



**Attachment C:
Sheltered Instruction Qualification
Cover Sheet**

**Hawaii Department of Education
Office of Talent Management
Educator Quality Section
P. O. Box 2360 Honolulu, HI 96804**

Name: _____ Emp ID: _____

School/Office: _____ E-mail: _____

Select Only One (1):

I am submitting this Cover Sheet for the **first time**.

I have previously submitted a cover sheet and am submitting **new or additional** documents/information. ***Do not attach documents/information previously submitted.***

I am seeking the Sheltered Instruction Qualification through the following Option [Select Only One (1)]:

Option 1: Completion of Six (6) college credits in TESOL-related competencies or SIQ-approved Kaiapuni courses from an institutionally accredited college or university. ***Attach official transcript(s); copies acceptable.***

College Name & Course Title	Course #	# of Credits	Date of Completion

Option 2: Completion of six (6) credits HIDOE-sponsored ESL or TESOL PDE³ by LearnSoft courses.

PDE3 by LearnSoft Course Name	Section #	Date of Completion

Option 3: Completion of 72 seat hours of TESOL-related HIDOE PDE³ by LearnSoft non-credit Professional Development (PD) courses. If PDE³ Credit Course(s) were taken for Audit credit(s), complete the [*Verification of Audit Credit for Sheltered Instruction Professional Development Seat Hours*](#).

Course or Conference	Course # & Section	Date of Completion	# of Seat Hours

Option 4: TESOL Endorsement/Certificate (Attach Endorsement/Certificate):

- A. Out-of-state K-12 School District TESOL endorsement/certification earned from another state, or
- B. Non-college credit-bearing TESOL certification earned through an accredited institution of higher education.

Option 5: TESOL HQ or Valid Hawaii Teacher Standards Board License in TESOL or Kaiapuni in lieu of 6 credits. ***You do not need to submit additional information if you have a TESOL HQ or License. If you need to submit documentation to meet this requirement, please complete the [HQ Documentation Coversheet](#).***

Option 6: National Education Association (NEA) Microcredential Multilingual Learner stack. ***Attach a copy of your completion certificate.***

Option 7: Combination of Options 1 and 2 above: Completion of three (3) college credits in TESOL-related college/university or SIQ approved Kaiapuni-related credits from an institutionally accredited college or university, *and* completion of three (3) credits HIDOE-sponsored PDE³ by LearnSoft courses aligned to the TESOL-related competencies. ***Attach official transcript; copies acceptable.***

PDE ³ by LearnSoft Course Name	Section #	Date of Completion

Option 8: Combination of Option 1 and/or Option 2 with Option 3. Each credential will only be accepted in its original qualification type (Academic credit, PDE³ by LearnSoft credit, Non-credit PD hours). ***Attach official transcript(s); copies acceptable.***

Check one:

- 1 (one) Credit + 60 SIQ seat hours
- 2 (two) Credits + 48 SIQ seat hours
- 3 (three) Credits + 36 SIQ seat hours
- 4 (four) Credits + 24 SIQ seat hours
- 5 (five) Credits + 12 SIQ seat hours

Academic, PDE ³ by LearnSoft or Non-credit PD Course Name	Course # & Section	Date of Completion	# of Credits/ Seat Hours

By typing my name below, I certify that the above information is accurately reported to the best of my knowledge. Any misrepresentation or falsification of information on this form may result in sanctions including termination from employment or disciplinary action.

Teacher Signature: _____ **Date:** _____

Submission Instructions: Please submit this cover sheet along with supporting documentation to the Educator Quality Section.

Mail: P.O. Box 2360, Honolulu, HI 96804 *or* via **HIDOE Courier:** OTM, Educator Quality Section *or* **Email:** hqt@k12.hi.us