



**HAWAII DEPARTMENT OF EDUCATION  
ESSA Hawaii Qualified Teacher  
Administrative Review Process  
School Year 2023-2024**

**ESSA Hawaii Qualified Teacher  
Administrative Review Process**

The administrative process provides an opportunity for the review of:

- A. The addition/removal of ESSA qualification subject on the ACCN Crosswalk.
- B. The request for a re-evaluation of a NHQ decision based on documentation submitted by a teacher to become HQ in a subject area assignment.
  - a. Re-evaluation of a college course not accepted
  - b. Re-evaluation of a PD Credit course not accepted
  - c. Re-evaluation of a non-credit workshop
  - d. Re-evaluation of ESSA rubric determination
- C. A request to change an ESSA Hawaii Qualified Teacher policy or procedure.
- D. Re-evaluation of PDE3 course for Sheltered Instruction Qualification (SIQ).
  - a. Course must exist in PDE3\*
- E. Review of a workshop for Sheltered Instruction Qualification (SIQ) that was completed prior to December 19, 2019 and was not entered into the PDE3 system\*
  - a. Workshop completed December 19, 2019 or earlier may be submitted for an Administrative Review.
  - b. Workshops completed December 20, 2019 or later requires the course to be reviewed and approved by the HIDOE EL Program via a [Request for New Non-Credit "ESL" PDE<sup>3</sup> Workshop](https://bit.ly/3j5nnqy) (<https://bit.ly/3j5nnqy>)
- F. Re-evaluation of college course for Sheltered Instruction Qualification (SIQ).

\* See Hawaii Qualified Teacher FAQs - Sheltered Instruction

**Procedure to submit a request of an Administrative Review:**

1. Submit the ESSA HQT Administrative Review Form to the Educator Quality Section via email: [hqt@k12.hi.us](mailto:hqt@k12.hi.us)
2. OTM will consult with appropriate subject matter expert on the issue or concern.
3. If required, Stakeholder input will be obtained.
4. Decision will be made on the requested review.
5. Requestor will be notified of the decision.