



**HAWAII DEPARTMENT OF EDUCATION**  
**ESSA Hawaii Qualified Teacher**  
**HQT Assistance and Planning Checklist**  
**School Year 2024-2025**

**This document is used to assist Principals and/or HQ Designees when meeting with teachers identified as Not Hawaii Qualified (NHQ/NHQT) to assist teachers in planning on how they will meet the Hawaii Qualified Teacher (HQ/HQT) requirement for the assignment(s).**

**Teacher’s Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Non-HQ subject area(s):** \_\_\_\_\_ **Grade Span:** \_\_\_\_\_

**Step 1: License Requirement:** Teachers must hold a license for the grade level of their teaching assignment(s)

1. Do you have a Hawaii teaching license?  
 **Yes**       **No** – Contact HTSB for licensing requirements
  
2. Is your license in the subject area you are teaching?  
 **Yes** – Stop; ESSA Hawaii Qualified  
 **No** – Go to question #3.
  
3. Are you teaching at the grade level for which you are licensed?  
 **Yes**       **No** – Contact HTSB for licensing requirements
  
4. Are you teaching at the grade level for which you are licensed, but in a subject area outside of your license?  
 **Yes** – Provide evidence of subject matter proficiency through one of the HQT options

**Step 2: Hawaii Qualified Teacher Options:** Teachers who have the correct grade level license may meet the subject HQ requirement by one of the following options: Ask the teacher if they believe that they meet the HQ requirement through one of the following options.

<b>Option (must be in NHQ subject)</b>	<b>Documentation/ Evidence</b>	<b>✓ Selected Option</b>
National Board Certification	NBPTS Certificate	
Praxis II Exam	Passing Score on Praxis II ETS Exam Score Report	
Major or 30 College Credits	College Transcript(s)	
ESSA Rubric	ESSA Rubric Form and supporting documents	

### Step 3: Preliminary HQ Qualification Review:

- You **appear** to meet the designation of Hawaii Qualified for the subject area of \_\_\_\_\_ and need to submit the following to OTM, Educator Quality Section:
  - HQ Documentation Coversheet Form [HQ Documentation Coversheet DOE OTM 700-001](#) along with your supporting documentation/evidence for the option you indicated above.
  
- You **do not appear** to meet the designation of Hawaii Qualified for the subject area of \_\_\_\_\_ and may opt to prepare a [HQ Professional Development Plan](#).

The Hawaii Qualified Teacher assistance provide is **advisory** only. Final approval of HQT designation is **contingent upon the documentation and evidence submitted to OTM**. The discussion and recommendations provided do not include advice on Licensing/Relicensing, Reclassification, Transfer/Assignment, Contract/Contract Renewal, Employment/Continued Employment; if information on these items is sought, please contact the appropriate unit or agency.

**Teachers:** Please make 3 copies of all your documentation (2 for your principal who will send one to OTM, Educator Quality Section and place one in your school-based personnel file (i.e. yellow jacket file), and 1 for your records). Submit these materials to your principal by \_\_\_\_\_.

**Principals:** Please review and verify all HQ documentation. Place one copy in the teacher's school-based personnel file (i.e. yellow jacket folder) and send the second to: Department of Education, Educator Quality Section, P.O. Box 2360, Honolulu, HI 96804 or email to: [hqt@k12.hi.us](mailto:hqt@k12.hi.us)

For licensure information, please contact HTSB at [hawaiiteacherstandardsboard.org](http://hawaiiteacherstandardsboard.org)

For questions regarding the Hawaii Qualified Teacher options, please contact the Educator Quality Section at 441-8499 or via email at [hqt@k12.hi.us](mailto:hqt@k12.hi.us). If you need additional assistance, please contact: \_\_\_\_\_