



**Attachment C:  
Sheltered Instruction Qualification  
Cover Sheet**

**Hawaii Department of Education  
Office of Talent Management  
Educator Quality Section  
P. O. Box 2360 Honolulu, HI 96804**

Name: \_\_\_\_\_ Emp ID: \_\_\_\_\_

School/Office: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Select Only One (1):**

I am submitting this Cover Sheet for the **first time**.

I have previously submitted a cover sheet and am submitting **new or additional** documents/information. **Do not attach documents/information previously submitted.**

**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 competencies or SIQ-approved Kaiapuni courses from an institutionally accredited college or university. **Attach official transcript(s); copies acceptable.**

College Name & Course Title	Course #	# of Credits	Date of Completion

**Option 2:** Completion of six (6) credits HIDOE-sponsored ESL or TESOL PDE<sup>3</sup> by LearnSoft courses.

PDE3 by LearnSoft Course Name	Section #	Date of Completion

**Option 3:** Completion of 72 seat hours of TESOL-related HIDOE PDE<sup>3</sup> by LearnSoft non-credit Professional Development (PD) courses. If PDE<sup>3</sup> Credit Course(s) were taken for Audit credit(s), complete the [Verification of Audit Credit for Sheltered Instruction Professional Development Seat Hours](#).

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

**Option 4:** TESOL Endorsement/Certificate (Attach Endorsement/Certificate):

- A. Out-of-state K-12 School District TESOL endorsement/certification earned from another state, or
- B. Non-college credit-bearing TESOL certification earned through an accredited institution of higher education.

**Option 5:** TESOL HQ or Valid Hawaii Teacher Standards Board License in TESOL or Kaiapuni 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 complete the [HQ Documentation Coversheet](#).*

**Option 6:** National Education Association (NEA) Microcredential Multilingual Learner stack. *Attach a copy of your completion certificate.*

**Option 7:** Combination of Options 1 and 2 above: Completion of three (3) college credits in TESOL-related college/university or SIQ approved Kaiapuni-related credits from an institutionally accredited college or university, *and* completion of three (3) credits HIDOE-sponsored PDE<sup>3</sup> by LearnSoft courses aligned to the TESOL-related competencies. *Attach official transcript; copies acceptable.*

PDE <sup>3</sup> by LearnSoft Course Name	Section #	Date of Completion

**Option 8:** Combination of Option 1 and/or Option 2 with Option 3. Each credential will only be accepted in its original qualification type (Academic credit, PDE<sup>3</sup> by LearnSoft credit, Non-credit PD hours). *Attach official transcript(s); copies acceptable.*

**Check one:**

- 1 (one) Credit + 60 SIQ seat hours
- 2 (two) Credits + 48 SIQ seat hours
- 3 (three) Credits + 36 SIQ seat hours
- 4 (four) Credits + 24 SIQ seat hours
- 5 (five) Credits + 12 SIQ seat hours

Academic, PDE <sup>3</sup> by LearnSoft or Non-credit PD Course Name	Course # & Section	Date of Completion	# of Credits/ Seat Hours

**By typing my name below, 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](mailto:hqt@k12.hi.us)