

**21 Hours Job-Embedded Professional Development (PD)
School Year (SY) 2022-2023 Frequently Asked Questions**

Are schools required to use the 21-hours planning template that was included with the memo?

No. The sample template is just one way in which a school may document their plans to provide differentiated supports that align to the school's Academic Plan or the Department of Education's (Department) Strategic Priorities. Schools should consult their Complex Area Superintendent (CAS) for documentation requirements.

Does a school's 21-hours plan need approval? If so, from whom and by when?

Yes. Plans should be submitted to the CAS for review and approval by the date that the CAS has determined.

What happens if our school fails to complete all 21 hours of PD as planned for the SY?

Teachers are paid for an additional 21 hours of work as these hours are built into the salary schedule and schools are expected to utilize these hours for job-embedded PD. In schools where the administration has failed to conduct all 21 hours of job-embedded PD, teachers shall receive full credit for participation. The CAS should be notified when failing to complete all planned PD.

May the 21 hours be used to conduct meetings related to the Educator Effectiveness System (EES)?

Yes. EES-related meetings may be conducted using the 21 hours as the intent of these meetings are to engage in collaborative discussion designed to support teachers' professional development.

What are the requirements for teachers who have missed some of the 21 hours of PD? Can they make-up hours?

Teachers are compensated for 21 hours of work through the salary schedule. They should make up any missed hours of PD when possible. Principals are not required to provide repeat training; however, the teacher and principal shall work together to identify opportunities to complete the required hours. Make-up hours for missed PD must be completed within the SY and prior to the last day of school for teachers. Only teachers who have completed all 21 hours (including any make-up hours) will earn PD credit.

A teacher was on long-term leave without pay (LWOP) and missed most of the 21 hours of PD. Are schools required to provide make-up training if the teacher returns prior to the end of the SY?

No. Teachers who were on LWOP were not compensated for the additional PD hours and therefore are not required to make up training. They will also be ineligible to receive any PD credits.

A teacher missed an entire semester or was hired in the second semester. Can they receive half of the PD credits for the year?

No. Partial credits are not allowed. Only teachers who complete all required hours (including any make-up hours) will earn full PD credit.

If a half-time teacher attended all 21 hours of PD, can they earn the full 3 PD credits?

Yes. Half-time teachers normally would complete 10.5 hours of additional PD and are eligible for 1.5 PD credits. Those who participate in the full 21 hours of job-embedded PD will be eligible for 3 PD credits. Schools should verify at the end of the year if a half-time teacher should receive 3 PD credits.

A teacher was placed on temporary assignment (TA) into a Vice Principal (VP) position. They participated or led the 21 hours of job-embedded PD in that capacity. Upon their return to a teaching position, can they be given credit for having completed the 21 hours?

Yes. Schools should confirm if TA VPs have participated in the 21 hours and can be awarded credit upon returning to a teaching position.

How will teachers receive the 3 PD credits for the 21 hours of PD?

A course in PDE³ titled "21 hours of Job-Embedded Professional Development" will appear in the teacher's course transcript for SY2022-2023 after the school year closes. Teachers will be able to print a form, DOE OHR 200-005(PD) to submit to Teacher Reclassification, as they do with all other DOE PD credits. Instructions for printing form DOE OHR 200-005(PD) are on the **Learning Opportunities** tab in PDE³ at <https://pde3.k12.hi.us/>.

Do schools need to submit documentation (sign-in sheets, meeting or training calendar, etc.) to record completion of the 21 hours of PD?

No. Schools are only required to verify which teachers should receive credit for completion of 21 hours. Any additional documentation should be kept at the school for its own records. Please consult with your CAS for any additional documentation requirements.

When can the PD credits be applied towards a teacher's reclassification?

Teachers shall complete the 21 hours (including any make-up hours) during SY2022-2023. Credits will be awarded with an effective date of June 30, 2023, and posted in PDE³ at <https://pde3.k12.hi.us/>. These credits can be submitted to the Teacher Reclassification Unit and applied towards the next change in classification. Please refer to the DOE's Memos and Notices, "Guidelines for Reclassification of Teachers," which can be found on the DOE Intranet at <https://hidoe.sharepoint.com/sites/offices-otm/teacherreclass/Pages/default.aspx>.