

HAWAII DEPARTMENT OF EDUCATION

Hawaii Qualified Teacher

HQ Professional Development Plan Resource Guide School Year 2018-2019

The HQ Professional Development Plan (PDP) is an optional tool that teachers may choose to use to outline activities that will help them become ESSA Hawaii qualified. Although the HQ PDP is optional, completion of a plan is recommended, especially for those teachers seeking reimbursement for professional development activities that will enable them to meet HQ requirements.

School principals oversee the development and implementation of PDPs for teachers who have not met the designation of Hawaii qualified. The plan, developed jointly with the teacher, should include quarterly activities leading towards earning HQ designation in the content area identified, as well as the support that the school and complex area will provide to assist the teacher in carrying out the plan.

The PDP is submitted to and approved by the school principal. Teachers who are not Hawaii qualified in multiple content areas should work towards HQ status in at least one content area per year. Final approval of the Professional Development Plan will be reflected on the teacher's HQT Status Report via the eHR for HQ website at http://hqt.k12.hi.us.

Professional Development Plans are completed online via the PDE³ website at https://pde3.k12.hi.us. Before the teacher initiates their plan online, they should first consult with their school principal, as he/she will be required to complete the review and approval of the plan online as well.

The following are some suggestions and sample PDP forms to assist in writing a complete and acceptable professional development plan. The plan should outline quarterly activities that demonstrate active pursuit of HQ status, and address one NHQ content area for which the teacher is not Hawaii qualified.

- I. FOR A TEACHER WITHOUT A STATE APPROVED TEACHER EDUCATION PROGRAM (SATEP), include:
 - A. Date of enrollment into a SATEP, name of SATEP college, and anticipated completion date

II. FOR A TEACHER WITH A SATEP BUT NO LICENSE, include:

- A. HTSB requirements for licensure
- B. Target date to achieve each requirement
- C. Target date for submission of license application

III. FOR A SPED TEACHER WITH NO SPED LICENSE, include:

- A. HTSB requirements for SPED license
- B. Target date to achieve each requirement
- C. Praxis II exam number and date
- D. Target date for submission of license application

- IV. FOR A LICENSED TEACHER, but NHQ in one or more subjects currently teaching, include:
 - A. Praxis II exam number and date of test administration, OR
 - B. Target date of activities for HQ points, including course name(s) and number(s)

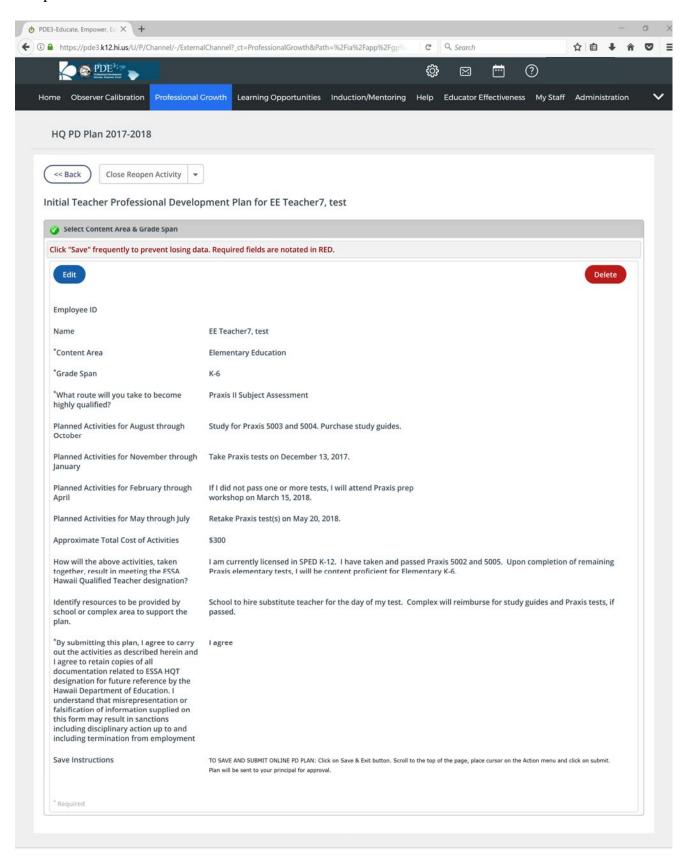
Example 1:

- Qtr 1 Register for Windward Praxis 435 workshop
- Qtr 2 Attend Windward Praxis workshop, November 7, 2018
- Qtr 3 Take Praxis 435, content knowledge, General Science 6-12 on January 12, 2019
- Qtr 4 Will retake Praxis in May 2019 if did not pass
 - How activities will result in HQ status: Passing Praxis 435 = HQ Science 6-12
 - Resources provided by school or complex area to support the plan: School will reimburse \$25.00 for Praxis workbook and \$130 for passing Praxis 435

Example 2:

- Qtr 1 Register for PDE³ course SCI53080=11 HQ pts; begin July 2018
- Qtr 2 Complete course Dec 2018
- Otr 3 Will submit ESSA rubric docs and form DOE OTM 700-001 in Dec 2018
 - How activities will result in HQ status: 70 accumulated pts + 11 pts PDE³ course will equal 81 HQ pts, and an HQ in Science 6-12 (A minimum of 75 pts is required for the ESSA rubric.)
 - Resources provided by school or complex area to support the plan: School will reimburse \$50.00 for PDE³ course
- V. TEACHER ADDING A FIELD to expand license to include another grade span, include:
 - A. HTSB requirements for adding a field
 - B. Target date to achieve each requirement
 - C. Target date for submission of license application

Sample online PDP #1



Sample online PDP #2

