HAWAII DEPARTMENT OF EDUCATION
ESSA Hawaii Qualified Teacher
Principal Quick Guide for Non Hawaii Qualified Teachers
School Year 2025-2026

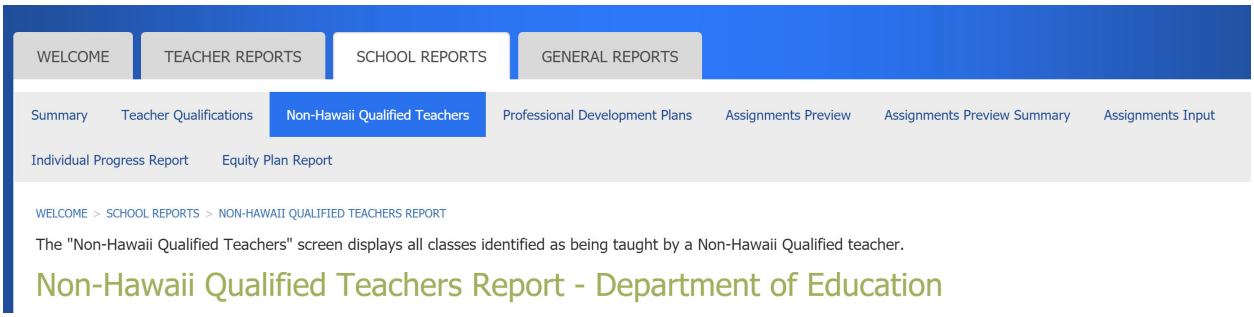
Step 1: Download the Site Based Technical Assistance document – 3f and HQT Assistance and Planning Checklist – document 3g

1. Go to Educator Quality website: https://hidoeotm.org/eq/EducatorQuality.html
2. Go to the heading on the left side of the page: ESSA Hawaii Qualified Teacher Handbook.
    a. Click on the Table of Contents link.
    b. Scroll down to the School Planning Section, 3f, click on the link for the Site Based Technical Assistance document, 3f.
    c. Scroll to the HQT Assistance and Planning Checklist document, 3g, click on the Assistance and Planning Checklist.
3. Review the documents.
    a. Review the steps for providing technical assistance.
    b. Review the HQT Assistance and Planning Checklist – make sure you have a copy for each teacher identified as NHQ.

Step 2: Retrieve your Official List of Non Hawaii Qualified Teachers

1. Login to eHR for HQ from the Educator Quality page.
    a. Click on

    b. Or, you may use the direct web address at: https://ehr.k12.hi.us/ehq
    c. Use your webmail login to sign in to eHR for HQ.
2. Go to the School Reports Tab.
3. Click on the Non Hawaii Qualified Teacher link.



Step 3: Qualification Analysis

1. Click on the first teacher on your NHQT List; this will take you to the teacher's status report.

	TEACHER FIRS	SCHOOL FIRST LETTER	COURSE FIRST LETTER	SUBJECT FIRS	SPED	LICEN
EMPLOYEE ID	TEACHER	SCHOOL	CLASS TAUGHT	SUBJECT	SPED CLASS	LICENSE
			Automotive Technology 1	CTE- Industrial and Engineering Technology	No	Yes
			Mathematics Workshop, Grade 10	Math	No	No
			Mathematics Workshop, Grade 10	Math	No	No
			Geometry	Math	No	No
			Mathematics Workshop, Grade 10	Math	No	No

Status Report:

Employee

EMPLOYEE ID	LAST NAME	FIRST NAME	NOTES

Qualifications

TYPE	QUALIFICATION	GRADE LEVEL	SUBJECT	EFFECTIVE DATE	EXPIRATION DATE	ADDITIONAL INFORMATION
EDUC	Bach of Science			2015-05-10		**State:** HI **Major:** Mathematics

Qualification Events

QUALIFICATION EVENT	INSTITUTION	COURSE	DATE	CREDITS	TYPE OF CREDIT	HOUSSE POINTS	SUBJECT
Under Graduate Course	Hawaii Pacific U	MATH 1105	2009-12-31	3	Semester	12	Math
Under Graduate Course	Hawaii Pacific U	PHYS 1000	2010-05-31	3	Semester	12	Science

2. Review the teacher's status report:
   a. Scroll to the bottom of the status report and review the "NHQ Assignments."
   b. Go back up to the "Qualifications" section on the status report.
   c. Compare the "Qualifications" and "Qualification Events" sections on the status report to the **HQT Assistance and Planning Checklist** for the subject area(s) the teacher is NHQ.
3. Review the ACCN Crosswalk document, 1b, look for the course that the teacher is NHQ, and determine if s/he has a license or other content equivalency for the course.
4. Meet with each NHQ teacher. Inform teacher that currently s/he appears on the NHQT list.

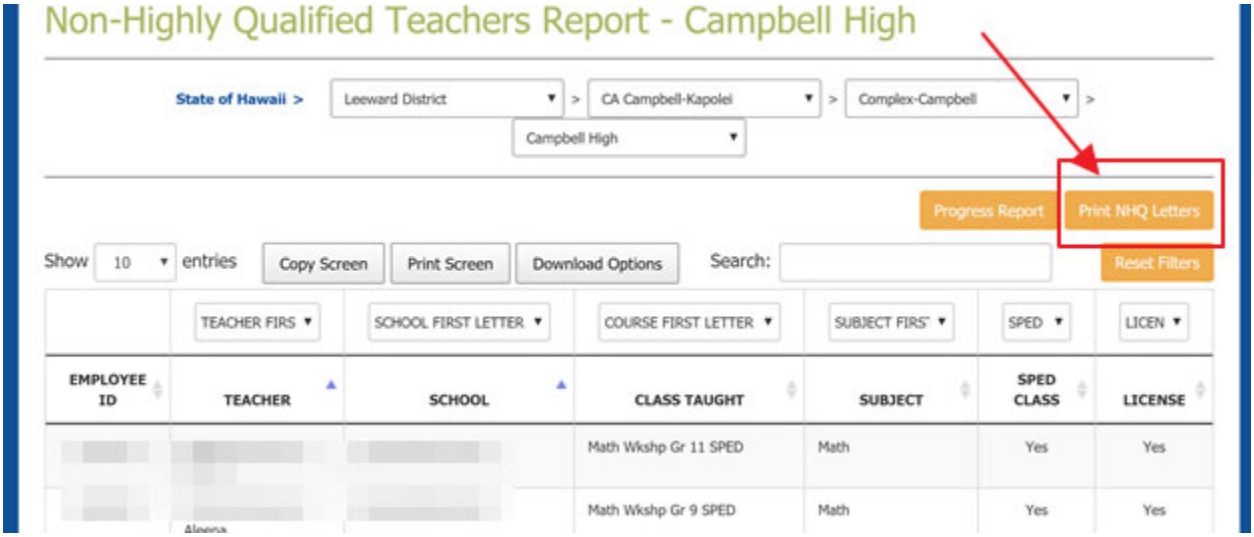
5. Inquire if there are other documents (see table on HQT Assistance and Planning Checklist) that can be submitted.
6. If the teacher appears to meet the HQT requirements, s/he should download the appropriate form(s) from the ***Toolkit section*** of the **ESSA Hawaii Qualified Teacher Handbook.**
7. Assist teachers with completing the forms and
8. Send completed form(s) and supporting documentation to the Educator Quality Section, P.O. Box 2360, Honolulu, HI 96804
9. Repeat "Step 3" for all the teachers on your NHQT List.

Step 4: Professional Development Plans

1. HQ PDPs are not required, but highly recommended, especially if teacher(s) will be reimbursed for eligible activities.
2. Instructions on how to complete the HQ PDP can be found on the Teacher Quality site, documents 2d and 2e, HQ Professional Development Plan Resource Guide and HQ Professional Development Plan Instructions.

Step 5: Send Parent Letter

1. After completing your analysis if the teacher is still NHQT, you will need to send the "Notice to Parent of Non Hawaii Qualified Teacher."
2. Letters can be generated from the eHR for HQ NHQT List or



3. Download a template for the Teacher Quality site, document 3h.

Additional Assistance:

Should you require additional assistance, please follow the HQT Assistance Protocol:

1. Contact your school Designee or Complex Area Designee. If you are unable to resolve your issue/inquiry then
2. Contact Educator Quality Section 808-441-8499 or via email at hqt@k12.hi.us.