



HAWAII DEPARTMENT OF EDUCATION
ESSA Highly Qualified Teacher
Online HQ Professional Development Plan Instructions
School Year 2022-2023

HQ PDP Teacher Steps in PDE³

Log into PDE³ (<https://pde3.k12.hi.us>) using your employee ID and your DOE password. If you do not know your DOE password, contact the IT Help Desk (CSD) at 564-6000.

PDE³
Professional Development
Educate. Empower. Excel.

Log In

User Name

Password

Log In

Welcome to the PDE3 System

DOE Employees:

- User Name is your 8-digit Employee ID number
- Password is your DOE Internet Password

If you do not know or do not remember your Login/Password, please call the DOE Customer Service Desk (CSD) for assistance at

(808) 564-6000 or 8-1-808-692-7250 (Neighbor Island HATS)

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From the personalized home page, click on the “Professional Growth” link.

Home Professional Growth Learning Opportunities Induction/Mentoring Educator Effectiveness Help

MY ANNOUNCEMENTS

1 unread message

Teacher Evaluation Expedited Appeals Form & Instructions

Read Unread View All

Within the “My Professional Growth” section, click on the “HQ PD Plan” link or “Start Plan” button.

My Professional Growth

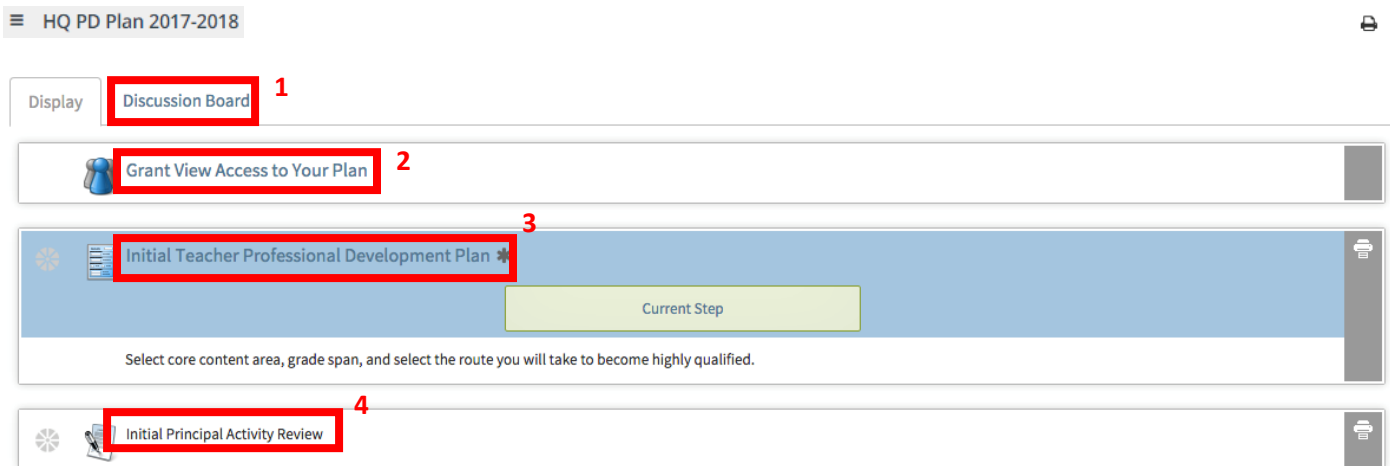
Current Growth Plan Archived Growth Plans

HQ PD Plan 2017-2018

Start Plan

There are four parts to the HQ PD Plan:

- 1) **Discussion Board** – used to share messages between your HQ Designee and/or school administrator
- 2) **Grant View Access** - to add your designee or anyone else in PDE³ to view your plan
- 3) **Initial Teacher PDP** – where you will create your plan
- 4) **Initial Principal Activity Review** – where your principal will approve your plan



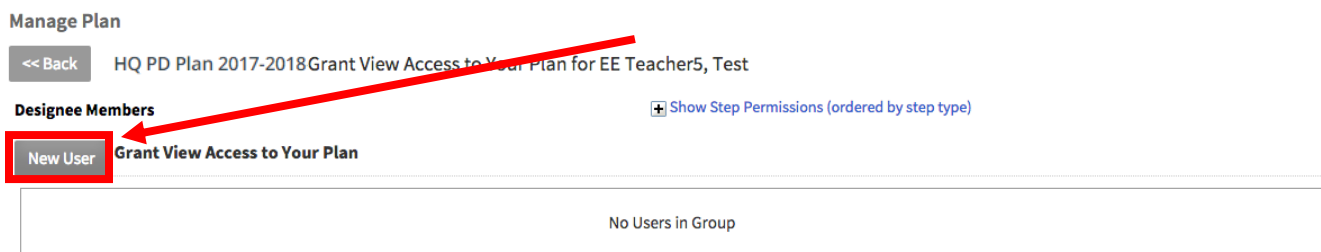
Starting your HQ PDP

The usual steps of a PDP is that you 1) grant access to your school/complex designee, 2) you complete your plan and then 3) submit your plan to your principal who then reviews/approves your plan.

Start first by adding your HQ designee. Click on the “Grant View Access to Your Plan” link.



Click on the “New User” button to bring up the search screen to find your designee or principal.



In the search window, type the designee or principal's name and press the "Search" button.

Member User Search

First Name:

Last Name:

Your search results will display below the search criteria.

Member User Search ✕

First Name:

Last Name:

| | Name | Email | Site | District | County | Region | Demographics |
|--------------------------|----------------|-------|-------------|--------------|-------------------|---------------|--------------|
| <input type="checkbox"/> | Test Principal | | Test School | Test Complex | Test Complex Area | Test District | Principal |

Click on the check box and then the "Add Selected Users" button.

Member User Search ✕

First Name:

Last Name:

| | Name | Email | Site | District | County | Region | Demographics |
|-------------------------------------|----------------|-------|-------------|--------------|-------------------|---------------|--------------|
| <input checked="" type="checkbox"/> | Test Principal | | Test School | Test Complex | Test Complex Area | Test District | Principal |

Visually confirm the addition of the users you have granted view rights to or click on the “Remove” button to remove the view access user.

Designee Members [+ Show Step Permissions \(ordered by step type\)](#)

| New User | | Grant View Access to Your Plan | |
|-------------------|-------|-----------------------------------|-------------------------|
| Name | Email | Added By | |
| 1. Test Principal | | Test EE Teacher5 on 08/10/2015 | <button>Remove</button> |

After adding view rights to those that you need to, click on the “<<Back” button to return to the plan steps page.


Manage Plan

| | |
|-------------------------------|---|
| << Back | HQ PD Plan 2017-2018:Grant View Access to Your Plan for EE Teacher5, Test |
|-------------------------------|---|


Designee Members [+ Show Step Permissions \(ordered by step type\)](#)



| New User | | Grant View Access to Your Plan | |
|-------------------|----------------------------|-----------------------------------|-------------------------|
| Name | Email | Added By | |
| 1. Test Principal | | Test EE Teacher5 on 08/10/2015 | <button>Remove</button> |
| 2. test teacher1 | noreply@truenorthlogic.com | Test EE Teacher5 on 08/10/2015 | <button>Remove</button> |

Once that the plan steps page, click on the “Initial Teacher Professional Development Plan” link or “Current Step” button to start completing your plan in PDE³.

☰ HQ PD Plan 2017-2018 



Display Discussion Board

 Grant View Access to Your Plan

 Initial Teacher Professional Development Plan * 

Current Step

Select core content area, grade span, and select the route you will take to become highly qualified.

 Initial Principal Activity Review 

Don't get confused by the 'Click "Save" frequently...' message as once you are in the “Edit” mode you will see the save button.

To start your plan click on the “Edit” button.

HQ PD Plan 2017-2018

<< Back Print Forms ▾

Initial Teacher Professional Development Plan for EE Teacher5, Test

Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Edit

Employee ID

Name EE Teacher5, Test

Select Core Content Area --Select One--

Grade Span --Select One--

What route will you take to become highly qualified? --Select One--

Planned Activities for August through October

Planned Activities for November through

One more thing to note is that the “Print Forms” button has an “Action Menu” pull-down button next to it. You will need to use this pull-down menu when you “Submit” your plan to your principal. If you do not submit your plan your principal cannot approve your plan.

HQ PD Plan 2017-2018

Action Menu

<< Back Print Forms ▾

Initial Teacher Professional Development Plan for EE Teacher5, Test

Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Edit

Print Forms

Submit

In the edit mode the screen will change where the plan pull-down menus and text-boxes become active. Here we see the “Content Area” text box. Notice the “Save,” “Save & Exit” and “Cancel” buttons at the bottom of the screen. You will need to use them correctly to ensure that you do not lose any of your data.

Employee ID

Name EE Teacher1, Test

* Content Area

* Grade Span
(Check the grade span for which HQ designation is)

--Select One--

Save Save & Exit Cancel

We will now start the form. Type the content area you are completing your PDP in the “Content Area” text box.

Select Content Area & Grade Span

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

Employee ID

Name EE Teacher1, Test

* Content Area Mathematics

* Grade Span
(Check the grade span for which HQ designation is)

--Select One--

Save Save & Exit Cancel

Next we select the grade span that the PDP is for using the “Grade Span” pull-down menu.

Employee ID

Name EE Teacher1, Test

* Content Area Mathematics

* Grade Span
(Check the grade span for which HQ designation is sought)

--Select One--
PK-3
K-6
6-8
✓ 6-12
K-12

At this point we will show how you can stop and save your plan to go back to the PDP steps page. Here we click on the “Save & Exit” button. The application will check to see if the fields with an asterisk were completed, if not you will see the message below and the incomplete asterisk fields highlighted in yellow.

There are required fields that have not been answered. Click 'Ok' to save your draft and return another time. Click 'Cancel' to continue working on your form.

Employee ID

Cancel OK

After clicking on “OK” we now see the PDP display page with the three fields that we did complete as filled.

Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Edit

Employee ID

Name EE Teacher5, Test


Select Core Content Area Mathematics


Grade Span 6-12

What route will you take to become highly qualified? --Select One--

We go further back to the PDP steps page by clicking on the “<<Back” button. Notice that the status “pie” icon is now icon partially filled.


Display Discussion Board

 Grant View Access to Your Plan

 Initial Teacher Professional Development Plan *
Last Status Update - 08/10/2015 @ 1:12 AM

Current Step

Select core content area, grade span, and select the route you will take to become highly qualified.

 Initial Principal Activity Review

To get back to your plan to finish it, click on either the “Initial Teacher Professional Development Plan” link or the “Current Step” button. Click on the “Edit” button to get back to the edit mode of the plan.

<< Back Print Forms

Initial Teacher Professional Development Plan for EE Teacher5, Test

Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Edit

Employee ID

Name EE Teacher5, Test

Select Core Content Area Mathematics

Grade Span 6-12

What route will you take to become highly qualified? --Select One--

Here in the edit mode we have selected the “Praxis II Subject Assessment” route and will be completing the activities portion of the plan.

Employee ID

Name EE Teacher5, Test

* Select Core Content Area
(Select ONE (1) subject in which you are currently assigned but not yet Highly Qualified)

Mathematics

* Grade Span
(Check the grade span for which HQ designation is sought)

6-12

* What route will you take to become highly qualified?

Praxis II Subject Assessment

Planned Activities for August through October

Comments

In the activities portion of the form, type in the activities you will be doing to become HQ. Here we can see the first three activity quarters.

Planned Activities for August through October

Will be signing up for Praxis preparation course, request purchase or borrow Praxis exam study materials and sign up for practice Praxis exams.

Comments

Planned Activities for November through January

Will be taking the preparation course and take practice Praxis exam. I will be studying for the actual Praxis exam as well.

Comments

Planned Activities for February through April

Will be taking the Praxis exam.

Comments

Save Save & Exit Cancel

This next screenshot shows the activities for the fourth quarter as well as the approximate cost and finally how the activities will make you highly qualified for the subject you are currently not highly qualified for.

Planned Activities for May through July

Upon passing the Praxis exam will submit scores to HQT unit and request reimbursement for Praxis examination fee.

Comments

Approximate Total Cost of Activities

400

How will the above activities, taken together, result in earning the HQ designation?

With my bachelor's degree, licenses in grade 6 to 12 and the mathematics Praxis II exam I will be HQ for mathematics in grade 6 to 12.

The last text box to complete is to identify resources to be provided by your school or complex area to help you become highly qualified in the core subject area initially selected.

Approximate
Total Cost of
Activities

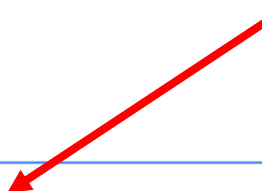
400

How will the
above activities,
taken together,
result in meeting
the ESSA Hawaii
Qualified Teacher
designation?

With my bachelor's degree, license in
grades 6 to 12 and the Mathematics
Praxis II exam I will be ESSA Hawaii
Qualified for Mathematics in grades 6
to 12.

Identify resources
to be provided by
school or complex
area to support
the plan.

materials and funds

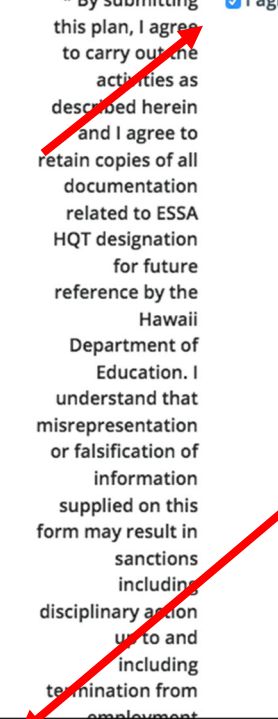


The second to the last step in the edit mode of the plan is to click on the “agreement” check box. Once you click on the check box, click on the “Save & Exit” button to return to the display mode of your plan.

* By submitting ☒ I agree

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

Save Save & Exit Cancel



In the display mode of the plan, review your selections and text. If you need to edit your plan, use the “Edit” button to enter the edit mode to change anything in your plan.

HQ PD Plan 2017-2018

<< Back Print Forms

Initial Teacher Professional Development Plan for EE Teacher5, Test

Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Edit

| | |
|--|---|
| Employee ID | |
| Name | EE Teacher5, Test |
| Select Core Content Area | Mathematics |
| Grade Span | 6-12 |
| What route will you take to become highly qualified? | Praxis II Subject Assessment |
| Planned Activities for August through October | Will be signing up for Praxis preparation course, request purchase or borrow Praxis exam study materials and sign up for practice Praxis exams. |
| Planned Activities for November through January | Will be taking the preparation course and take practice Praxis exam. I will be studying for the actual Praxis exam as well. |
| Planned Activities for February through April | Will be taking the Praxis exam. |
| Planned Activities for May through July | Upon passing the Praxis exam will submit scores to HQT unit and request reimbursement for Praxis examination fee. |
| Approximate Total Cost of Activities | 400 |
| How will the above activities,taken together, result in earning the HQ designation? | With my bachelor's degree, licenses in grade 6 to 12 and the mathematics Praxis II exam I will be HQ for mathematics in grade 6 to 12. |
| Identify resources to be provided by school or complex area to support the plan. | materials and funds |
| <p>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 HQ 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</p> <p>I agree</p> | |

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.

Once you have reviewed your plan and are ready to submit it to your principal, click on the “Action Menu” triangle button in the “Print Forms” pull-down and select “Submit.”

HQ PD Plan 2017-2018

<< Back Print Forms

Initial Teacher Professional Development Plan for EE Teacher5, Test

Select Core Content Area & Grade Span

Click "Save" frequently to prevent losing data.

Print Forms Submit

You are then returned to the PDP steps page. Notice that the status pie icon is now filled with a check mark over it. This indicates that the form is complete.

The screenshot shows the 'HQ PD Plan 2017-2018' header. Below it are tabs for 'Display' and 'Discussion Board'. A section titled 'Grant View Access to Your Plan' contains two items. The first item, 'Initial Teacher Professional Development Plan', has a status icon of a pie chart with a green checkmark. It includes the text 'Last Status Update - 08/10/2015 @ 1:24 AM' and a 'Submit' button. A red arrow points from the 'Submit' button to the 'Initial Teacher Professional Development Plan' title. The second item, 'Initial Principal Activity Review', has a status icon of a pie chart with a grey checkmark.

Notice that the “Submit” button still available in the above image. This indicates that the HQT PDP was actually completed but not submitted. This is a common problem, so do not forget to submit your plan.

The image below is what you should see after completing and submitting your plan as a teacher, the “Current Step” is now in the principal’s step of the plan.

The screenshot shows the 'Initial Teacher Professional Development Plan' step as completed, with a status icon of a pie chart with a green checkmark. The 'Initial Principal Activity Review' step is now the 'Current Step', indicated by a red arrow pointing to the 'Current Step' button. The status icon for this step is a pie chart with a grey checkmark. The text 'Last Status Update - 08/10/2015 @ 2:27 PM' is visible.

Once your principal has approved your plan, you will see the complete pie icon with the green check mark.

The screenshot shows the 'Initial Teacher Professional Development Plan' step as completed, with a status icon of a pie chart with a green checkmark. The 'Initial Principal Activity Review' step is now the 'Current Step', indicated by a red arrow pointing to the 'Current Step' button. The status icon for this step is a pie chart with a green checkmark. The text 'Last Status Update - 09/01/2015 @ 12:59 AM' is visible.

HQ PDP Principal Steps in PDE³

Here we are now in the PDP steps page and the principal’s “Initial Principal Activity Review” link and the “Current Step” button is active.

As a principal, you should click into the “Initial Principal Activity Review” link or “Current Step” button to enter the plan.

Learning Opportunities Induction/Mentoring Help Professional Growth Educator Effectiveness My Staff Test Principal Stop masquerading

HQ PD Plan 2017-2018

Growth Plan for EE Teacher5, Test.

Display Discussion Board

Grant View Access to Your Plan

Initial Teacher Professional Development Plan *
Last Status Update - 08/10/2015 @ 1:24 AM

Select core content area, grade span, and select the route you will take to become highly qualified.

Initial Principal Activity Review *
Last Status Update - 08/10/2015 @ 2:27 PM

Current Step

While in the “display mode” of the plan, the principal can review the plan first before moving to approval.

Learning Opportunities Induction/Mentoring Help Professional Growth Educator Effectiveness My Staff Test Principal Stop masquerading

View Activity

Back Print Form HQ PD Plan 2015-2016-Initial Principal Activity Review for EE Teachers, Test

Forms

Principal Certification

Employee ID

Name EE Teacher5, Test

Select Core Content Area Mathematics

Grade Span 6-12

What route will you take to become highly qualified? Praxis II Subject Assessment

Planned Activities for August through October Will be signing up for Praxis preparation course, request purchase or borrow Praxis exam study materials and sign up for practice Praxis exams.

Planned Activities for November through January Will be taking the preparation course and take practice Praxis exam. I will be studying for the actual Praxis exam as well.

Planned Activities for February through April Will be taking the Praxis exam.

Planned Activities for May through July Upon passing the Praxis exam will submit scores to HQT unit and request reimbursement for Praxis examination fee.

Approximate Total Cost of Activities 400

How will the above activities taken together, result in earning the HQ designation? With my bachelor's degree, licenses in grade 6 to 12 and the mathematics Praxis II exam I will be HQ for mathematics in grade 6 to 12.

Identify resources to be provided by school or complex area to support the plan. materials and funds

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 HQ designation for future reference by the Hawaii Department of Education. I agree 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.

By submitting this plan, I certify I have reviewed and approved the Plan, activities, requested funding contained within and will monitor progress. I certify I have submitted this Plan to the DOE for approval and will check the PDE3 PDP Admin Report after 30 days for verification of approval. I also agree to retain all documentation related to HQ designation, including a copy of the approved PDP in the teacher's school-based personnel file for review during periodic Title II monitoring.

Amount Allocated (Enter an amount \$0 or greater)

Save Instructions - Evaluator In order to save and complete the plan, click on Save&Exit (below) AND click on Accept (in the Signoff Status form). Once complete, the status indicator on the Initial Principal Activity Review step (on the prior screen) will be green (Complete). If you missed a step the status will remain blue, "In Progress".

Signatures

No Signatures

After reviewing the plan and deeming it acceptable, the principal will now approve the plan. Click on the “Edit” button to enter “edit mode” for the principal’s step.

The screenshot shows the top navigation bar with links for Learning Opportunities, Induction/Mentoring, Help, and Professional Growth. Below this is the title 'Professional Growth' and a subtitle 'HQ PD Plan 2017-2018'. There are two buttons: '<< Back' and 'Print Forms'. The main heading is 'Initial Principal Activity Review for EE Teacher5, Test'. Below this is a section titled 'Principal Certification' with an 'Edit' button highlighted by a red box. Below the 'Edit' button are input fields for 'Employee ID' and 'Name'.

In the edit mode scroll down to the bottom of the plan and click on the “I agree” pull-down menu and type in an amount for the teacher’s tier 1 reimbursement. Then click on the “Save & Exit” button at the bottom of the page.

The screenshot shows the 'Principal Certification' section. It includes a text area for a statement: '* By submitting this plan, I certify I have reviewed and approved the Plan, activities, requested funding contained within and will monitor progress. I will forward this documentation to any DOE school to which this teacher may transfer.' Below this is a dropdown menu with options: '--Select One--', 'I agree', and 'I disagree'. A red arrow points to the 'I agree' option. Below the dropdown is an input field for the amount allocated, with the value '400' entered. A red arrow points to this field. At the bottom of the form, there are three buttons: 'Save', 'Save & Exit', and 'Cancel'. A red arrow points to the 'Save & Exit' button. The form also includes a section for 'Save Instructions - Evaluator' and a note about the status indicator.

You will be returned to the “display mode” of the principal step page.

The screenshot shows the PDE3 Professional Development system interface. The top navigation bar includes links for Learning Opportunities, Induction/Mentoring, Help, Professional Growth (highlighted), Educator Effectiveness, My Staff, and Administration. A user profile dropdown for 'Test EE Principal' is visible in the top right, with a 'Stop masquerading' option below it. The main content area is titled 'Professional Growth' and 'HQ PD Plan 2017-2018'. Below this, it says 'Initial Principal Activity Review for EE Teacher5, Test'. The 'Principal Certification' form is displayed, containing the following fields:

| | |
|--|---|
| Employee ID | |
| Name | EE Teacher5, Test |
| Select Core Content Area | Mathematics |
| Grade Span | 6-12 |
| What route will you take to become highly qualified? | Praxis II Subject Assessment |
| Planned Activities for August through October | Will be signing up for Praxis preparation course, request purchase or borrow Praxis exam study materials and sign up for practice Praxis exams. |
| Planned Activities for November through January | Will be taking the preparation course and take practice Praxis exam. I will be studying for the actual Praxis exam as well. |
| Planned Activities for February through | |

A 'Loading...' button is visible at the bottom right of the form.

Although you have reviewed and saved the plan, you must also “sign off” on the plan as well by “accepting” it. The acceptance button will not appear in the display mode of the principal step unless the “I agree” checkbox is checked and the allocation amount is filled (use zero if no funds will be allocated, do not leave field blank).

Scroll to the bottom of the page in display mode and at the bottom left corner you will see the “Accept” button of the page you will now have to “sign off” on the plan by clicking on the “Accept” button.

The screenshot shows the 'Professional Growth' section of the PDE system, specifically the 'Principal Certification' form. The form contains various fields for planning activities and costs. At the bottom right, there is a 'Sign Off Status' section with 'Accept' and 'Reject' buttons. A red arrow originates from the top of the form and points directly to the 'Accept' button.

| Principal Certification | |
|--|---|
| Employee ID | |
| Name | EE Teacher5, Test |
| Select Core Content Area | Mathematics |
| Grade Span | 6-12 |
| What route will you take to become highly qualified? | Praxis II Subject Assessment |
| Planned Activities for August through October | Will be signing up for Praxis preparation course, request purchase or borrow Praxis exam study materials and sign up for practice Praxis exams. |
| Planned Activities for November through January | Will be taking the preparation course and take practice Praxis exam. I will be studying for the actual Praxis exam as well. |
| Planned Activities for February through April | Will be taking the Praxis exam. |
| Planned Activities for May through July | Upon passing the Praxis exam will submit scores to HQT unit and request reimbursement for Praxis examination fee. |
| Approximate Total Cost of Activities | 400 |
| How will the above activities, taken together, result in earning the HQ designation? | With my bachelor's degree, license in grades 6 to 12 and the mathematics Praxis II exam I will be HQ for mathematics in grades 6 to 12. |
| Identify resources to be provided by school or complex area to support the plan. | materials and funds |
| 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 HQ 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 |
| * By submitting this plan, I certify I have reviewed and approved the Plan, activities, requested funding contained within and will monitor progress. I certify I have submitted this Plan to the DOE for approval and will check the PDE's PDP Admin Report after 30 days for verification of approval. I also agree to retain all documentation related to HQ designation, including a copy of the approved PDP in the teacher's school-based personnel file for review during periodic Title II monitoring. | I agree |
| * Amount Allocated (Enter an amount \$0 or greater) | 400 |
| Save Instructions - Evaluator In order to save and complete the plan, click on Save&Exit (below) AND click on Accept (in the Signoff Status item). Once complete, the status indicator on the Initial Principal Activity Review step (on the prior screen) will be green (Complete). If you missed a step the status will remain blue, "In Progress". | |
| * Required | |

Sign Off Status

Accept Reject

Click on the “Accept” button at the bottom of the page to sign-off on the plan.

This image is a close-up of the bottom of the form, showing two buttons: 'Accept' and 'Reject'. The 'Accept' button is highlighted with a red rectangular box.

Accept Reject

Once the plan has been accepted/signed-off on you will see the “Signatures” section populated.

| Signatures | | |
|----------------|-------------------|-----------------------|
| Signoff Status | Name | Signoff Date |
| Accepted | Test EE Principal | 2015-09-01 @ 12:59:57 |

Finally the in the plan steps page, the “Initial Principal Activity Review” will show the green checkmark icon to indicate that the plan is complete.

PrimaryDomain - External Ch x

https://pde3.k12.hi.us/U/P/Channel/-/ExternalChannel?_ct=ProfessionalGrowth&Path=%2Fia%2Fempari%2Fgp%2Fentry%2FuserHome%3FgpEntryId%3C

PDE³
Professional Development
Educate, Empower, Excel

Professional Growth Learning Opportunities Induction/Mentoring Educator Effectiveness Help

Test EE Teacher5

HQ PD Plan 2017-2018

Display Discussion Board

Grant View Access to Your Plan

Initial Teacher Professional Development Plan *
Last Status Update - 09/01/2015 @ 12:47 AM
Select core content area, grade span, and select the route you will take to become highly qualified.

Initial Principal Activity Review *
Last Status Update - 09/01/2015 @ 12:59 AM
Current Step

Principal Tools to Track Plan Status

There are two places in PDE³ you can use to track the status of your teacher's plans, the Professional Growth tab and the My Staff tab.


First we will look at the "Professional Growth" tab and use the "Access Other's Professional Growth" report.

Here is what the principal's display will look like for this case in the "Professional Growth" tab for the example we completed above.

The screenshot shows the PDE3 interface with the 'Professional Growth' tab selected. Below the navigation bar, there's a section for 'Professional Growth Announcements' with the text 'Coming Soon.' Below that, the 'Access Other's Professional Growth' section is visible. It includes a search bar for 'Search OwnerName:' and a filter button. Below the search bar, it says '2 results'. A table displays the results:

| | Status | Archived | OwnerName | Program | Location | LastUpdated | Started |
|---|--------|----------|-------------------|----------------------|-------------|-------------|-----------|
| 1 | | — | EE Teacher, Test | HQ PD Plan 2015-2016 | Test School | 6/24/2015 | 6/12/2015 |
| 2 | | — | EE Teacher5, Test | HQ PD Plan 2015-2016 | Test School | 8/10/2015 | 8/10/2015 |

A red arrow points to the status icon for 'EE Teacher5, Test'.

Notice that the status icon for "EE Teacher5, Test" is an incomplete status pie icon . This means that even though the green check mark is may be visible over a complete status pie icon in the teacher step, it does not reflect that the teacher submitted the plan. Check with your teacher if they submitted the plan if you are unable to access the teachers plan to approve it.

The second place we can check on a teacher’s plan status is the principal’s “Evaluation Status Dashboard” in the “My Staff” tab for “HQ PD Plan 2017-2018.”

To use the dashboard you will need to use the pull-down menu to select the “HQ PD Plan 2018-2019”.

Next you need to use the checkbox for the step to select which ones you want to see, for this dashboard we will be checking them all off (default).

| Name | Location | Overall Status | Add Your Principal | Grant View Access to Your Plan | Initial Teacher Professional Development Plan | Initial Principal Activity Review |
|---------------------------------------|-------------|----------------|--------------------|--------------------------------|---|-----------------------------------|
| AccountabilityBranch, TrainingTeacher | Test School | Not Started | N/A | N/A | Not Started | Not Started |
| administrator, office | Test School | Not Started | N/A | N/A | Not Started | Not Started |
| AhrensElem, TrainingTeacher | Test School | Not Started | N/A | N/A | Not Started | Not Started |

Below is the status row for the teacher in our initial example above. Note that the “Initial Teacher Professional Development Plan” column is showing “Complete” in a green field and that the “Initial Principal Activity Review” is “Not Started” in an orange field.

| Name | Location | Overall Status | Add Your Principal | Grant View Access to Your Plan | Initial Teacher Professional Development Plan | Initial Principal Activity Review |
|-------------------|-------------|----------------|--------------------|--------------------------------|---|-----------------------------------|
| EE Teacher5, Test | Test School | In Progress | N/A | N/A | Complete | Not Started |

Note that PDE³ requires that teacher “submit” a plan to their principal and that principal’s must “accept” a plan before it is considered complete. The dashboard also shares the same limitation as the first method of tracking plans, in that the status only indicates that the teacher completed the plan and not that the teacher submitted the plan to you for your approval. If you are unable to enter the edit mode to approve a plan, contact the teacher remind them to submit their plan to you.

Exception process for principals to reject an ESSA HQ PD Plan

In the case where a principal needs to reject an HQ PD Plan, the following steps can be used to return a plan to a teacher. The process differs from what was covered above in that instead of a principal accepting a plan, the plan is rejected and returned to the teacher for revision and resubmission. For the teacher, the steps for revising and resubmission are the same as in the initial process and will not be covered here.

The steps below are how to return an ESSA HQ PD Plan to a teacher.

Once the plan is in the principal’s “Initial Principal Activity Review” step, click into that step by either clicking on the step title link or the “Current Step” link.

HQ PD Plan 2019-2020

Growth Plan for Teacher, Test.

Display

Discussion Board

Grant View Access to Your Plan

Initial Teacher Professional Development Plan *

Last Status Update - 07/16/2020 @ 10:54 AM

Select content area, grade span, and select the route you will take to become highly qualified.

Initial Principal Activity Review *

Last Status Update - 07/16/2020 @ 10:56 AM

Current Step

July 2022

ESSA HQT Handbook

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Once in the plan, click on the “Edit” button to open the plan into the principal edit mode.

Home Observer Calibration Learning Opportunities Induction/Mentoring Help Professional Growth

HQ PD Plan 2019-2020

<< Back Print Forms

Initial Principal Activities Review for Teacher, Test

Principal Certification

Edit

Employee ID

Name Teacher, Test

Content Area Mathematics

Grade Span 6-12

What route will you take to become Hawaii qualified? Praxis II Subject Assessment

Once in the edit mode (note the dark borders on the form) scroll down to the bottom of the page to you can complete the two principal questions.

Home Observer Calibration Learning Opportunities Induction/Mentoring Help Professional Growth Educator Effectiveness My Staff Administration

HQ PD Plan 2019-2020

Initial Principal Activities Review for Teacher, Test

Principal Certification

Employee ID

Name Teacher, Test

Content Area Mathematics

Grade Span 6-12

What route will you take to become Hawaii qualified? Praxis II Subject Assessment

Planned Activities for August through October Study PRAXIS II materials

Planned Activities for November through January Take practice PRAXIS II exam

Planned Activities for February through April Take PRAXIS II exam

Planned Activities for May through July Turn in results.

Approximate Total Cost of Activities 300

How will the above activities, taken together, result in meeting the ESSA Hawaii Qualified Teacher designation? Upon submission to EQ Section will be Mathematics qualified. Will also submit PRAXIS II results to HTSB for add-a-field.

Identify resources to be provided by school or complex area to support the plan. Study materials

Save Save & Exit Cancel

The two principal question require an answer even when the plan is being rejected. The suggested answers are “I disagree” and “0”.

Initial Principal Activities Review for Teacher, Test

Principal Certification

Employee ID

Name Teacher, Test

Content Area Mathematics

Grade Span 6-12

What route will you take to become Hawaii qualified? Praxis II Subject Assessment

Planned Activities for August through October Study PRAXIS II materials

Planned Activities for November through January Take practice PRAXIS II exam

Planned Activities for February through April Take PRAXIS II exam

Planned Activities for May through July Turn in results.

Approximate Total Cost of Activities 300

How will the above activities, taken together, result in meeting the ESSA Hawaii Qualified Teacher designation? Upon submission to EQ Section will be Mathematics qualified. Will also submit PRAXIS II results to HTSB for add-a-field.

Identify resources to be provided by school or complex area to support the plan. Study materials

Save Save & Exit Cancel

Once you have completed the two fields (“I disagree” and “0”), click on the “Save & Exit” button at the bottom of the screen.

disciplinary action up to and including termination from employment

By submitting this plan, I certify I have reviewed and approved the Plan, activities, requested funding contained within and will monitor progress. I will forward this documentation to any DOE school to which this teacher may transfer.

Amount Allocated (Enter an amount \$0 or greater)

I authorize the amount allocated for Tier 1, Title IIA to be reimbursed upon successful completion and supporting documentation provided for the approved activities on this plan.

Save Instructions - Evaluator In order to save and complete the plan, click on Save & Exit (below) AND click on Accept (in the Review step (on the prior screen) will be green (Complete). If you missed a step the status will remain in Review.

* Required Fields

The web page will update with two buttons at the bottom of the screen, “Accept” and “Reject” at which point since you are rejecting the plan you will click on the “Reject” button.

Identify resources to be provided by school or complex area to support the plan. Study materials

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

By submitting this plan, I certify I have reviewed and approved the Plan, activities, requested funding contained within and will monitor progress.

***Amount Allocated (Enter an amount \$0 or greater)** 0

Save Instructions - Evaluator In order to save and complete the plan, click on Save&Exit (below) AND click on Accept (in the Review step (on the prior screen) will be green (Complete). If you missed a step the status will remain in Review.

* Required

Sign Off Status

You will notice now that once the plan has been rejected, that the “Current Step” of the plan has moved from the “Initial Principal Activity Review” to “Initial Teacher Professional Development Plan” step.

The screenshot displays the PDE3 Professional Development System interface. At the top, there is a navigation bar with links: Home, Observer Calibration, Learning Opportunities, Induction/Mentoring, Help, Professional Growth, Educator Effectiveness, My Staff, and Administration. Below this, the main header reads "HQ PD Plan 2019-2020". A sub-header indicates "Growth Plan for Teacher, Test." Below the header, there are two tabs: "Display" (selected) and "Discussion Board". The main content area shows a list of plan steps. The first step is "Initial Teacher Professional Development Plan" with a status update of "07/16/2020 @ 11:14 AM". A red arrow points from this step to a green box labeled "Current Step". Below this, there is a second step, "Initial Principal Activity Review", with a status update of "07/16/2020 @ 10:56 AM". A red arrow points from this step to the "Current Step" box. The interface also includes a "Grant View Access to Your Plan" button and a prompt to "Select content area, grade span, and select the route you will take to become highly qualified."

At this point the plan can be revised by the teacher and resubmitted using the submit process covered previously. Email messages from the PDE3 system will be sent to the teacher when the plan is rejected, so notifying the teacher separately is optional but suggested if you need to include a reason for the rejection, as it will not be in the system email message.