DOE OTM 700-003

Last Revised: 11/15/2021

HQ CONTENT COURSE IDENTIFICATION FORM

DEPARTMENT OF EDUCATION
Office of Talent Management
Educator Quality Section
P.O. Box 2360 Honolulu, HI 96804

Use this form if you are seeking HQ status through college credit accumulation. This form must be accompanied by the "HQ Documentation Coversheet" (DOE OTM 700-001) and official transcript(s) *(copies acceptable)*.

I. EMPLOYEE INFORMATION

Name: _____ Employee ID: _____
Last First M.I.

II. CONTENT COURSE IDENTIFICATION

Middle and Secondary Designation: One way to earn the designation of "Hawaii Qualified" is to accumulate thirty (30) semester credits or forty-five (45) quarter credits in the content area for which you are seeking an HQ designation.

Elementary HQ Designation: Teachers who are seeking the elementary HQ designation through course accumulation must have an "Effective" or better teacher performance rating and earned the equivalent of thirty (30) semester credits from an accredited college or university in the subjects of the elementary curriculum which are defined as English/language arts, mathematics, science, civics/government, economics, geography, history and arts.

College Credit Accumulation Table

College/University	Grad (G) or Undergrad (UG)	Course Number	Content Area Course Name	Date	Semester/ Quarter	# of Credits
Sample College	*UG*	*BIO202*	*Plant Biology*	*Fall 2001*	*Semester*	*3*
Sample College	*UG*	*His 202*	*US 20th Century History*	*Fall 2002*	*Quarter*	*5*
			Total Credits from Content Courses ONLY*			0

* A minimum of thirty (30) semester credits or forty-five (45) quarter credits is required.