June 3, 2020

TO: Complex Area Superintendents, Principals (All), Teachers (All), Registrars, District Educational Specialists, School Renewal Specialists, Complex English Learner Resource Teachers, English Learner Coordinators, Public Charter School Executive Director, Public Charter School Directors

FROM: Dr. Christina M. Kishimoto  
Superintendent

SUBJECT: Update to Six (6) Credit or Equivalency Teaching English to Speakers of Other Languages Sheltered Instruction Requirement for Teachers

This memorandum expands upon the “Sheltered Instruction” requirement included in the December 19, 2019 memorandum, Six (6) Credit or Equivalency Teaching English to Speakers of Other Languages (TESOL) Sheltered Instruction Requirement for Teachers. That memo outlined the requirement that all licensed K-12 teachers who plan or provide direct instruction to students will or have obtained a minimum of six (6) TESOL related course credits or equivalent within three (3) years, beginning in school year 2020-2021.

The Office of Talent Management (OTM), Hawaii State Teachers Association, and Office of Student Support Services have established an additional Option 7 for teachers to meet reclassification eligibility. The Educator Quality Section (EQS), OTM has added this new equivalency option to their Sheltered Instruction Qualification Cover Sheet Employee Information used for verification and approval along with transcripts or other supporting documentation. Upon approval, OTM will issue a Sheltered Instruction Qualification.

For additional information on teacher qualifications including how to access your eHQ status report, please refer to the Every Student Succeed Act Hawaii Qualified Teacher Handbook available at https://hidoeotm.org/eq/toc1920.html.
Complex Area Superintendents, et al.
June 3, 2020
Page 2

**Attachment A:** Teaching English to Speakers of Other Languages (TESOL)-Related “Sheltered Instruction” Credit or Equivalent Options (updated outlines to reflect the new option 7)

**Attachment B:** Teaching English to Speakers of Other Languages (TESOL) Related Sheltered Instruction Competencies (includes teacher competencies that will satisfy the "Sheltered Instruction" requirement)

**Attachment C:** Sheltered Instruction Qualification Cover Sheet Employee Information (updated to reflect the added phrase “Employee Information”)

Please direct all teacher qualification questions to the EQS, OTM, at hqt@k12.hi.us or at (808) 441-8499, or for EL program specific questions, contact the EL program, Student Support Section, at osssel@k12.hi.us or at (808) 305-9787.

CMK:lh
Attachments

c: Deputy Superintendent
   Assistant Superintendents
   Mr. Sean Arai, Director, OTM, Educator Quality Section
   Ms. Cara Tanimura, Director, Monitoring and Compliance Office
   Hawaii State Teachers Association
   State Public Charter School Commission
   Office of Student Support Services