



**HAWAII DEPARTMENT OF EDUCATION**  
**Highly Qualified Teacher**  
*Reimbursement Policy*  
**School Year 2018-2019**

**Reimbursement Policy**

1. Teacher must be employed with the Hawaii Department of Education as a teacher to receive the reimbursement.
2. All coursework reimbursements must be accompanied by documentation that identifies:
  - a. Date of course
  - b. Passing grade
  - c. Course number
  - d. Course name
  - e. Institution or Organization of course provider
3. Reimbursements cannot be grouped into general categories, such as "college courses."
4. For Tier I funds:
  - a. Teacher must have been identified as NHQT in the content area for the expense to be eligible for reimbursement (i.e. if the teacher is not identified as NHQT for Science, he/she cannot submit for reimbursement for a science course).
  - b. Praxis II exam must be for area that teacher is identified as NHQT.
  - c. Activity must have been identified on an approved Professional Development Plan or in a verification letter by principal.