensing, Minnesota Department of Education, 1500 W. Highway 36, Roseville, MN 55113. Allow enough time for it to be received by the MDE registration deadline (which is 10 days prior to the ETS registration deadline).

Verification of Eligibility

By a Minnesota college/university with special education teacher preparation programs:

1. Please submit information about each teacher candidate who will be completing his/her first special education licensure program in 2009-10, including summer 2010 using the Excel document labeled “2009-10 PRAXIS Project Eligibility Verification” found on the Minnesota Department of Education’s Website at http://education.state.mn.us/MDE/Teacher_Support/Educator_Licensing/Highly_Qualified_Teacher_Require_MN_State_Plan/index.html. Enter the following required information about each teacher candidate in the white and yellow shaded cells: Last Name, First Name, birth date (to distinguish from other individuals with similar names), File Folder Number (if licensed), your institution’s name, the expected completion date in 2009-10, and the special education licensure program (BVI, DD, DHH, EBD, LD, O/A, PHD). For an example, please refer to Sample A on the Excel document.
2. Please rename the file by adding your institution’s name and today’s date to the end of the file name (2009-10 PRAXIS Project Eligibility Verification – institution’s name and today’s date) and save it to your computer for your records.
3. Send the file via email to sue.koehler@state.mn.us with the title of the file in the subject line and your contact information in the body of the email.
4. If more eligible candidates are identified during the school year, please submit a new list with only those individuals listed.

By a Minnesota school district/charter school:

1. Please submit information about each teacher holding a full professional license in special education in BVI, DD, DHH, EBD, LD, O/A or PHD who has been assigned his/her first special education teacher assignment using the Excel document labeled “2009-10 PRAXIS Project Eligibility Verification” found on the Minnesota Department of Education’s Website at http://education.state.mn.us/MDE/Teacher_Support/Educator_Licensing/Highly_Qualified_Teacher_Require_MN_State_Plan/index.html. Enter the following required information about each teacher in the white and green shaded cells: Last Name, First Name, birth date (to distinguish from other individuals with similar names), File Folder Number (if licensed), your district’s or charter school’s name, your six digit district number, the teacher’s date of hire, and his/her special education assignment (BVI, DD, DHH, EBD, LD, O/A, PHD). For an example, please refer to Sample B on the Excel document.
2. Please rename the file by adding your district’s or charter school’s name and today’s date to the end of the file name (2009-10 PRAXIS Project Eligibility Verification – district’s or charter school’s name and today’s date) and save it to your computer for your records.
3. Send the file via email to sue.koehler@state.mn.us with the title of the file in the subject line and your contact information in the body of the email.
4. If new special education teachers are hired during the school year, please submit a new list with only those individuals listed.

Frequently asked questions:

How will I know that I am registered?

Registration forms must be complete and received in accordance with procedures and deadline dates. MDE will verify eligibility for the project and if eligible MDE will forward registration to ETS. ETS will contact registrants directly and provide an exam admission ticket. One week prior to the registration deadline, each candidate may send an email to sue.koehler@state.mn.us to confirm that registration materials have been received. Candidates requesting confirmation should list the test date and the words **“PRAXIS PROJECT Registration”** in the email subject line. A standard reply will be sent two-three days prior to the registration deadline.

What if I submit my registration and then am not able to take the test on that date?

If you notify MDE and ETS at least 24 hours prior to the test date, MDE will not be charged, and you may register for the test at a later scheduled test date. If you do not notify MDE and/or ETS in time, or are a “no-show” for the test, MDE will pay as designated, and you will not be eligible at a later date to have a test paid for by MDE.

What do I do in case of weather emergency or if I need to cancel or reschedule?

Candidates should notify both MDE and ETS in either case by:

1. Calling ETS directly at 1-800-772-9476.
2. Sending an e-mail notification to both Sue Koehler at the Minnesota Department of Education sue.koehler@state.mn.us and Donna Ott at Educational Testing Service dott@ets.org.

May I register for other PRAXIS tests on the same registration form?

No. You must submit registration and payment for other PRAXIS tests directly to ETS. Please be aware the MDE cannot reimburse you for PRAXIS tests you register for directly, or for tests you have already taken.

What if I took the Mathematics test (which I paid for by myself) and did not achieve a passing score? May I take the test again or take a different test from the specified list without cost?

Yes, if you meet the eligibility requirements. You may use this one-time opportunity to take the same test or one of the other specified content tests.

If you have any additional questions, please contact Sue Koehler:

Email: sue.koehler@state.mn.us

Phone: (651) 582-8867

Cover Sheet for PRAXIS PROJECT Registration Form

(PLEASE PRINT)

Information about you:

Name	File folder number
E-mail address	Daytime telephone number ()
College/university where special education preparation program was/will be completed and completion date	

I am:

- enrolled in my first special education teacher preparation program (list college below).
- in my first year teaching special education in Minnesota (list district below).

Information about the college/university/district verifying your status:

College/university or school district	Contact name
Contact e-mail address	Daytime telephone number ()

How I heard about this opportunity: (please check all that apply)

- Minnesota Department of Education's Website
- My college/university (advisor, flyer, instructor, _____)
- My school district
- Mailing insert with my teaching license

Be sure to review your registration form for completion:

- Have you handwritten the statement near the bottom of page four?
- Is your signature on the form?

Please attach this page to your registration form and return to:

Sue Koehler
PRAXIS Project / Educator Licensing
Minnesota Department of Education
1500 W. Highway 36
Roseville, MN 55113