



STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STUDENT SUPPORT SERVICES

January 31, 2023

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, Teachers (All), Complex Area English Learner Educational Officers and Resource Teachers

FROM: Annie Kalama 
Assistant Superintendent

SUBJECT: **Office of Student Support Services Sheltered Instruction Qualification Institutions of Higher Education Scholarship Program**

This memorandum supports the Sheltered Instruction Qualification (SIQ) requirement included in the March 11, 2021 memorandum, [Update to Six \(6\) Credit or Equivalency Teaching English to Speakers of Other Languages Sheltered Instruction Requirement for Teachers](#), which outlined the requirement that all licensed K-12 teachers who plan to or provide direct instruction to students will or have obtained a minimum of six (6) Teaching English to Speakers of Other Languages (TESOL) related course credits or equivalent by school year (SY) 2024-25. Refer to [Attachment A: TESOL-Related "Sheltered Instruction" Credit or Equivalent Options](#) of the aforementioned March 11, 2021 memorandum, for the seven (7) options available for staff to meet the SIQ requirement.

To assist with, and support, the attainment of the SIQ requirement, the State English Learner (EL) program will provide reimbursements to approved applicants who attend designated local institutions of higher education (IHE) in alignment with Attachment A, Option 1: "Graduate from an in-state or out-of-state teacher preparation program with documentation of six (6) TESOL-related credits or completion of six (6) college credits in TESOL-related foundational EL knowledge from an accredited college or university or program", and Option 7: "A combination of one (1) three-credit college credit course in a TESOL related credits (Option 1) and one (1) three-credit Hawaii State Department of Education (Department) sponsored English as a Second Language (ESL) or TESOL PDE3 (Option 2) (added May 2020)."

To be eligible for the Department SIQ Professional Learning Scholarship Program, you must:

- Not currently be SIQ; and
- Demonstrate commitment to contribute to the Language Instruction Educational Program in place at their school, or a dedicated commitment to supporting and providing guidance to the EL program from the complex area.

Procedures for Applying to the SIQ Professional Learning Scholarship Program

- Log-in to [eHR for Hawaii Qualified \(HQ\)](#) to check your SIQ status; and
- Research the available pre-approved course(s) at your local IHE and determine which course(s) will best meet your needs. All questions about the course(s), the IHE application process, and the IHE policies and procedures should be directed to the contacts listed below.

The Office of Student Support Services (OSSS), EL program and the Office of Talent Management (OTM) have reviewed the courses below and determined that they are aligned to the TESOL-related competencies.

IHE	Courses Available	Contact Person
Kapiolani Community College	<p>Spring 2023 Second Language Teaching (SLT) Courses</p> <p>Pre-approved courses:</p> <p>LING 102: Introduction to Linguistics</p> <p>SLT 102: Language & Learning</p> <p>SLT 103: Language Teaching</p> <p>SLT 202B: Language Skills: Materials Development</p> <p>SLT 202C: English Language Development</p> <p>SLT 203B: Content-Based Integrated Skills Lesson Planning</p> <p>SLT 203C: Universal Design for Diverse Multilingual Learners</p>	<p>Shawn Ford sford@hawaii.edu</p> <p>University of Hawaii Academic Calendar</p>

	<p>SLT 203D: Integrating Content and SLT: Reading Development</p> <p>SLT 203E: Integrating Content and SLT: Writing Development</p> <p>SLT 290: Second Language Assessment</p>	
<p>Hawaii Pacific University (HPU)</p>	<p>2023 HPU TESOL-related Courses</p> <p>Pre-approved courses:</p> <p>AL 3160: Teaching Vocabulary</p> <p>AL 3760/6760: Teaching English to Children & Youth</p> <p>AL 6000: Second Language Teaching: Theory and Practice</p> <p>AL 6710: Second Language Listening & Speaking</p> <p>AL 6720: Second Language Reading & Writing</p> <p>AL 6961: Practicum I</p> <p>AL 7099: Practicum II</p> <p>ED 3420: Foundation of English Language Learning</p> <p>ED 6430: Teaching the English Language Learner</p>	<p>Hanh Nguyen, Ph.D. tesol@hpu.edu</p> <p>HPU Academic Calendar</p>

<p>University of Hawaii at Manoa</p>	<p>Curriculum Studies Summer Camp for Educators</p> <p>Multilingual Multicultural Professional Practice Graduate Certificate</p> <p>EDCS/SLS 644: Multilingual/EL Pedagogy</p> <p>SLS 680-U: Intro to Multilingual & Multicultural Perspectives on Hawaii</p>	<p>E. Brook Chapman de Sousa, Ph.D. ebsousa@hawaii.edu</p> <p>University of Hawaii Academic Calendar</p>
<p>Brigham Young University (BYU)</p>	<p>Pre-approved courses:</p> <p>EDU 340: Multiculturalism and Culturally Responsive Teaching Through Sheltered Instruction</p> <p>LING 423: Language Acquisition</p> <p>TESOL 310: Principles and Methods</p> <p>TESOL 328: Teaching Reading</p> <p>TESOL 400: Second Language Testing and Research Methods</p> <p>TESOL 426: Teaching Grammar</p> <p>TESOL 390R: Special Topics in TESOL</p>	<p>A. Tom Court tom.court@byuh.edu</p> <p>BYU Academic Calendar</p>

Apply for the SY 2022- 23 scholarship using the following link, [SY 2022/2023 IHE SIQ Application](#).

- The Summer 2023 scholarship application is **due** by **Friday, May 5, 2023**.
- The Fall 2023 scholarship application is **due** by **Friday, August 4, 2023**.

Applicants may apply for the scholarship for up to six (6) credits based on need and should only indicate the course(s) in which they plan to seek enrollment through the IHE process. Upon confirmation from the OSSS, you may apply to the IHE of your choice.

Should the course(s) you selected in your application be canceled due to low enrollment or for any other reason, please notify the EL Program via email at 032ossse@k12.hi.us.

Procedures for Reimbursement of Out-of-Pocket Tuition Expenses for HPU and BYU:

- Prepare the following documentation per the Department's Vendor Payment Section reimbursement requirements:
 - A copy of your credit card or bank statement with your name and address listed showing proof of payment;
 - An itemized receipt from the IHE; and
 - A copy of your course transcript that lists the course name with an earned grade of "B" or higher.

- Confirm with your School Administrative Services Assistant (SASA) that you are registered in the Department's supplier list. If you are not yet registered, please download and complete the [FMS-T1 Vendor Table Maintenance Form](#):
 - On the toolbar, click on "File;"
 - Choose "Download;"
 - Choose "Microsoft Excel (.xls);"
 - Open the Excel file; then
 - Click on "Enable Editing" to fill out the form.Submit the completed *Vendor Table Maintenance* form to your school's SASA, with a copy of your Driver's License or Personnel Form 5 for name and address verification purposes.

- Complete the [SIQ Scholarship Program Course Fees Reimbursement and Review Form](#) within 30 days of the course end date.

A limited number of scholarships have been set aside to retroactively reimburse teachers who paid out of pocket for approved courses during Fall 2022. Applicants should use the [SIQ Scholarship Program Course Fees Reimbursement and Review Form](#) and the due date to apply for Fall 2022 retroactive scholarships is **Friday, March 24, 2023** and for Spring 2023 retroactive scholarships is **Friday, July 14, 2023**. The OSSS will process your reimbursement and communicate a timeline of when you will receive your reimbursement.

If you have any questions regarding the SIQ scholarship program, please contact the following offices:

Program	Office	Email	Telephone
TESOL HQ/Teacher Qualifications	Educator Quality Section, Office of Talent Management	hqt@k12.hi.us	(808) 441-8499
EL Program	Student Support Section	jennifer.martensson@k12.hi.us or 032ossel@k12.hi.us	(808) 305-9787

AK:jm
c: Superintendent
Deputy Superintendents
Assistant Superintendents
Hawaii State Public Charter School Commission
Office of Talent Management