



# HAWAII QUALIFIED PROFESSIONAL DEVELOPMENT PLAN

**Teachers of academic subjects who have not yet been designated Hawaii Qualified (HQ) may submit a Professional Development Plan (PDP) to their principal for approval. This plan, developed jointly by the teacher and principal, outlines the steps that will lead to attainment of the HQ designation. HQ PDPs are optional; however, completion of a plan is recommended, especially for those teachers seeking reimbursement for professional development activities that will enable them to meet HQ requirements.**

**I. EMPLOYEE INFORMATION**

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Last First M.I.

Tel#: \_\_\_\_\_ Email: \_\_\_\_\_ School/Office: \_\_\_\_\_

**II. HQ DESIGNATION INFORMATION**

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

Are you currently licensed in Hawaii to teach at these grade levels?     Yes     No, contact HTSB for licensing requirements and complete this form.

Check **ONE (1)** subject in which you are currently assigned but not yet Highly Qualified:

- |                                     |                                                       |                                                  |                                       |
|-------------------------------------|-------------------------------------------------------|--------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Art        | <input type="checkbox"/> Mathematics                  | <input type="checkbox"/> CTE: _____              | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Elementary | <input type="checkbox"/> Elementary Special Education | <input type="checkbox"/> Foreign Language: _____ |                                       |
| <input type="checkbox"/> English    | <input type="checkbox"/> Science                      | <input type="checkbox"/> Social Studies: _____   |                                       |

**III. PROFESSIONAL DEVELOPMENT PLAN**

1. The PDP must be focused on an academic subject to which the teacher is currently assigned, but not yet HQ. The plan must include quarterly activities throughout the school year that will result in substantial progress toward becoming HQ.

Quarter	Planned Activities (This plan must include detailed activities such as workshop titles and dates, Praxis test codes and dates, etc. in each quarter of the school year)	Requested Funding
Q1: Aug - Oct		
Q2: Nov - Jan		

Quarter	<b>Planned Activities</b> (This plan must include detailed activities such as workshop titles and dates, Praxis test codes and dates, etc. in each quarter of the school year)	<b>Requested Funding</b>
Q3: Feb - Apr		
Q4: May - Jul		
Approximate Total Cost of Activities		

2. Identify resources to be provided by the school or complex area to support the plan.

3. How will the above activities, taken together, result in meeting the ESSA Hawaii Qualified Teacher designation?

**IV. EMPLOYEE AND PRINCIPAL CERTIFICATION**

**Teacher:** I agree to carry out the activities as described herein and I agree to retain copies of all documentation related to ESSA HQT designation for future reference by the Hawaii Department of Education. I understand that misrepresentation or falsification of information supplied on this form may result in sanctions including disciplinary action up to and including termination from employment.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
MM/DD/YYYY

**Principal:** VERIFICATION BY SCHOOL OFFICIAL: I certify that I have reviewed and approved the Plan, activities, and requested funding contained within and will monitor progress.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
MM/DD/YYYY