



**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 PDE<sup>3</sup> 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

Example2:

Qtr 1 - Register for PDE<sup>3</sup> course SCI53080=11 HQ pts; begin July 2018

Qtr 2 - Complete course Dec 2018

Qtr 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 PDE<sup>3</sup> 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 PDE<sup>3</sup> 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

**HQ PD Plan 2017-2018**

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**Initial Teacher Professional Development Plan for EE Teacher7, test**

Select Content Area & Grade Span

Click "Save" frequently to prevent losing data. Required fields are notated in RED.

Edit    Delete

Employee ID	
Name	EE Teacher7, test
*Content Area	Elementary Education
*Grade Span	K-6
*What route will you take to become highly qualified?	Praxis II Subject Assessment
Planned Activities for August through October	Study for Praxis 5003 and 5004. Purchase study guides.
Planned Activities for November through January	Take Praxis tests on December 13, 2017.
Planned Activities for February through April	If I did not pass one or more tests, I will attend Praxis prep workshop on March 15, 2018.
Planned Activities for May through July	Retake Praxis test(s) on May 20, 2018.
Approximate Total Cost of Activities	\$300
How will the above activities, taken together, result in meeting the ESSA Hawaii Qualified Teacher designation?	I am currently licensed in SPED K-12. I have taken and passed Praxis 5002 and 5005. Upon completion of remaining Praxis elementary tests, I will be content proficient for Elementary K-6.
Identify resources to be provided by school or complex area to support the plan.	School to hire substitute teacher for the day of my test. Complex will reimburse for study guides and Praxis tests, if passed.
*By submitting this plan, I agree to carry out the activities as described herein and I agree to retain copies of all documentation related to ESSA HQT designation for future reference by the Hawaii Department of Education. I understand that misrepresentation or falsification of information supplied on this form may result in sanctions including disciplinary action up to and including termination from employment	I agree

**Save Instructions**    TO SAVE AND SUBMIT ONLINE PD PLAN: Click on Save & Exit button. Scroll to the top of the page, place cursor on the Action menu and click on submit. Plan will be sent to your principal for approval.

\* Required

## Sample online PDP #2

[Home](#)
[Observer Calibration](#)
[Professional Growth](#)
[Learning Opportunities](#)
[Induction/Mentoring](#)
[Help](#)
[Educator Effectiveness](#)
[My Staff](#)
[Administration](#)

### HQ PD Plan 2017-2018

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Close Reopen Activity

#### Initial Teacher Professional Development Plan for EE Teacher9, test

✔ Select Content Area & Grade Span

Click "Save" frequently to prevent losing data. Required fields are noted in RED.

Edit
Delete

Employee ID	
Name	EE Teacher9, test
*Content Area	Mathematics
*Grade Span	6-12
*What route will you take to become highly qualified?	License - Add a Field
Planned Activities for August through October	Contacted HTSB about adding a field to include grades 9-12 to my current Math 6-8 license. HTSB requires verification of one year of teaching experience in new field plus Praxis score report in new content area.
Planned Activities for November through January	Study for Praxis 5161.
Planned Activities for February through April	Take Praxis 5161 on 2/21/18. If I need to retake test, will do so on 4/14/18.
Planned Activities for May through July	Will submit to HTSB verification of one year of teaching in new field plus score report for Praxis 5161.
Approximate Total Cost of Activities	\$150
How will the above activities, taken together, result in meeting the ESSA Hawaii Qualified Teacher designation?	Passing score on Praxis subject assessment and one year of teaching experience in new field will enable me to add the Math 6-12 license to my current Math 6-8 license.
Identify resources to be provided by school or complex area to support the plan.	Complex area will reimburse me for passed Praxis exam.
*By submitting this plan, I agree to carry out the activities as described herein and I agree to retain copies of all documentation related to ESSA HQT designation for future reference by the Hawaii Department of Education. I understand that misrepresentation or falsification of information supplied on this form may result in sanctions including disciplinary action up to and including termination from employment	I agree
Save Instructions	TO SAVE AND SUBMIT ONLINE PD PLAN: Click on Save & Exit button. Scroll to the top of the page, place cursor on the Action menu and click on submit. Plan will be sent to your principal for approval.

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