



HAWAII DEPARTMENT OF EDUCATION
Hawaii Qualified Teacher
HQ Professional Development Plan Resource Guide
School Year 2025-2026

The HQ Professional Development Plan (PDP) is an optional tool that teachers may choose to use to outline activities that will help them become ESSA Hawaii qualified. Although the HQ PDP is optional, completion of a plan is recommended, especially for those teachers seeking reimbursement for professional development activities that will enable them to meet HQ requirements.

School principals oversee the development and implementation of PDPs for teachers who have not met the designation of Hawaii qualified. The plan, developed jointly with the teacher, should include quarterly activities leading towards earning HQ designation in the content area identified, as well as the support that the school and complex area will provide to assist the teacher in carrying out the plan.

The PDP is submitted to and approved by the school principal. Teachers who are not Hawaii qualified in multiple content areas should work towards HQ status in at least one content area per year.

Professional Development Plans are completed via the Hawaii Qualified Professional Development Plan form (DOE OHR 700-006). Before the teacher completes their plan, they should first consult with their school principal, as he/she will be required to complete the review and approval of the plan.

The following are some suggestions and sample PDP forms to assist in writing a complete and acceptable professional development plan. The plan should outline quarterly activities that demonstrate active pursuit of HQ status, and address one NHQ content area for which the teacher is not Hawaii qualified.

- I. FOR A TEACHER WITHOUT A STATE APPROVED TEACHER EDUCATION PROGRAM (SATEP), include:
 - A. Date of enrollment into a SATEP, name of SATEP college, and anticipated completion date
- II. FOR A TEACHER WITH A SATEP BUT NO LICENSE, include:
 - A. HTSB requirements for licensure
 - B. Target date to achieve each requirement
 - C. Target date for submission of license application
- III. FOR A SPED TEACHER WITH NO SPED LICENSE, include:
 - A. HTSB requirements for SPED license
 - B. Target date to achieve each requirement
 - C. Praxis II exam number and date
 - D. Target date for submission of license application

IV. FOR A LICENSED TEACHER, but NHQ in one or more subjects currently teaching, include:

- A. Praxis II exam number and date of test administration, OR
- B. Target date of activities for HQ points, including course name(s) and number(s)

Example 1:

Qtr 1 - Register for Windward Praxis 5435 workshop

Qtr 2 - Attend Windward Praxis workshop, November 7, 2025

Qtr 3 - Take Praxis 5435, content knowledge, General Science 6-12
on January 12, 2026

Qtr 4 - Will retake Praxis in May 2026 if did not pass

- How activities will result in HQ status: Passing Praxis 5435 = HQ Science 6-12
- Resources provided by school or complex area to support the plan: School will reimburse \$25.00 for Praxis workbook and \$130 for passing Praxis 5435

Example 2:

Qtr 1 - Register for PDE³ by Learnsoft course SCI53080=11 HQ pts; begin July 2025

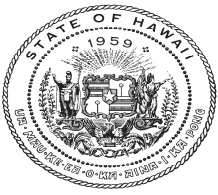
Qtr 2 - Complete course Dec 2025

Qtr 3 - Will submit ESSA rubric docs and form DOE OTM 700-001 in Dec 2025

- How activities will result in HQ status: 70 accumulated pts + 11 pts PDE³ by Learnsoft course will equal 81 HQ pts, and an HQ in Science 6-12 (A minimum of 75 pts is required for the ESSA rubric.)
- Resources provided by school or complex area to support the plan: School will reimburse \$50.00 for PDE³ by Learnsoft course

V. TEACHER ADDING A FIELD to expand license to include another grade span, include:

- A. HTSB requirements for adding a field
- B. Target date to achieve each requirement
- C. Target date for submission of license application



HAWAII QUALIFIED PROFESSIONAL DEVELOPMENT PLAN

DOE OHR 700-006

DEPARTMENT OF EDUCATION
Office of Talent Management
EQ Section

P.O. Box 2360 Honolulu, HI 96804

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: Dough Jane Employee ID: 87654321
Last First M.I.
Tel#: (808) 123-4567 Email: jane_dough@k12.hi.us School/Office: Aloha High

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:

☐ Art ☒ Mathematics ☐ CTE: _____ ☐ Other: _____
☐ Elementary ☐ Elementary Special Education ☐ Foreign Language: _____
☐ English ☐ Science ☐ 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	Contacted HTSB about adding a field to include grades 6-12 to my current Math 6-8 license. HTSB requires verification of one year of teaching experience in new field plus Praxis score report in new content area.	
Q2: Nov - Jan	Study for Praxis 5165.	

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
Q3: Feb - Apr	Take Praxis 5165 on 2/21/26. If I need to retake test, will do so on 4/14/26.	\$150.00
Q4: May - Jul	Will submit to HTSB verification of one year of teaching in new field plus score report for Praxis 5165.	
Approximate Total Cost of Activities		\$150.00

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

Complex area will reimburse me for passed Praxis exam.

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

Passing score on Praxis subject assessment and one year of teaching experience in new field will enable me to add the Math 6-12 license to my current Math 6-8 license.

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: Jane Dough Date: 8/8/2025

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: Prince E. Paul Date: 8/9/2025