



**HAWAII DEPARTMENT OF EDUCATION**  
**Highly Qualified Teacher**  
*Reimbursement Policy*  
Revision Date: July 2023

### **Reimbursement Policy**

The Title II Part A purpose is to increase student achievement; improve the quality and effectiveness of teachers, principals, and other school leaders; increase the number of teachers, principals, and other school leaders who are effective at improving student academic achievement; and provide students from low-income families and minority students greater access to effective teachers, principals, and other school leaders. (ESEA section 2001). Title II, Part A Investments should align with the Hawaii Department of Education/Complex Area/School/Charter School/State Office overall strategies to support effective instruction in order to improve student academic outcomes.

Reimbursements to educators must follow federal grant regulations and requirements and require that the costs are allocable to Title II A by:

- Meeting the purpose of Title II A and
- Costs are supplemental and do not supplant other funds and
- Costs are reasonable and necessary and
- Meets the ESSA definition for Professional Development.

Reimbursement may be made to teachers/schools leaders for professional development activities that meet the following requirements:

1. Teacher/school leader must be currently employed with the Hawaii Department of Education and was in a teacher/school leader position at the time that the activity was attended.
2. Reimbursements cannot be grouped into general categories, such as "college courses."
3. All coursework reimbursements must be accompanied by documentation that identifies:
  - a. Date of course
  - b. Passing grade
  - c. Course number
  - d. Course name
  - e. Institution or Organization of course provider
4. Reimbursement for courses must be for a passing grade and meet one of the following purposes:
  - a. In the content area that the teacher is identified as NHQT or
  - b. A required course as part of a degree program for the content that the teacher is identified as NHQT.
  - c. Pre-requisite courses are not reimbursable unless they are specifically in the NHQT content area.
  - d. For meeting HODOE Sheltered Instruction requirements.
  - e. Professional Development/coursework for School Leadership (i.e. HICISL).

Tier I Activities and Funds can only be used to support NHQT to meet HQ:

1. Teacher must have been identified as NHQT in the content area for the expense to be eligible for reimbursement (i.e. if the teacher is not identified as NHQT for Science, he/she cannot submit for reimbursement for a science course).
2. Praxis II exam must be for area that teacher is identified as NHQT.
3. Activity must have been identified on an approved Professional Development Plan (PDP) or in a verification letter by the principal.

Non Tier I Activities:

1. Non Tier I professional development activities may be reimbursed using eligible Tier II program ID's
2. Activity must have been pre-approved by Principal/Administrator or above in an approved PDP or a verification letter or as a participant in a program approved for professional development reimbursement (i.e. HICISL) under Title II A.

