



HAWAII DEPARTMENT OF EDUCATION
ESSA Hawaii Qualified Teacher
HQT Assistance and Planning Checklist
School Year 2018-2019

Name: _____ Date: _____

Non-HQ subject area(s): _____ Grade Span: _____

License:

1. Do you have a Hawaii teaching license?
 Yes **No** – Contact HTSB for licensing requirements

2. Is your license in the subject area you are teaching?
 Yes – Stop; ESSA Hawaii Qualified
 No – Go to question #3.

3. Are you teaching at the grade level for which you are licensed?
 Yes **No** – Contact HTSB for licensing requirements

4. Are you teaching at the grade level for which you are licensed, but in a subject area outside of your license?
 Yes – Provide evidence of subject matter proficiency through one of the HQT options listed below:

Hawaii Qualified Teacher Options: Teacher to provide documentation for one of the items below:

Documents Received	Date	Verified By
<input type="checkbox"/> National Board Certification		
<input type="checkbox"/> Praxis II ETS Exam Score Report (see document 1e)		
<input type="checkbox"/> Major or 30 credits – Provide official transcripts (HQT Toolkit: DOE OTM 700-003)		
<input type="checkbox"/> ESSA Rubric (HQT Toolkit: DOE OTM 700-002)		
<input type="checkbox"/> NCLB Hawaii Highly Qualified Teacher Certificate		

- You **appear** to meet the designation of Hawaii Qualified for the subject area of _____ by the _____ option and need to submit the following to DOE:
- HQ Documentation Form (HQT Toolkit: [DOE OTM 700-001](#), along with your documentation.
- You do not **appear** to meet the designation of Hawaii Qualified for the subject area of _____ and may opt to prepare a Professional Development Plan via <https://pde3.k12.hi.us> (See document 2e, HQ Professional Development Plan Instructions.)

The Hawaii Qualified Teacher assistance is **advisory** only. Final approval of HQT designation is **contingent upon the documentation and evidence submitted to DOE**. The discussion and recommendations do not provide advice on Licensing/Relicensing, Reclassification, Transfer/Assignment, Contract/Contract Renewal, Employment/Continued Employment; if information on these items is sought, please contact the appropriate unit or agency.

Teachers: Please make 3 copies of all your documentation (2 for your principal who will send one to DOE and place one in your yellow jacket file, and 1 for your records). Submit these materials to your principal by _____.

Principals: Please review and verify all HQ documentation. Place one copy in the teacher's yellow jacket folder and send the second to: Department of Education, Educator Quality Section, P.O. Box 2360, Honolulu, HI 96804. *Note: Professional Development Plans are completed and submitted online.*

For licensure information, please contact HTSB at <https://hawaiiteacherstandardsboard.org>.

For questions regarding the Hawaii Qualified Teacher options, please contact the Educator Quality Section at 441-8499 or via email at hqt@notes.k12.hi.us.

If you need additional assistance, please contact:
