



**HAWAII DEPARTMENT OF EDUCATION**  
**ESSA Hawaii Qualified Teacher**  
**HQT Assistance and Planning Checklist**  
**School Year 2021-2022**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Non-HQ subject area(s)** \_\_\_\_\_ **Grade Span:** \_\_\_\_\_

**License:**

1. Do you have a Hawaii teaching license?  
 **Yes**                       **No – You do not meet the HQ requirement.** Contact HTSB for licensing requirements
  
2. Are you teaching at the grade level for which you are licensed?  
 **Yes**                       **No – You do not meet the HQ requirement.** Contact HTSB for licensing requirements.
  
3. Is your license in the subject area you are teaching?  
 **Yes – Stop; ESSA Hawaii Qualified**  
 **No – Go to question #4.**
  
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 below.**

**Hawaii Qualified Teacher Options:**

Option (must be in NHQ subject)	Documentation/ Evidence	Link to Form	✓ Received & Date
National Board Certification	NBPTS Certificate	<a href="#">HQ Documentation Coversheet DOE OTM 700-001</a>	
Praxis II Exam	Passing Score on Praxis II ETS Exam Score Report	<a href="#">HQ Documentation Coversheet DOE OTM 700-001</a>	
Major or 30 College Credits	College Transcript(s)	<a href="#">HQ Documentation Coversheet DOE OTM 700-001 + Course Identification Form DOE OTM 700-003</a>	
ESSA Rubric	ESSA Rubric Form and supporting documents	<a href="#">HQ Documentation Coversheet DOE OTM 700-001 + ESSA Rubric Form DOE OTM 700-002</a>	
NCLB Hawaii Highly Qualified Teacher Certificate	No documentation required. Record available in eHR.	No documentation required. Record available in eHR.	

**Qualification Review Results:**

- Based on the documentation provided, you **appear** to meet the designation of Hawaii Qualified for the subject area of \_\_\_\_\_ and need to submit the following to OTM, Educator Quality Section: HQ Documentation Coversheet Form [HQ Documentation Coversheet DOE OTM 700-001](#) along with your supporting documentation/evidence for the option you indicated above.
- You **do not appear** to have any of the documents required to meet the HQ requirement via one of the HQ options and **do not appear** to meet the designation of Hawaii Qualified for the subject area of \_\_\_\_\_. You may opt to prepare a HQ Professional Development Plan via <https://pde3.k12.hi.us> (refer to document 2e, HQ Professional Development Plan Instruction).

The Hawaii Qualified Teacher assistance is **advisory** only. Final approval of HQT designation is contingent upon the documentation and evidence submitted to OTM. 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 OTM, Educator Quality Section and place one in your school-based personnel file (i.e. 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 school-based personnel file (i.e. yellow jacket folder) and send the second to: Department of Education, Educator Quality Section, P.O. Box 2360, Honolulu, HI 96804. Note: HQ Professional Development Plans are completed and submitted online.

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

For questions regarding the Hawaii Qualified Teacher options, please contact the Educator Quality Section at 441-8499 or via email at [hqt@k12.hi.us](mailto:hqt@k12.hi.us). If you need additional assistance, please contact: \_\_\_\_\_