




**STATE OF HAWAII  
DEPARTMENT OF EDUCATION**

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

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>.

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[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](mailto:hqt@k12.hi.us) or at (808) 441-8499, or for EL program specific questions, contact the EL program, Student Support Section, at [ossel@k12.hi.us](mailto:ossel@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