

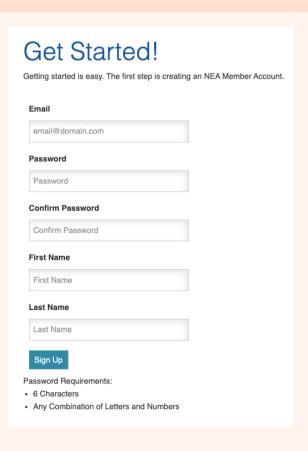
HSTA ELL micro-credential support

Currently, HSTA offers both a level 1 and level 2 English Language course. To meet the English Language (EL) requirement from the Hawaii Department of Education, you would have to take both. Our PD requires a \$150 deposit, and once your portfolio is accepted by the HIDOE, we reimburse the \$150 back to the teacher if they are an HSTA member. The two courses take about a year to complete, which meets the HIDOE timeline. The courses can be found on the **HSTA PD website**.

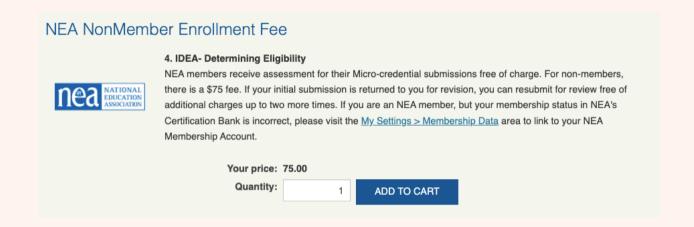
If you still want to pursue the micro-credential, there are a few steps involved to make sure that you are not charged the \$75 fee for non-members. If you still have trouble after trying the steps below, please contact Diane Gibson at pd@hsta.org for help.

Steps to take:

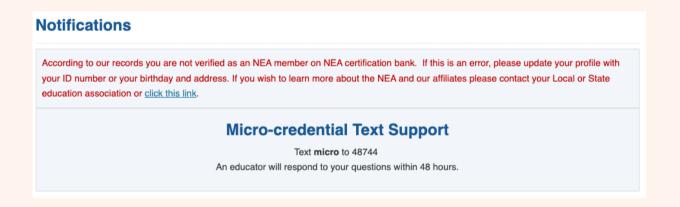
1. Go to **nea.certificationbank.com** and create an account:



2. Once you have an account, login and go to the micro-credential you want to take. When you click on the link to sign up **and if your membership data is not updated**, you will see this page:



3. Click the "My Settings" link and it will re-direct you to the Membership Data page. If you have not been verified you will see this information at the top:



- 3a. Scroll all the down the page to the "Membership Data" section and fill in the following information:
 - First name
 - Last name
 - Zip code
 - NEA Membership Number your name and birthday will be used to find this information
 - Date of birth
- 4. Once this information is entered, log out and give the system a few hours to update. Log back in and try to sign up again. If you are still being charged, **text micro to 58744 for help**. It should take 48 hours for a response. If you don't get a response in that time, please contact Diane Gibson at **pd@hsta.org** for help.