





STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804


OFFICE OF STUDENT SUPPORT SERVICES
OFFICE OF CURRICULUM AND INSTRUCTIONAL DESIGN
OFFICE OF TALENT MANAGEMENT

May 5, 2021

TO: Complex Area Superintendents, Principals (All), Hawaii State Public Charter School Commission Executive Director, Public Charter School Directors (All), District Educational Specialists, School Renewal Specialists, Complex Area English Learner Educational Officers and Resource Teachers

FROM: Heidi Armstrong 
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Office of Student Support Services

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Interim Assistant Superintendent
Office of Curriculum and Instructional Design

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Interim Assistant Superintendent
Office of Talent Management

SUBJECT: **Adding Teaching English to Speakers of Other Languages-Related Professional Development to PDE3**

This memorandum supports the "Sheltered Instruction" requirement included in the **June 3, 2020 memorandum**, Six (6) Credit or Equivalency Teaching English to Speakers of Other Languages (TESOL) Sheltered Instruction Requirement for Teachers (updated March 11, 2021). That memorandum 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 school year (SY) 2021-2022.

As teachers pursue the Sheltered Instruction Qualification (SIQ), new TESOL-related credit courses will be added to the PDE3 system. Ensuring the courses align with the TESOL-related SIQ competencies requires collaboration between the Office of Talent Management (OTM), the Office of Curriculum and Instructional Design (OCID), the Professional Development Officer (PDO), and the Title III/EL state office.

New "ESL" credit courses must be submitted with the Title III/EL state office serving as a secondary sponsor. The Request for New "ESL" PDE3 Credit Course Form has been built to support the course creator. To submit the course worksheet, use the Request for New "ESL" PDE3 Course Worksheet. The secondary sponsor will support the process by reviewing the course for alignment with SIQ competencies, input the course information, submit the course to

the OCID PDO for final review and post the course to the PDE3 site. Once approved, the course sponsor has the responsibility of ensuring that the instructors are qualified and knowledgeable in their area of expertise, and can monitor the progress of the course.

The OCID PDO reviews the course before it is initially approved to check for alignment with the "Elements of Quality Professional Development," and the Standards for Professional Learning. The OCID PDO will later review the course again to ensure that the Learning Results Portfolio constitutes meaningful evidence of the participant's new learning based on the pre-approved syllabus of the course. The OCID PDO may request that the Title III/EL state office also review to ensure that alignment occurs with targeted TESOL-related Sheltered Instruction Competencies.

This process ensures that when an educator submits the [Attachment C: Sheltered Instruction Qualification Cover Sheet](#) to OTM, the courses listed qualify toward TESOL-related sheltered instruction credit or equivalent options 2, 3, or 7.

All sections of the new PDE3 credit "ESL" courses will be created under a common "ESL" course code. New sections will follow the naming convention "Complex/School_Semester X_SYxx/xx."

To request a new "ESL" workshop, please complete the [PDE3 "ESL" Non-Credit Workshop Worksheet](#) and submit using the [Request for New Non-Credit "ESL" PDE3 Workshop](#). This process ensures that when an educator submits the Attachment C: Sheltered Instruction Qualification Cover Sheet to OTM, the courses listed qualify toward SIQ.

All sections of the new PDE3 non-credit "ESL" workshops will be created under a common "ESL" course code. New sections will follow the naming convention "Complex/School_Semester X_SYxx/xx."

Please direct any questions to the following offices:

Program	Office	Email	Telephone
TESOL Hawaii Qualified/Teacher Qualifications	Educator Quality Section, Office of Talent Management	hqt@k12.hi.us	(808) 441-8499
Title III/EL	Student Support Section	ossse@k12.hi.us	(808) 305-9664

HA:jm

c: Superintendent
Deputy Superintendent
Assistant Superintendents
Hawaii State Public Charter School Commission



Attachment C: Sheltered Instruction Qualification Cover Sheet

Employee Information

Name: _____ Emp ID: _____

School/Office: _____

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 foundational EL knowledge from an accredited college or university or program. *Attach official transcript.*

Option 2: Completion of two (2) three (3) credit HIDOE-sponsored ESL or TESOL PDE3 courses.

PDE3 Course Name: _____ Section # & date completed: _____

PDE3 Course Name: _____ Section # & date completed: _____

Option 3: Completion of seventy-two (72) seat hours of TESOL-related HIDOE non-credit PD workshops or courses.

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

If additional space is required, please attach a separate sheet

Option 4: Out-of-state TESOL endorsement earned from another state. *Attach Endorsement.*

Option 5: TESOL HQ or TESOL licensure status 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 refer to the HQ Documentation Coversheet, document 2a in the ESSA Hawaii Qualified Teacher Handbook.*

Option 6: Microcredentials in TESOL. *Attach your eight (8) stacks of the National Education Association ELL Micro-credential.*

Option 7: Combination of Options 1 and 2 above: Completion of Three (3) college credits in TESOL-related foundational EL knowledge from an accredited college or university or program, *attach official transcript and* Completion of One (1) three (3) credit HIDOE-sponsored ESL or TESOL PDE3 courses, provide course information:

PDE3 Course Name: _____ Section # & date completed: _____

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