



Attachment C: Sheltered Instruction Qualification Cover Sheet

Department of Education
Office of Talent Management,
Educator Quality Section
P.O. Box 2360 Honolulu, HI 96804

Name: _____ Emp ID: _____

School/Office: _____ E-mail: _____

Select Only One (1):

I am submitting this Cover Sheet for the **first time**.

I have previously submitted a cover sheet and am submitting **new or additional** documents/information.

Do not attach documents/information previously submitted.

I am seeking the Sheltered Instruction Qualification through the following Option [Select Only One (1)]:

Option 1: Completion of Six (6) college credits in TESOL-related competencies from an institutionally accredited college or university. **Attach official transcript(s) (copies acceptable).**

College Name & Course Title	Course #	# of Credits	Date of Completion

Option 2: Completion of six (6) credits HIDEOE-sponsored ESL or TESOL PDE³ courses.

PDE3 Course Name	Section #	Date of Completion

Option 3: Completion of 72 seat hours of TESOL-related HIDEOE PDE³ non-credit Professional Development (PD) courses. (If PDE³ Credit Course(s) were taken for Audit credit(s), complete the [Verification of Audit Credit for Sheltered Instruction Professional Development Seat Hours.](#))

Course or Conference	Course Number & Section	Date of Completion	# of Seat Hours

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Option 4: Out-of-state K-12 School District TESOL endorsement/certification earned from another state.
Attach endorsement.

Option 5: TESOL HQ or TESOL licensure status in lieu of 6 credits. *You do not need to submit additional information if you have a TESOL HQ or License. If you need to submit documentation to meet this requirement, please complete the [HQ Documentation Coversheet](#).*

Option 6: National Education Association (NEA) Micro-credential in English Language Learner.
Attach your eight (8) stacks of the NEA ELL Micro-credential.

Option 7: Combination of Options 1 and 2 above: Completion of three (3) college credits in TESOL-related college/university credits from an institutionally accredited college or university, *and* completion of three (3) credits HIDOE-sponsored PDE³ courses aligned to the TESOL-related competencies.
Attach official transcript (copies accepted).

PDE3 Course Name	Section #	Date of Completion

Option 8: Combination of Option 1 and/or Option 2 with Option 3. Each credential will only be accepted in its original qualification type (Academic credit, PDE³ credit, Non-credit PD hours).
Attach official transcript(s) (copies accepted).

Check one:

- 1 (one) Credit + 60 SIQ seat hours
- 2 (two) Credits + 48 SIQ seat hours
- 3 (three) Credits + 36 SIQ seat hours
- 4 (four) Credits + 24 SIQ seat hours
- 5 (five) Credits + 12 SIQ seat hours

Academic, PDE ³ or Non-credit PD Course Name	Course # & Section	Date of Completion	# of Credits/ Seat Hours

By typing my name below, I certify that the above information is accurately reported to the best of my knowledge. Any misrepresentation or falsification of information on this form may result in sanctions including termination from employment or disciplinary action.

Teacher Signature: _____ **Date:** _____

Submission Instructions: Please submit this cover sheet along with supporting documentation to the Educator Quality Section. **Mail:** P.O. Box 2360, Honolulu, HI 96804 *or* via **HIDOE Courier:** OTM, Educator Quality Section *or* **Email:** hqt@k12.hi.us