



# HQ DOCUMENTATION COVERSHEET

DOE OTM 700-001

Last Revised: 7/1/2024

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

## I. EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ School/Office: \_\_\_\_\_

## II. HQ DESIGNATION INFORMATION

Check the grade span for which HQ designation is sought: PK-K PK-3 K-6 6-8 6-12 K-12

Are you currently **licensed in Hawaii** to teach at these grade levels?

Yes No If you answered "no" do not complete this form. Contact [Hawaii Teacher Standards Board](#) for licensing requirements.

Check ONE (1) subject in which you are currently seeking HQ designation:

Art English/Language Arts CTE: \_\_\_\_\_ Other: \_\_\_\_\_

Elementary Mathematics Foreign Language: \_\_\_\_\_

Elementary SPED Science Social Studies: \_\_\_\_\_

Check here if you have ((select only ONE (1)):

A current National Board Certification in the content area (except MC Generalist for middle school teachers) Attach a copy of certificate.

Passed the designated PRAXIS II in the content area. Attach a copy of the PRAXIS examinee score report.

Earned 30 college credits or a major in the content area: Complete one of the following and attach official transcripts (**copies acceptable**):

- [Elementary Content: Elementary Content - Course Credit Form](#)
- [Middle School Generalist: Middle School Generalist - Course Credit Form](#)
- [Secondary Content: HQ Content Area Course Identification](#)

For teachers with an "effective" or better teacher performance rating and earned seventy-five (75) points through the ESSA Rubric: Complete "[ESSA Rubric](#)" ([DOE OTM 700-002](#)) and submit relevant documentation (**copies acceptable**).

**Final HQT status is determined by DOE upon verification of the information submitted/indicated on this form and supporting documentation. Final approval will be reflected on [hidoetm.org/eq](#).**

## III. EMPLOYEE AND SCHOOL CERTIFICATION

**By signing this statement, I certify that I have accurately reported the information herein.** I understand that misrepresentation or falsification of information supplied on this form may result in sanctions including termination from employment and/or professional discipline. I agree to retain copies of all documentation related to HQ designation for future reference by the Hawaii DOE.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VERIFICATION BY SCHOOL OFFICIAL:** By signing this statement, I certify that I have reviewed all attached documentation and validated that the information herein is correctly reported. I agree to retain copies of all documentation related to HQ designation in the teacher's yellow jacket for review during periodic Title II monitoring and to forward this documentation to any DOE school to which this teacher may transfer. I also certify that I have furnished the original of this form to the DOE OTM, EQ Section.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_