



HAWAII DEPARTMENT OF EDUCATION
Hawaii Qualified Teacher
Frequently Asked Questions
School Year 2020-2021

Table of Contents

Hawaii Qualified Teacher (HQT)	2
Casual Personnel (PTT/PPE/PPT)	6
Sheltered Instruction Qualification	17
Funding/Monitoring	20

Hawaii Qualified Teachers (HQT) - FAQ's

Ref #	Question	Answer
1	Are teachers still required to earn the highly qualified designation?	The new ESSA law requires all teachers to meet state licensing or certification requirements in the subject area of their assignment. This expands the requirement from teachers of core subjects to all teachers in all subjects.
2	Can I be designated highly qualified under the NCLB requirements?	Documentation postmarked by June 30, 2017 was processed under the NCLB requirements. All documentation postmarked after June 30, 2017 will be processed under the ESSA HQT requirements.
3	I was deemed highly qualified under NCLB and received a highly qualified certificate. Is this still valid?	Yes, we will accept the Hawaii issued certificate that you earned under NCLB, as long as your Hawaii license remains current.
4	Will Hawaii accept highly qualified certificates from other states?	No. However, teachers may pursue a reciprocal Hawaii teaching license through the Hawaii Teacher Standards Board (HTSB).
5	Do charter school teachers need to earn the ESSA HQT designation?	Yes.
6	Do private school teachers need to earn the ESSA HQT designation?	No.
7	How do I earn the ESSA Hawaii Qualified designation?	<p>To be considered ESSA Hawaii Qualified for your teaching assignment, you must:</p> <ol style="list-style-type: none"> 1. Hold a valid Hawaii teaching license in the subject area and grade level for the teaching assignment or 2. Hold a valid Hawaii teaching license in any subject area for the grade span assigned, and meet one of the requirements under the following methods: <ul style="list-style-type: none"> ● Passing score on a Praxis content exam or other accepted content exam for the subject area and grade span ● National Board certification in the subject area ● College major or 30 credits in the subject area ● Completed ESSA Hawaii Qualified Teacher rubric in the subject area ● Hawaii issued Highly Qualified Teacher certificate in the subject area

8	What does “fully licensed” mean?	Hawaii’s Provisional, Standard or Advanced licenses are considered full state licensure for the purposes of ESSA.
9	Will HOUSSE be accepted for ESSA?	No. HOUSSE applications postmarked by June 30, 2017 were processed as a HOUSSE under NCLB guidelines. HOUSSE has been replaced by the ESSA HQT Rubric.
10	What is the ESSA HQT Rubric?	The ESSA HQT rubric is a qualifying method to demonstrate content area expertise through professional experience, professional development, and pedagogy. Teachers must have received an “effective” or better teacher performance rating to be eligible to complete the ESSA HQT rubric. The ESSA Rubric Form (DOE OHR 700-002) and the ESSA Rubric Reference Guide (Doc. 2c) is located at https://hidoeotm.org/eq/DOCUMENTS/SY2021_2C.pdf
11	Can workshops or college courses in reading be used for ESSA Rubric points in English/language arts?	Yes. State Approved Teacher Education Program (SATEP) classes concentrated in the content of reading such as literature, phonics, fluency, vocabulary, comprehension, and classes in the assessment of reading such as diagnosis and intervention may be submitted for professional development in English/language arts. Note: With the exception of these reading classes, education classes cannot be used as “content” towards HQ points.
12	Do special education teachers need to be ESSA HQT?	<p>Special education teachers who provide direct instruction in a subject area must meet the ESSA definition of a “Hawaii Qualified” teacher, including an appropriate demonstration of subject competence. Direct instruction is defined as:</p> <ul style="list-style-type: none"> ● Planning curriculum, delivering instruction, and evaluating the performance of the student in any subject area; ● Providing direct instruction in a subject area in a resource room setting; ● Providing direct instruction in a subject area in any setting; and ● Teaching elective credits in a subject area. <p>Special education teachers who do not provide direct instruction to special education students in a subject area, or who provide only consultation to Hawaii qualified teachers in adapting curricula, using behavioral supports and interventions, and selecting appropriate accommodations, teaching life skills, providing community based instruction, or assisting students with study skills or organizational skills</p>

		<p>to reinforce instruction that the child has already received from a Hawaii qualified teacher in that academic subject are <u>not required to meet the definition for Hawaii qualified teachers</u>.</p> <p>Additionally, SPED teachers who co-teach an academic subject as “Teacher of Record 2” with a Hawaii qualified teacher of that subject who is listed in SIS as “Teacher of Record 1” (primary teacher) are not required to demonstrate subject matter competence. However, all SPED teachers are required to have full state certification in special education.</p>
13	I teach a fully self-contained class for severely disabled students. Am I excluded from ESSA HQT requirements?	No. However, if you are a secondary teacher assigned to a class where all students take the Hawaii State Alternate Assessment, you must meet the ESSA HQT standards that apply to elementary special education teachers (full state certification in special education and elementary content proficiency).
14	Are Professional Development Plans required for teachers who are NHQT?	HQ Professional Development Plans (HQ PDP) are optional; however, completion of a plan is recommended, especially for those teachers seeking reimbursement for professional development activities that will enable them to meet HQ requirements. PDPs are completed online via the PDE ³ website at https://pde3.k12.hi.us . See document 2e in the ESSA HQT Handbook for instructions on using the HQ PDP tool.
15	Who approves the HQ PDPs?	Principals are responsible for reviewing and approving HQ PDPs for teachers at their school.
16	Can teachers create or submit a PDP after April 30?	The PDP tool on PDE3 is not available after April 30. Teachers will not be able to create or submit plans and principals will not be able to approve plans after this date. The PDP tool reopens at the beginning of the following school year.
17	Can I apply for temporary HQ status if I am enrolled in an alternative route to licensure program such as Teach for America?	No. Under NCLB, temporary HQ status was granted to teachers enrolled in a DOE approved alternative route to licensure program and who had demonstrated content proficiency in the subjects they were assigned to. ESSA law requires all teachers to meet state licensing or certification requirements.
18	Must substitute teachers be Hawaii qualified?	The Hawaii DOE recommends, but does not require that substitute teachers meet the Hawaii qualified requirements.

19	Do parent notification requirements apply to substitute teachers?	Parents must be notified if the substitute teacher has taught for four or more consecutive weeks a subject in which he/she is not Hawaii qualified. See ESSA HQT Handbook, document 3i for a sample notification letter.
20	Can a teacher who is NHQ email an attachment of the parent notification letter to the parent?	Yes, the NHQT letter may be sent as an email attachment to the student's parent or guardian, provided the parent has access to the internet and email. In addition, a copy of the letter needs to be kept for monitoring purposes.
21	Due to distance learning, can teachers on the NHQT list post their parent notification letter to their Google classroom for the parents to see?	This would be acceptable if (1) the principal is able to verify that the letter was posted in the classroom, (2) all parents of the class have access to the classroom, (3) evidence is maintained that the letter was posted in the classroom. In addition, the school will need to maintain a copy of the letter for monitoring purposes. For families without internet access, a hard copy of the letter would need to be sent to the parents.
22	Is the "Parent's Right to Request Teacher Qualifications" letter an optional letter?	No, schools are required to notify parents of their right to request the qualifications of their child's teacher and any paraprofessional who provides services to their child. This notice may be sent home in a letter, posted on a school's bulletin board, or posted on a school's website. This notice should be provided within the first two weeks of the school year.
23	I am a retired teacher whose Hawaii teaching license has expired. I was considered highly qualified prior to my retirement. My license was in the area of my current teaching assignment. Is the certification program that I completed to receive my education degree sufficient under ESSA?	No. If you are considered the teacher of record for the class, you will need to have a valid Hawaii license issued by HTSB. Your education degree will not qualify you for your teaching assignment.
24	What is a technology based exemption?	Schools may request a technology based exemption for each teacher who is assigned a class that uses a computer based program to deliver instruction, assess, and grade students. The Request for Technology-Based Exemption Form (DOE OHR 700-007 and the Class Exemption Reporting and Flowcharts (Doc. 3b) are located at https://hidoeotm.org/eq .
25	What are the requirements for teachers assigned to students at an Alternative Learning Center?	Teachers assigned to students at an Alternative Learning Center must have a valid HTSB Secondary License in the

		grade level they are assigned to teach (K-12, 5-8, 6-12) in any subject area.
26	Is the Assignment Preview in eHR for HQ the same as Roster Verification?	<p>No. Assignment Preview is used by the principal to verify that teacher assignments in the Student Information System (SIS) are correct. Any corrections must be made in SIS.</p> <p>Roster Verification uses the Battelle for Kids system to verify students that are assigned to teachers for each class period.</p>
27	Will Title II A funds be available to help teachers meet certification requirements?	<p>Yes, a portion of the funds will be available to help teachers meet certification requirements. The reimbursement process is available on the Educator Quality website:</p> <p>https://hidoeotm.org/eq/DOCUMENTS/SY2021_8C.pdf</p>

[Return to Table of Contents](#)

CASUAL PERSONNEL - FAQ'S
PPT/PPE/PPT

Ref #	Question	Answer																																			
1	When does this memo go into effect?	<p>The PPE position (job classification) is effective as of the date of the memo. However, the casual personnel system is currently unable to accept the PPE job. As soon as the system update is completed, additional information on how to enter the PPE job will be made available.</p> <p>All changes to the PTT and PPT do not go into effect until July 1, 2019.</p>																																			
1a	What Occupational Group Code do I use for the PPE?	<table><tr><th>Occupational Group Description</th><th>Occup. Group Code</th><th>Payroll No</th><th>UAC Function Code</th><th>Pay Rate</th></tr><tr><td>PPE-SUMMER DIS</td><td>Z0100</td><td>EC2</td><td>2741</td><td>\$20.67</td></tr><tr><td>PPE-SUMMER NID</td><td>Z0110</td><td>EC2</td><td>2741</td><td>\$19.89</td></tr><tr><td>PPE-INTERSESSION DIS</td><td>Z0200</td><td>EA5</td><td>2741</td><td>\$20.67</td></tr><tr><td>PPE-INTERSESSION NID</td><td>Z0210</td><td>EA5</td><td>2741</td><td>\$19.89</td></tr><tr><td>PPE-PARAPRO ED DIS</td><td>Z0300</td><td>EB3</td><td>2741</td><td>\$20.67</td></tr><tr><td>PPE-PARAPRO ED NID</td><td>Z0310</td><td>EB3</td><td>2741</td><td>\$19.89</td></tr></table> <p>You can find all of the occupational group codes, payroll numbers, and pay rates on the Casual Personnel System Intranet page at: https://intranet.hawaiipublicschools.org/offices/ohr/cps Click on the “Occupational Groups Table” under the Documents header.</p>	Occupational Group Description	Occup. Group Code	Payroll No	UAC Function Code	Pay Rate	PPE-SUMMER DIS	Z0100	EC2	2741	\$20.67	PPE-SUMMER NID	Z0110	EC2	2741	\$19.89	PPE-INTERSESSION DIS	Z0200	EA5	2741	\$20.67	PPE-INTERSESSION NID	Z0210	EA5	2741	\$19.89	PPE-PARAPRO ED DIS	Z0300	EB3	2741	\$20.67	PPE-PARAPRO ED NID	Z0310	EB3	2741	\$19.89
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2	What if I am entering my casual jobs for Summer School now (summer 2019)?	Summer jobs will be approved based on the current PTT/PPT requirements (PTT A BA degree, PTTB less than a BA degree), even if summer schools are in session beyond July 1, 2019.																																			
3	Just double checking if the following is still the same: PTT/PPE- Maximum work hours are 17/week? PPT- Maximum work hours are 19/week?	<p>PTTs are considered certificated casuals and can work up to 17 hours per week.</p> <p>PPEs and PPTs are considered classified casuals and can work up to 19 hours per week.</p> <p>For Summer School exceptions for PTTs, contact Teacher Reclassification. See FAQ 3a and 3b for PPEs and PPTs hired for summer school/programs.</p>																																			

3a	My summer school/program needs to hire PPEs to work more than 19 hours per week. Which occupational group code do I use?	Schools wanting to hire a PPE for their summer school or summer program should use the occupational group code for either PPE-Summer DIS or PPE-Summer NID.
3b	My summer school/program needs to hire PPTs to work more than 19 hours per week. Which occupational group code do I use?	<p>There is currently not a designated occupational group code for PPT for summer. For now, schools must email a request to CSSP Recruitment to increase the weekly maximum hours for a particular summer school/program.</p> <p>The request must contain ALL of the following information so that if approved, it may be forwarded to OITS to update the system:</p> <ol style="list-style-type: none"> 1. Casual Job Title (e.g., PPT) 2. Program ID 3. Payroll Number 4. Payroll Description 5. Object Code 6. Project Code 7. Salary Rate Type 8. Max Hours Per Week 9. Start and End Dates of This Exception 10. Reason for the Request (e.g., to adequately staff summer school/program) <p>Missing or inaccurate information may result in delays in processing these requests.</p> <p>Updated 06/28/2019: Effective July 1, 2019, there are new occupational group codes for PPT-SUMMER DIS and PPT-SUMMER NID that may also be used. However, please be aware that these new codes cannot be used for PPT work performed <u>before</u> July 1, 2019. In those cases, please defer to the original response above.</p>

4	Can I hire the same person to work as both a PTT and a PPE? If so, what is the maximum hours the person can work?	<p>According to the casual guidelines, the same person cannot work a certificated casual job (PTT) and a classified casual job (PPE/PPT) during the same period of time.</p> <p>Therefore, when the person is working in the certificated casual job, they can work up to 17 hours/week; and when the person is working in the classified casual job, they can work up to 19 hours/week.</p>															
5	What do I classify “Kupuna” under? She was classified as a PTT providing DIN as she provides pull out instruction. However, the qualifications require her to meet ESSA HQ requirements and they are supposed to be grandfathered in and not need a license. What should I classify her as?	<p>(1) You should continue to classify your Kupuna as a PTT DIN, if they are providing direct instruction on Hawaiian content. The Kupuna needs the Hawaiian Permit to be consider HQ.</p> <p>(2) As the Hawaiian Permit is still available, there is not a grandfather clause available at this time.</p> <p>http://hawaiiteacherstandardsboard.org/content/wp-content/uploads/REQUIREMENTS-FOR-A-HAWAIIAN-PERMIT.pdf</p> <p>Note: Will be clarifying with OHE if there are any other exceptions.</p> <p>5/10/19 per meeting with OHE office: PTT Kupuna do not need Hawaiian Education Permit, No education requirements (Memo dated: May 27, 2003 Requirements for Kupunas): <i>Kupunas are cultural personnel responsible for sharing the language, customs, and history of the Hawaiian people, the Kupunas will not be held to the ESSA (fka NCLB) requirements for teachers and paraprofessionals.</i></p> <p>PTT DIN - School level - Principal approves the person to work as Kupuna. PTT NID - work at the complex level, Complex approves the person to work as Kupuna.</p> <table><tr><th>Occupational Group Description</th><th>Occup. Group Code</th><th>Payroll No</th><th>UAC Function Code</th><th>Pay Rate</th></tr><tr><td>PTT A KUPUNA</td><td>V0227</td><td>EC7</td><td>2744</td><td>\$22.43</td></tr><tr><td>PTT B KUPUNA</td><td>V0228</td><td>EC7</td><td>2744</td><td>\$20.67</td></tr></table>	Occupational Group Description	Occup. Group Code	Payroll No	UAC Function Code	Pay Rate	PTT A KUPUNA	V0227	EC7	2744	\$22.43	PTT B KUPUNA	V0228	EC7	2744	\$20.67
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PTT A KUPUNA	V0227	EC7	2744	\$22.43													
PTT B KUPUNA	V0228	EC7	2744	\$20.67													

5a	<p>In the Hawaiian Studies Program (HSP) memorandum, dated May 18, 2018 it states that: <i>HSP CPR should not be left alone in instruction and/or supervision of students for any reason i.e., to supervise lunch or recess, to relieve teachers for articulation, etc. (Please see page 12 of Ke Kūlana Kūpuna.)</i></p> <p>If Kupuna's are entered into the Casual Personnel System as PTT's, does this mean that this requirement has been rescinded?</p>	<p>Kupuna's should continue to be entered as PTT's, they are exempt from meeting the requirements for the PTT's as identified in the Functions and Qualification Requirements for Casual Hire and the Flowcharts provided for the PTT.</p> <p>As the Kupuna's are exempt, The directive that HSP CPR should not be left alone in instruction and/or supervision of students for any reason i.e., to supervise lunch or recess, to relieve teachers for articulation, etc. (Please see page 12 of Ke Kūlana Kūpuna.) still applies and was not rescinded.</p>
6	<p>Do these guidelines pertain to PTT who are Parent Community Network Center (PCNC)</p>	<p>Yes. PCNC conducts parental involvement activities and should be considered PPE (DIS).</p> <p>PCNC are exempt from meeting the ESSA paraprofessional requirements, but must have a high school diploma or an alternative to a high school diploma.</p>
7	<p>On the memo it says Title I, but I wanted to know if this applies also to Title III. Title III does extended learning opportunities during summer and I want to know if it applies to them.</p> <p>After speaking with caller, the question was really about the Title III funds and if the teacher needed to be HQ if they are using Title III funds.</p>	<p>The functions and qualification requirements are separate from funding issues.</p> <p>Functions and requirements apply to all job casual employees, including ELO.</p> <p>Funding allowability is determined by program specific requirements, the memo specifically addresses Title I A's restriction. Other federal programs have not identified a restriction.</p>
8	<p>Can I hire a PTTs to provide direct instruction with only a bachelor's degree? Or will they have to be hired as PPE (even though PPEs are not supposed to provide direct instruction).</p> <p>They are a Title I School but will not be using Title I funds.</p>	<p>School(s) may continue to employ the teacher(s) who have only a Bachelor's degree, but the parent notification letters must be sent home.</p> <p>Title I A funds may not be used if the PTT is not HQ.</p> <p>Note: Beginning with school year 2019-20, teachers identified as needing to obtain a TESOL license OR TESOL HQ shall have three years to complete a selected pathway. (See question 16 and 17 below for HQ requirements).</p>

9	<p>I am a PTT currently paid as \$22.43.</p> <p>Do I need to have a Bachelor degree in education to continue to be paid at \$22.43?</p>	No, the BA in Education is not required.
10	Can an EA be hired to work as a PPE for a summer school/program?	Yes, as long as the salaried EA is a 10-month employee, s/he can be hired to work as a PPE during the summer.
11	Is there an exception to the HQ requirement for a retired Principal?	No. All PTT DIN must be Licensed/HQ if they are paid with Title I A Funds. If the PTT DIN is paid from other funds, they need a Bachelor Degree and the parent notification of the NHQT must be sent out.
12	What if the lesson is taught by technology and they are just watching the kids, can I hire a PPE and pay them with Title I A Funds.	Yes, if the PPE reports to another teacher, and if the person is just watching the kids and not delivering the lesson, they are considered instructional support and should be hired as a PPE DIS. Title I A Funds may be used if they meet the qualification requirements for paraprofessionals.
13	If the ELO is two weeks long and the PTTs do not have the required certifications for an EL ELO, the NHQT letter would not need to be sent home since it is not four weeks or longer?	<p>The requirement is when a teacher has been teaching for four or more consecutive weeks and is NHQ for their teaching assignment, ESSA law requires the parent notification letter to be sent home.</p> <p>Note (5/10/2019): Inquiry has been requested of the ELO program as there may be an additional requirement that requires ELO teacher to be HQ prior to being hired. This will be updated once a response is received.</p>
14	<p>Based on the chart in the DOE Memo dated 4/1/19, a PPE (DIN) is to work under the direct supervision of a classroom teacher however the chart also states that the PPE must be TESOL qualified or work under the direct supervision of a Hawaii qualified TESOL teacher.</p> <p>If a PPE had the qualifications to be a Hawaii Teachers of English to</p>	<p>Schools should hire casual personnel based on the work the person is performing.</p> <ul style="list-style-type: none"> ● If the person is hired to perform the work of as the direct instructor, then the person should be hired as a PTT. ● If the person is hired to perform instructional support duties, then the person should be hired as a PPE.

	Speakers of Other Languages (TESOL), wouldn't they be a PTT or an EL Teacher?	
15	Is Hawaii a state that offers the ParaPro Assessment through ETS? I went onto the site and Hawaii is not listed as having a testing site.	<p>The ParaPro Assessment is a computer-based assessment option for Educational Assistants (EA) and part-time Paraprofessional (PPE/PPT) to meet Department of education minimum qualifications for employment.</p> <p>The administration of the ParaPro Assessment is managed by the Community School for Adults (CSA). Individuals interested in future ParaPro Assessment opportunities can contact the following CSA campuses for more information:</p> <ul style="list-style-type: none"> · McKinley CSA: <ul style="list-style-type: none"> o McKinley Campus: 808-594-0540 o Kauai Campus: 808-274-3390 or 808-837-8466 o Maui Campus: 808-873-3082 · Waipahu CSA: <ul style="list-style-type: none"> o Waipahu Campus: 808-528-9577 o Hilo Campus: 808-974-4100 o Wahiawa Campus: 808-305-3200 o Windward Campus: 808-254-7955 <p>Parapro Assessment Information: http://www.mcsahawaii.org/apps/pages/index.jsp?uREC_ID=291284&type=d&pREC_ID=1310472</p>
16	What are the requirements for a PTT to be considered Hawaii Qualified (HQ)?	<p>Any one of the following methods will qualify PTT's (teachers) as Hawaii Qualified (HQ) for his/her teaching assignment:</p> <ol style="list-style-type: none"> 1. a. Holds a valid HTSB License in the grade level (PK-3, K-6, K-12, 6-8, 6-12) and in the subject area for teaching assignment; <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. b. Holds a valid HQT Certificate by having a valid HTSB License in the grade level assigned to teach in any subject area and also meets one of the following requirements: <ul style="list-style-type: none"> ● Passed the Praxis Content Exam or other accepted content exam for the grade level and in the subject area; or ● National Board Certificate for the subject area; or

		<ul style="list-style-type: none"> ● College major or 30 credits in the subject area; or ● Completed an ESSA HQT Rubric in the subject area; or v. Hawaii issued HQT Certificate in the subject
17	What are the requirements for an EL PTT to be considered HTSB Licensed or Hawaii Qualified (HQ)?	<p>For a PTT who is assigned as the TESOL as:</p> <p>ESL/ELD Pull-out, or ESL/ELD Push-in or Content-based ESL (“J” Section, as needed):</p> <ol style="list-style-type: none"> 1. To be considered HTSB licensed, the PTT must hold a valid HTSB License in TESOL for the grade level they are assigned to (i.e. K-6, 6-8, 6-12, K-12) <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. The PTT must hold a valid HTSB license in any subject for the grade level assigned AND have met the TESOL content requirement through one of the following methods: <ul style="list-style-type: none"> ● Passed the TESOL Praxis Content Exam (PRAXIS 5362) ● National Board Certificate in TESOL ● 30 credits/college major in TESOL or 30 TESOL college credits; ● Approved ESSA rubric in TESOL, https://hidoeotm.org/eq/DOCUMENTS/SY2021_2C.pdf; or ● Other HIDOE adopted university/college pathways.
18.	<p>Will the Educator Quality Section make an exception or waive any of the PTT requirements for a PTT to stay in the PTT position and not be downgraded to a PPE if:</p> <ol style="list-style-type: none"> 1) the PTT has a Bachelor and Master’s degree and previously had a valid license. The PPT did not want to renew the license because the position was only part-time. 2) PTTB employed prior to 	<p>Updated 08/14/2019</p> <p>The PTT can maintain the PTT position with a bachelor degree only, but cannot be paid with Title IA funds. The school needs to find other funding sources.</p> <p>The parent notification of the PTT’s NHQT status must be sent home.</p> <p>PTT’s should be hired based on the work the person will be performing and must meet the minimum requirement of a</p>

	these changes	<p>bachelor's degree.</p> <p>PTT's who do not meet the requirements, can be hired as a PPE, but the work that the person performs must be PPE work and not PTT work. Please refer to the flowcharts for the PTT and PPE.</p> <ol style="list-style-type: none"> 1. PTT's with a Bachelor degree or higher may continue to be employed, however if the PTT is DIN, is NHQT for their assignment, the parent notification letter must be sent home. 2. Updated: 06/23/2020: PTTB's who were employed as the Direct Instructor during SY2018-2019 may continue to be employed as a PTTB under a waiver. Procedure for the PTTB waiver is available using the following link: http://bit.ly/PTTBWaiverProcedure https://bit.ly/PTTBWaiverProcedureR1
19	If the person I hire does the duties of the PPE DIS, but does not meet the qualification requirement, can I hire the person as a PPE NID even though that is not what their job duties and function will be?	<p>No.</p> <p>Schools should hire casual personnel based on the work the person is performing.</p> <ul style="list-style-type: none"> • If the person is hired to perform the work as a PPE DIS, then the person should be hired as a PPE DIS. The person will need to meet the qualification requirements for the PPE DIS. • If the person is hired to perform the work of a PPE NID, then the person should be hired as a PPE NID.
20	Who is responsible for checking that PPE and PPT hires meet the requirements of their job?	The school that is hiring the PPE and PPT is responsible for ensuring that their casual employees meet the requirements.
21	I submitted PPT jobs for the summer and they were verified, but now I need to change those jobs to the occupational group code for the PPT-SUMMER DIS at the \$16.99 hourly rate. What do I have to do?	<p>You will likely need to request to change the termination date of the verified PPT casual job to June 28, 2019 then enter a new PPT casual job with the occupational group code for the PPT-SUMMER DIS with new job hire and job end dates.</p> <p>Reach out to your assigned contact person to get things started. Link to the Casual Personnel Contact List (Note: Staff email addresses will be updated to Gmail in the coming weeks):</p> <p>https://intranet.hawaiipublicschools.org/offices/ohr/cps/Docu</p>

		ments/Casual%20Personnel%20Contact%20List.pdf																																			
22	I already submitted PPT jobs at the \$13.88 hourly rate, and those were verified. Do I need to make changes to those PPT jobs?	No changes are needed as long as the casual job and rate are correct based on your school’s program/needs.																																			
23	The implementation procedures mentioned “existing PPT codes”. What are those?	<table><tr><th>Occupational Group Description</th><th>Occup . Group Code</th><th>Pay roll No</th><th>UAC Functi on Code</th><th>Pay Rate</th></tr><tr><td>PPT-INTENSIV E LANGUAGE</td><td>V0240</td><td>EC7</td><td>2721</td><td>\$13.88</td></tr><tr><td>PPT-TITLE 1/SPECIAL ED</td><td>V0340</td><td>EC7</td><td>2721</td><td>\$13.88</td></tr><tr><td>PPT-REGULAR INSTRUCTION</td><td>V0440</td><td>EC7</td><td>2721</td><td>\$13.88</td></tr><tr><td>PPT-OHA PROGRAM</td><td>V0540</td><td>EC7</td><td>2721</td><td>\$13.88</td></tr><tr><td>PPT-TITLE 7B/SPED PROJ 2</td><td>V0640</td><td>EC7</td><td>2721</td><td>\$13.88</td></tr><tr><td>PPT-INTERSES SION</td><td>V0740</td><td>EC7</td><td>2721</td><td>\$13.88</td></tr></table> <p>These PPT occupational group codes will remain active until June 30, 2020. As of July 1, 2020, only the codes for the DIS and NID PPTs will be available.</p> <p>You can find all of the occupational group codes, payroll numbers, and pay rates on the Casual Personnel System Intranet page at:</p> <p>https://intranet.hawaiipublicschools.org/offices/ohr/cps</p> <p>Click on the “Occupational Groups Table” under the Documents header.</p>	Occupational Group Description	Occup . Group Code	Pay roll No	UAC Functi on Code	Pay Rate	PPT-INTENSIV E LANGUAGE	V0240	EC7	2721	\$13.88	PPT-TITLE 1/SPECIAL ED	V0340	EC7	2721	\$13.88	PPT-REGULAR INSTRUCTION	V0440	EC7	2721	\$13.88	PPT-OHA PROGRAM	V0540	EC7	2721	\$13.88	PPT-TITLE 7B/SPED PROJ 2	V0640	EC7	2721	\$13.88	PPT-INTERSES SION	V0740	EC7	2721	\$13.88
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24	Am I required to send the Parent Notification, informing the Parent when the PTT or PPE or PPTs, or EA does not meet the ESSA HQ Requirement?	<p>A parent notification letter is required for a PTT DIN who is NHQT for their assignment(s).</p> <p>DIS PPE's and PPT's who do not meet the paraprofessional requirements are not eligible to be hired as DIS.</p> <p>EA's who do not meet the paraprofessional requirements are not eligible to be hired as an EA.</p>
25	If both the teacher and the PPE who works under the supervision are not TESOL qualified, do I need to send the parent notification home for both the teacher and the PPE?	No. The parent notification is only required for the direct instructor (Teacher, PTT).
26	Can PPTs and EAs provide EL Program Services, being held to the same EL HQT TESOL requirements?	PPT's and EA's are paraprofessional and therefore may not be the direct instructor. Both a PPT and an EA must work under the direct supervision of a teacher.
27	For this school year (WSF funded), if the school has hired someone with a Bachelors as a PTT to deliver EL Program Services, do they need to be supervised if they are not licensed in the grade level?	<p>PTT's do not work under the supervision of another teacher.</p> <p>PTT's who are DIN work as the Direct Instructor.</p>
28	In regards to the Non-HQT letter, would the PTT need a Non-HQT letter sent to her EL students for both the Non-HQT in the grade level AND TESOL?	Yes, if the teacher is NHQT in both the content and not TESOL qualified a letter needs to be sent informing the parent(s) that the teacher is NHQT for (1) content assignment and (2) TESOL

[Return to Table of Contents](#)

SHELTERED INSTRUCTION - FAQ'S

Ref #	Question	Answer
1	For the PDE3 equivalency option, will Audited PDE3 courses count the same as non-credit PDE3 courses?	<p>Prior PDE3 Credit Courses: that posted prior to the Sheltered Instruction memo (posted on December 19, 2019 or earlier) will be accepted for Option 3: Non-Credit seat hours for teachers who earned Audit credit provided that we receive a signed verification that the participant attended all of the course hours and completed all of the course requirements, except for the Portfolio.</p> <ul style="list-style-type: none"> • Verification forms are available on the Educator Quality in the HQT Handbook: https://hidoeotm.org/eq/PAGES/TOC.html <p>New PDE3 Credit Courses: Courses that post in PDE3 for PDE3 PD Credit on December 20, 2019 or later will not be eligible to receive any type of credit for the Audit option. Course providers who want to provide both PDE3 PD Credit (Option 2) and Non-PD Credit seat hours (Option 3) will need to create the course two times in PDE3 using:</p> <ol style="list-style-type: none"> 1. The PD Credit Course (shell) option - only teachers who earn PD Credit with a complete will be eligible to use the PDE3 Credit for Option 2 - Completion of two three-credit ESL or TESOL PDE3 Courses. <ol style="list-style-type: none"> a. Audit credit will not be accepted for both PDE3 PD Credits and for Non-credit PD seat hours. b. Teachers who are at the Salary Max who want PD Credits may still take the course for PD Credit. If s/he does not want the PD Credits, they should enroll in the Non-Credit PD Course. 2. The Non-Credit PD Course (shell) option - PD Credit course providers should create the non-credit shell for teachers to earn seat hours that are eligible for Option 3 -Completion of 72 seat hours of TESOL related HIDOE non-credit Professional Development courses. <ol style="list-style-type: none"> a. Only teachers who earn a complete will be eligible to use the PDE3 Non-Credit course seat hours.
2	Can we allow for Options 1, 2, and 3 to be combinable: Example:	A new Option 7 - which is a Combination of Options 1 and 2 is available.

	1. 3 College Credits and 3 PD Credits 2. 3 PD Credits and 36 Non-Credit Course	Non-Credit workshop hours are not combinable with other options.
3	If I have a PDE3 PD credit course, can I use the seat hours or the course for Option 3 (72 seat hours).	No. PDE3 PD Credits are not the same as Non-credit courses, the seat hours for a PDE3 credit may not be used for option 3.
4	Do Sped PreK teachers do not need to meet the 6 EL Credit Requirement, correct?	Memo states K-12 teachers, therefore Preschool Teachers do not need to meet the requirement for Sheltered Instruction. We encourage Preschool teachers to earn the SI qualification as it will be required should their assignment change any of the K-12 grades.
4a		
5	Also, only those licensed K-12 teachers that "prepare" or "provide" instruction need to meet the 6 Credit Requirement, right?	<p>Memo states: all licensed K-12 teachers who plan or provide instruction.</p> <p>The sheltered instruction requirement is not limited to classroom teachers. Any K-12 teacher who plans instruction or who provides instruction are required to meet the sheltered instruction requirement. Teachers should not wait until an EL student is assigned to them.</p>
6	So... if an SSC does not "prepare" or "provide" instruction, then they would not be required to meet the 6 EL Credit Requirement, right?	Memo States: Plan or Provide, therefore SSC coordinates and plans instructional services for students, therefore, they will be required to meet this requirement as well.
7	If a teacher is in a position that does not plan or provide instruction, but later moves to a position that does provide instruction, will they have 3 years from the time of entering the new position to complete the requirement?	Yes, a teacher moving to a position that plans or provides instruction will have 3 years to meet the requirement.
8	Does the sheltered instruction requirement apply to emergency hire teachers?	Yes, the SI qualification requirement also applies to emergency hire teachers. They have 3 years from their date of hire to meet the requirement. A Hawaii teaching license is

		not needed to receive the qualification. As long as the teacher meets the requirement through one of the options, they will receive a sheltered instruction qualification.
9	Do teachers need to complete this requirement every 3 years?	No, once teachers meet the sheltered instruction requirement and receive the sheltered instruction qualification, no further action is needed.
10	Do parent notification letters need to be sent for those teachers who do not meet the sheltered instruction requirement?	No. The sheltered instruction requirement is separate from HQ requirements. Teachers who have not yet met the SI requirement do not appear on the NHQT list, and no parent notification letter needs to be sent.
11	How can I tell if I already have the Sheltered Instruction Qualification?	Teachers should check their Individual Teacher Status Report in the eHQ system: https://ehr.k12.hi.us/ehqp
12	Can school level personnel provide EL professional development training to faculty?	Any PD offered needs to be HIDOE sponsored. An educational officer may sponsor a PD credit or non-credit course. The sponsor will need to follow the PD credit or non-credit guidelines. The EL Program will determine whether the course meets the sheltered instruction requirement.
13	Can I take the sheltered instruction during work time?	Yes, you may attend in-service non-credit activities approved by your principal.
14	Do I have to take Personal Leave to take Sheltered Instruction PD?	If you are attending a PD Credit activity or a college academic credit course, you will need to take Personal Professional Development Leave if you are attending during teacher work hours.
15	I previously submitted my TESOL courses to my EL Coordinator/school. Why do I need to resubmit my courses?	The Office of Talent Management (OTM) is the official personnel record holder, as such, the official record of your TESOL courses and qualifications must be verified and entered by OTM.

[Return to Table of Contents](#)

TITLE II A MONITORING - FAQ'S

Ref #	Question	Answer
1	What is Title II A Monitoring?	Title II A monitoring entails reviewing complex area and school records based on items that may be requested in a US Department of Education (USDOE) Title II A audit.
2	Who conducts Title II A monitoring?	The Educator Quality (EQ) section of the HIDEOE Office of Talent Management (OTM) conducts the monitoring visits.
3	Why do we have Title II A monitoring?	Monitoring helps ensure that complex areas and schools follow Title II A regulations and policies and that required records are complete and accurate. It also helps EQ section identify areas that complex areas and schools need training for Title II A related topics. Unaddressed irregularities in the use of Title II A funds may result in HIDEOE not receiving monies from the USDOE. Monitoring also addresses “best practices” that may be identified in reviews by HIDEOE Internal Audit and third-party consultants.
4	Why were we selected for monitoring?	There are 15 complex areas, 256 public schools and 37 charter schools in HIDEOE. The EQ section monitors four to six complex areas and 24 to 36 DOE schools plus four to ten charter schools per year.
5	What happens at monitoring? How do we prepare for your visit? What happens after we're monitored?	<p>For the complex area, the EQ staff interviews the CAS and supporting staff from the complex area determined by the CAS (i.e. SRS, CAO, CABM, etc.) For schools, the EQ staff interviews the Principal and supporting staff determined by the Principal (i.e. SASA, Title I Linker, etc.) Our interview (approximately 1.5 hours) will follow the monitoring templates that are sent to you in advance. We ask that you review the template and gather requested items prior to our meeting.</p> <p>The complex area and school responses will be summarized in a report. For each review element on the template, one of four possible indicators is possible: Met, Potential Risk, Identified Risk or Not Applicable. For any areas identified as a Potential Risk or Identified Risk, a complex area-wide response is to be submitted by the CAS with responses from school leaders to the Title II A Administrator with the action required.</p>

6	How can we get help? Do you have any resources?	<p>The EQ staff is more than happy to answer your questions, or provide training on eHR for HQ or the monitoring templates. Annual Title II A training is conducted in-person as well as via Webex in August and September, and ad hoc training is also available. On-line information can be accessed at the Educator Quality site, including the ESSA Hawaii Qualified Teacher Handbook.</p>

[Return to Table of Contents](#)