



**HAWAII DEPARTMENT OF EDUCATION**  
**ESSA Hawaii Qualified Teacher**  
*HQT Assistance and Planning Checklist*  
**School Year 2023-2024**

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

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

**License:**

1. Do you have a Hawaii teaching license?  
 **Yes**                       **No** – Contact HTSB for licensing requirements
  
2. Is your license in the subject area you are teaching?  
 **Yes** – Stop; ESSA Hawaii Qualified  
 **No** – Go to question #3.
  
3. Are you teaching at the grade level for which you are licensed?  
 **Yes**                       **No** – Contact HTSB for licensing requirements
  
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

**Hawaii Qualified Teacher Options:**

**Documentation Provided by Teacher**

Documents Received	Date	Verified By
<input type="checkbox"/> National Board Certification		
<input type="checkbox"/> Praxis II ETS Exam Score Report		
<input type="checkbox"/> Official transcripts (HQT Toolkit: DOE OTM 700-003)		
<input type="checkbox"/> ESSA Rubric (HQT Toolkit: DOE OTM 700-002)		
<input type="checkbox"/> NCLB Hawaii Highly Qualified Teacher Certificate		

- You **appear** to meet the designation of Hawaii Qualified for the subject area of \_\_\_\_\_ and need to submit the following to DOE:
- HQ Documentation Form (HQT Toolkit: [DOE OTM 700-001](#)), along with your documentation.
- You do not **appear** to meet the designation of Hawaii Qualified for the subject area of \_\_\_\_\_ and may opt to prepare a Professional Development Plan.

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

For licensure information, please contact HTSB at <https://hawaiiteacherstandardsboard.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:

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