

HAWAII TEACHER STANDARDS BOARD

PROPOSED ADMINISTRATIVE RULE

SUMMARY OF REVISIONS

Ramseyer Copy Line Begin	Current	Revised	Rationale
122	<p><del>Provisional license fee per year not more than \$54\$64</del>  <del>Standard license fee per year not more than \$54\$64</del>  <del>Advanced license fee per year not more than \$54\$64</del>  <del>Emergency Hire fee per year not more than \$54</del>  <del>CTE special permit fee per year not more than \$54</del>  <del>Niihau special permit fee per year not more than \$54</del></p> <p>Initial License application fee using paper form \$25</p> <p>Adding a licensing field to an existing license, per field \$25</p> <p><del>Name change using paper form \$25</del></p> <p>Late payment of license or renewal fee \$25</p> <p>Restoration fee \$25</p> <p>SATEP Data Entry Correction Fee per error \$300</p> <p>Registration Fee for Out of State Education Preparation Providers operating in Hawaii \$500</p> <p><del>Provisional-Review fee for each new license field \$500</del>  <del>Provisional-Review fee for new Units \$1,000</del></p>	<p>Permit fee per year not more than \$54</p> <p>Initial License application fee \$25</p> <p>Student Teaching Permit no charge</p> <p>Adding a licensing field to an existing license, per field \$25</p> <p>Non DOE/Charter School name change \$25</p> <p>Late payment of license, permit or renewal fee \$25</p> <p>Restoration fee \$25</p> <p>SATEP Data Entry Correction Fee per error \$300</p> <p>Registration Fee for Out of State Education Preparation Providers operating in Hawaii \$500</p> <p>State Review fee for each new license field \$500</p> <p>State Review fee for new Units \$1,000</p>	<p>Permit Fee: Simplifies language that all permits have a fee of \$54 per year.</p> <p>Initial Application fee: Prevents frivolous application filings.</p> <p>Student Teaching Permit: No fee for student teaching permit to get Hawaii teacher candidates into system and check in NASDTEC.</p> <p>SATEP unit and program review: Takes into account that state reviews may be conducted as provisional as well as continuing reviews as adopted by the Board.</p>
213	(New Definitions)	<p><u>"Cultural Growth and Development Plan" means a plan to develop the cultural and professional knowledge, skills and dispositions to effectively integrate Hawaiian ways of knowing, learning and teaching and increase instructional proficiency in the Hawaiian language, history and culture for an individual</u></p>	<p>Defines "cultural growth and development plan" to be used by permit holders in Hawaiian Immersion Schools. The plan will be developed for the permit holder in</p>

		<p><u>holding a special permit to teach in Kaia 'ōlelo-Kaiapuni Hawai 'i, Hawaiian Language Immersion, and Hawaiian Knowledge classrooms. The plan will be developed for the permittee in collaboration with the Office of Hawaiian Education and a Hawaiian Immersion educator preparation program.</u></p> <p><u>"Experience" means contracted service in a P-12 school setting in the license field and/or level required to grant a Hawaii license or permit.</u></p>	<p>collaboration with OHE and an Immersion preparation program to guide the holder toward licensure and, if needed, degree completion.</p> <p>Defines "experience."</p>
394	<p>§8-54-3.1 Penalties. (a) Any person who engages in the profession of teaching as a classroom teacher, school librarian or school counselor in a public school without first being issued a license shall be fined \$500 per school year.</p> <p>(b) Any employer who knowingly or intentionally violates this chapter by employing an individual as a public school classroom teacher, school librarian or school counselor who does not possess a valid license may be fined \$500 per school year.</p> <p>(c) All fines collected shall be deposited into the Hawai'i teacher standards board special fund.</p> <p><del>(d) The \$500 fine is not applicable for emergency hires. The board shall adopt such rules as may be necessary in carrying out this section.</del></p>	<p>§8-54-3.1 Penalties. (a) Any person who engages in the profession of teaching as a classroom teacher, school librarian or school counselor in a public school without first being issued a license <u>or permit</u> shall be fined \$500 per school year.</p> <p>(b) Any employer who knowingly or intentionally violates this chapter by employing an individual as a public school classroom teacher, school librarian or school counselor who does not possess a valid license <u>or permit</u> may be fined \$500 per school year.</p> <p>(c) All fines collected shall be deposited into the Hawai'i teacher standards board special fund.</p>	<p>Clarifies that a public school teacher must have either a license or a permit to practice. While provided for in other sections, the term "permit" was missing here.</p>
431	<p>§8-54-9.1 Provisional license. A non-renewable provisional license may be granted to an applicant for three (3) years provided that the individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) Satisfactorily completed a State-approved teacher, librarian or counselor education program;</li> <li>(2) Demonstrated basic skills and subject area competency in a manner prescribed by the board;</li> <li>(3) Obtained clearance in the professional fitness check; and</li> <li>(4) Pays license fees as established by the board. [Eff 10/30/14] (Auth:</li> </ol>	<p>§8-54-9.1 Provisional license. <u>(a)</u> A non-renewable provisional license may be granted to an applicant for three (3) years provided that the individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) <u>Possesses a baccalaureate degree from a regionally accredited institution or the equivalent from a non-U.S. institution;</u></li> <li>(2) Satisfactorily completed a State-approved teacher, librarian or counselor education program;</li> <li>(3) Demonstrated basic skills and subject area competency in a manner prescribed by the board;</li> <li>(4) Obtained clearance in the professional fitness check; and</li> <li>(5) Pays license fees as established by the board. [Eff 10/30/14] (Auth: HRS §302A-802) (Imp: HRS §§302A-801 to -808)</li> </ol>	<p>Throughout this section, the requirement to hold a bachelor's degree was assumed, but this clarifies that all licensees must have a minimum of a bachelor's degree.</p> <p>Throughout this section, experience is clarified to mean contracted experience within a P-12 setting.</p>

	<p>HRS §302A-802) (Imp: HRS §§302A-801 to -808)</p>	<p><u>(b) A non-renewable provisional license may be granted to an applicant for three (3) years provided that the individual has met the following criteria:</u></p> <ol style="list-style-type: none"> <li>(1) <u>Possesses a baccalaureate degree from a regionally accredited institution or the equivalent from a non-U.S. institution;</u></li> <li>(2) <u>Possesses a valid unrevoked provisional, or equivalent, teaching license from another state issued for the first time on or after July 1, 2006;</u></li> <li>(3) <u>Obtained clearance in the professional fitness check; and</u></li> <li>(4) <u>Pays license fees as established by the board.</u></li> </ol>	<p>Before the last revision of HAR in 2014, a teacher with a provisional, or equivalent, license was eligible for reciprocity. After the 2014 revision, only those with a standard out of state license were eligible for reciprocity. This reinstates the provision for those with an out of state provisional license to receive a Hawaii provisional license if they meet all criteria.</p>
464	<p>§8-54-9.2 Standard license. (a) A renewable standard license may be granted to an applicant for five (5) years provided that the individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) Satisfactorily completed a State-approved teacher, librarian or counselor education program;</li> <li>(2) Demonstrated basic skills and subject area competency in a manner prescribed by the board;</li> <li>(3) Obtained clearance in the professional fitness check;</li> <li>(4) Pays license fees as established by the board; and</li> <li>(5) <del>Effective July 1, 2015, submits</del> verification of at least three (3) out of the last five (5) years of <del>satisfactory</del> full time teaching in Hawaii or another state;</li> </ol> <p>(b) A renewable standard license may also be granted to an applicant for five (5) years provided that the</p>	<p>§8-54-9.2 Standard license. (a) A renewable standard license may be granted to an applicant for five (5) years provided that the individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) <u>Possesses a baccalaureate degree from a regionally accredited institution or the equivalent from a non-U.S. institution;</u></li> <li>(2) Satisfactorily completed a State-approved teacher, librarian or counselor education program;</li> <li>(3) Demonstrated basic skills and subject area competency in a manner prescribed by the board;</li> <li>(4) Obtained clearance in the professional fitness check;</li> <li>(5) Pays license fees as established by the board; and</li> <li>(6) <u>Submits verification of at least three (3) out of the last five (5) years of contracted full time teaching experience in a P-12 setting in Hawaii or another state;</u></li> </ol> <p>(b) A renewable standard license may also be granted to an applicant for five (5) years provided that the individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) <u>Possesses a baccalaureate degree from a regionally accredited institution or</u></li> </ol>	<p>Throughout this section, "effective July 1, 2015" is deleted since it is already in the past.</p> <p>Throughout this section, the requirement to hold a bachelor's degree was assumed, but this clarifies that all licensees must have a minimum of a bachelor's degree.</p> <p>Throughout this section, experience is clarified to mean contracted experience within a P-12 setting.</p>

	<p>individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) Possesses a valid National Board Certification in the field for which a license is sought and holds a valid license from a state that participates in the Interstate Agreement on Qualification of Personnel;</li> <li>(2) Obtained clearance in the professional fitness check;</li> <li>(3) Pays license fees as established by the board; and</li> <li>(4) <del>Effective July 1, 2015, submits</del> verification of at least three (3) out of the last five (5) years of <del>satisfactory</del> full time teaching in Hawaii or another state;</li> </ol> <p>(c) A renewable standard license may also be granted to an applicant for five (5) years provided that the individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) Has received the Meritorious New Teacher Candidate (MNTC) designation on their valid</li> <li>(2) teaching license from a state that is a signatory to the MNTC program;</li> <li>(3) Obtained clearance in the professional fitness check;</li> <li>(4) Pays license fees as established by the board; and</li> <li>(5) <del>Effective July 1, 2015, submits</del> verification of at least three (3) out of the last five (5) years of <del>satisfactory</del> full time teaching in Hawaii or another state;</li> </ol> <p>(d) A renewable standard license may also be granted to an applicant for five (5) years provided that the</p>	<p><u>the equivalent from a non-U.S. institution;</u></p> <ol style="list-style-type: none"> <li>(2) Possesses a valid National Board Certification in the field for which a license is sought and holds a valid license from a state that participates in the Interstate Agreement on Qualification of Personnel;</li> <li>(3) Obtained clearance in the professional fitness check;</li> <li>(4) Pays license fees as established by the board; and</li> <li>(5) <u>Submits</u> verification of at least three (3) out of the last five (5) years of <u>contracted</u> full time teaching <u>experience in a P-12 setting in Hawaii or another state;</u></li> </ol> <p>(c) A renewable standard license may also be granted to an applicant for five (5) years provided that the individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) <u>Possesses a baccalaureate degree from a regionally accredited institution or the equivalent from a non-U.S. institution;</u></li> <li>(2) Has received the Meritorious New Teacher Candidate (MNTC) designation on their valid</li> <li>(3) teaching license from a state that is a signatory to the MNTC program;</li> <li>(4) Obtained clearance in the professional fitness check;</li> <li>(5) Pays license fees as established by the board; and</li> <li>(6) <u>Submits</u> verification of at least three (3) out of the last five (5) years of <u>contracted</u> full time teaching <u>experience in a P-12 setting in Hawaii or another state;</u></li> </ol> <p>(d) A renewable standard license may also be granted to an applicant for five (5) years provided that the individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) <u>Possesses a baccalaureate degree from a regionally accredited institution or the equivalent from a non-U.S. institution;</u></li> <li>(2) Possesses a valid unrevoked teaching license from another state issued for the first time on or after July 1, 2006;</li> </ol>	
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	<p>individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) Possesses a valid unrevoked teaching license from another state issued for the first time on or after July 1, 2006;</li> <li>(2) Obtained clearance in the professional fitness check;</li> <li>(3) Pays license fees as established by the board; and</li> <li>(4) <del>Effective July 1, 2015, submits</del> verification of at least three (3) out of the last five (5) years of <del>satisfactory</del> full time teaching in Hawaii or another state;</li> </ol> <p>(e) A renewable standard license may also be granted to an applicant for five (5) years provided that the individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) Possesses a valid unrevoked teaching license from another state for at least three (3) out of the last five (5) years;</li> <li>(2) Passed all licensing tests required by the State which issued the valid license being used to apply under this section. If the other state did not test for subject area and basic skills competency the applicant must demonstrate basic skills and subject area competency in a manner prescribed by the Board;</li> <li>(3) Obtained clearance in the professional fitness check;</li> <li>(4) Pays license fees as established by the board; and</li> </ol>	<ol style="list-style-type: none"> <li>(3) Obtained clearance in the professional fitness check;</li> <li>(4) Pays license fees as established by the board; and</li> <li>(5) <u>Submits</u> verification of at least three (3) out of the last five (5) years of <u>contracted full time teaching experience in a P-12 setting</u> in Hawaii or another state;</li> </ol> <p>(e) A renewable standard license may also be granted to an applicant for five (5) years provided that the individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) <u>Possesses a baccalaureate degree from a regionally accredited institution or the equivalent from a non-U.S. institution;</u></li> <li>(2) Possesses a valid unrevoked teaching license <u>issued before July 1, 2006,</u> from another state for at least three (3) out of the last five (5) years;</li> <li>(3) Passed all licensing tests required by the State which issued the valid license being used to apply under this section. If the other state did not test for subject area and basic skills competency the applicant must demonstrate basic skills and subject area competency in a manner prescribed by the Board;</li> <li>(4) Obtained clearance in the professional fitness check;</li> <li>(5) Pays license fees as established by the board; and</li> <li>(6) <u>Submits</u> verification of at least three (3) out of the last five (5) years of <u>contracted full time teaching experience in a P-12 setting</u> in Hawaii or another state;</li> </ol> <p>(f) A renewable standard license may also be granted to an applicant for five (5) years provided that the individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) <u>Possesses a baccalaureate degree from a regionally accredited institution or the equivalent from a non-U.S. institution;</u></li> <li>(2) Pass a board approved performance assessment normed for Hawaii in combination with any other requirements determined by a Hawaii</li> </ol>	
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	<p>(5) <del>Effective July 1, 2015, submits</del> verification of at least three (3) out of the last five (5) years of <del>satisfactory</del> full time teaching in Hawaii or another state;</p> <p>(f) A renewable standard license may also be granted to an applicant for five (5) years provided that the individual has met the following criteria:</p> <p>(1) Pass a board approved performance assessment normed for Hawaii in combination with any other requirements determined by a Hawaii preparation program to be recommended for licensure by the program;</p> <p>(2) Demonstrated basic skills and subject area competency in a manner prescribed by the board;</p> <p>(3) Obtained clearance in the professional fitness check;</p> <p>(4) Pays license fees as established by the board; and</p> <p>(5) <del>Effective July 1, 2015, submits</del> verification of at least three (3) out of the last five (5) years of <del>satisfactory</del> full time teaching in Hawaii or another state; [Eff 10/30/14] (Auth: HRS §302A-802) (Imp: HRS §§302A-801 to -808)</p>	<p>preparation program to be recommended for licensure by the program;</p> <p>(3) Demonstrated basic skills and subject area competency in a manner prescribed by the board;</p> <p>(4) Obtained clearance in the professional fitness check;</p> <p>(5) Pays license fees as established by the board; and</p> <p>(6) <u>Submits</u> verification of at least three (3) out of the last five (5) years of <u>contracted full time teaching experience in a P-12 setting</u> in Hawaii or another state; [Eff 10/30/14] (Auth: HRS §302A-802) (Imp: HRS §§302A-801 to -808)</p>	
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597	<p>§8-54-9.3 Advanced license. (a) A renewable advanced license may be granted to an applicant for ten (10) years provided that individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) Possesses a valid unrevoked National Board Certification by the National Board for Professional Teaching Standards in the field for which a license is sought;</li> <li>(2) Holds a valid teaching license from Hawai'i or a state that participates in the Interstate Agreement on Qualification of Personnel, chapter 315, Hawaii Revised Statutes;</li> <li>(3) Provides documentation of five (5) years within the last eight (8) years of <del>satisfactory</del> full-time teaching experience under a current and valid Hawai'i Standard License or an equivalent license issued by another state;</li> <li>(4) Obtained clearance in the professional fitness check; and</li> <li>(5) Pays license fees as established by the board.</li> </ol> <p>(b) A renewable advanced license may also be granted to an applicant for ten (10) years provided that individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) Has been granted a master's, specialist or doctoral degree or has passed a minimum of thirty hours of graduate coursework from a regionally accredited institution either in an area relevant to the field for which a license is sought or which improves professional practice;</li> <li>(2) Holds a valid standard teaching license from</li> </ol>	<p>§8-54-9.3 Advanced license. (a) A renewable advanced license may be granted to an applicant for ten (10) years provided that individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) <u>Possesses a baccalaureate degree from a regionally accredited institution or the equivalent from a non-U.S. institution;</u></li> <li>(2) Possesses a valid unrevoked National Board Certification by the National Board for Professional Teaching Standards in the field for which a license is sought;</li> <li>(3) Holds a valid teaching license from Hawai'i or a state that participates in the Interstate Agreement on Qualification of Personnel, chapter 315, Hawaii Revised Statutes;</li> <li>(4) Provides documentation of five (5) years within the last eight (8) years of <u>contracted full-time teaching experience in a P-12 school setting</u> under a current and valid Hawai'i Standard License or an equivalent license issued by another state;</li> <li>(5) Obtained clearance in the professional fitness check; and</li> <li>(6) Pays license fees as established by the board.</li> </ol> <p>(b) A renewable advanced license may also be granted to an applicant for ten (10) years provided that individual has met the following criteria:</p> <ol style="list-style-type: none"> <li>(1) Has been granted a master's, specialist or doctoral degree or has passed a minimum of thirty hours of graduate coursework from a regionally accredited institution either in an area relevant to the field for which a license is sought or which improves professional practice;</li> <li>(2) Holds a valid standard teaching license from Hawai'i or from a state that participates in the Interstate Agreement on Qualification of Personnel;</li> <li>(3) Provides documentation of five (5) years within the last eight (8) years of <u>contracted full-time teaching experience in a P-12 school setting</u> under a current and valid Hawai'i</li> </ol>	<p>In the 2014 revision, a carriage return was omitted, and this corrects and adds the (3).</p> <p>Throughout this section, the requirement to hold a bachelor's degree was assumed, but this clarifies that all licensees must have a minimum of a bachelor's degree.</p> <p>Throughout this section, experience is clarified to mean contracted experience within a P-12 setting.</p>
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	<p>Hawai'i or from a state that participates in the Interstate Agreement on Qualification of Personnel;</p> <p>(3) Provides documentation of five (5) years within the last eight (8) years of <del>satisfactory</del> full-time teaching experience</p> <p>(4) under a current and valid Hawai'i Standard License or an equivalent license issued by another state;</p> <p>(5) Obtained clearance in the professional fitness check; and</p> <p>(6) Pays license fees as established by the board.</p> <p>(c) A renewable advanced license may also be granted to an applicant for ten (10) years provided that individual has met the following criteria:</p> <p>(1) Is designated as a teacher leader or master teacher by the Hawaii Department of Education, Hawaii Charter School or a member school of the Hawaii Association of Independent Schools;</p> <p>(2) Holds a valid Hawaii standard teaching license or from a state that participates in the Interstate Agreement on Qualification of Personnel;</p> <p>(3) Provides documentation of five (5) years within the last eight (8) years of <del>satisfactory</del> full-time teaching experience under a current and valid Hawai'i Standard License or an equivalent license issued by another state;</p> <p>(4) Obtained clearance in the professional fitness check; and</p> <p>(5) Pays license fees as established by the board.</p>	<p>Standard License or an equivalent license issued by another state;</p> <p>(4) Obtained clearance in the professional fitness check; and</p> <p>(5) Pays license fees as established by the board.</p> <p>(c) A renewable advanced license may also be granted to an applicant for ten (10) years provided that individual has met the following criteria:</p> <p>(1) <u>Possesses a baccalaureate degree from a regionally accredited institution or the equivalent from a non-U.S. institution;</u></p> <p>(2) Is designated as a teacher leader or master teacher by the Hawaii Department of Education, Hawaii Charter School or a member school of the Hawaii Association of Independent Schools;</p> <p>(3) Holds a valid Hawaii standard teaching license or from a state that participates in the Interstate Agreement on Qualification of Personnel;</p> <p>(4) Provides documentation of five (5) years within the last eight (8) years of <u>contracted full-time teaching experience in a P-12 school setting</u> under a current and valid Hawai'i Standard License or an equivalent license issued by another state;</p> <p>(5) Obtained clearance in the professional fitness check; and</p> <p>(6) Pays license fees as established by the board. [Eff 10/30/14] (Auth: HRS §302A-802) (Imp: HRS §§302A-801 to -808)</p>	
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	[Eff 10/30/14] (Auth: HRS §302A-802) (Imp: HRS §§302A-801 to -808)		
673	<p>§8-54-9.4 Emergency hires. (a) An <del>applicant</del> who is unable to meet the requirements for a license may be <del>employed</del> by a public school for a period not to exceed one (1) year at a time, renewable up to a <del>maximum</del> of three (3) years, provided that the person:</p> <ul style="list-style-type: none"> <li>(1) Possesses a baccalaureate degree from a regionally accredited institution or the equivalent from a non-U.S. institution;</li> <li>(2) Submits an official transcript from the issuing institution <del>to the department or charter school;</del></li> <li>(3) Is actively pursuing appropriate licensing, through the following: <ul style="list-style-type: none"> <li>(A) Is enrolled in a professional educator preparation program accepted for licensure by the board; or</li> <li>(B) A state approved teacher, librarian or counselor education program has been satisfactorily completed, takes the examinations or meets other options for verifying basic skills and subject area competency accepted for licensure by the board; and</li> <li>(C) Has obtained clearance in the <del>employee suitability background check;</del></li> </ul> </li> </ul>	<p>§8-54-9.4 Emergency hires. (a) An <u>individual</u> who is unable to meet the requirements for a license may be <u>issued a special permit for eligibility to be considered for employment</u> by a public school for a period not to exceed one (1) year at a time, renewable up to a <u>total</u> of three (3) years, provided that the person:</p> <ul style="list-style-type: none"> <li>(1) Possesses a baccalaureate degree from a regionally accredited institution or the equivalent from a non-U.S. institution;</li> <li>(2) Submits an official transcript from the issuing institution;</li> <li>(3) Is actively pursuing appropriate licensing, through the following: <ul style="list-style-type: none"> <li>(A) Is enrolled in a professional educator preparation program accepted for licensure by the board; or</li> <li>(B) A state approved teacher, librarian or counselor education program has been satisfactorily completed, takes the examinations or meets other options for verifying basic skills and subject area competency accepted for licensure by the board; and</li> <li>(C) Has obtained clearance in the <u>professional fitness check;</u></li> <li>(D) Applied for an Emergency Hire permit in a manner prescribed by the board; and</li> <li>(E) Pays the <del>fee</del> to practice the profession of teaching as specified in §8-54-2.4.</li> </ul> </li> <li>(b) The public school may reemploy an emergency hire one (1) year at a time, up to a <u>total</u> of three (3) years, provided that emergency hire: <ul style="list-style-type: none"> <li>(3) Is actively pursuing licensing; and</li> </ul> </li> </ul>	<p>When the HAR for this section were developed, the DOE was still licensing applicants. Because this section was not changed, a scenario developed where a person holding a revoked, suspended, etc., license from another state could be hired before HTSB checked the NASDTEC Clearinghouse for licensure actions in other states. This changes the timeframe of obtaining the permit from after employment to pre-employment. This will add another safeguard to prevent those who have had adverse action taken on their license in another state from being in the classroom with Hawaii children. It also eliminates the situation of HTSB, DOE and Charter Schools from having to "chase" individuals who are hired but fail to obtain a permit in a timely manner.</p>

	<p>(D) Applied for an Emergency Hire permit in a manner prescribed by the board; and</p> <p>(E) Pays the fees to practice the profession of teaching as specified in §8-54-2.4.</p> <p>(b) The public school may reemploy an emergency hire one (1) year at a time, up to a <del>maximum</del> of three (3) years, provided that emergency hire:</p> <p>(1) Is actively pursuing licensing; and</p> <p>(2) Submits evidence of <del>satisfactory</del> progress towards obtaining a standard license.</p> <p>[Eff 10/27/11; am and ren §8-54-9.4 10/30/14] (Auth: HRS §302A-803-804) (Imp: HRS §§302A-801 to -808)</p>	<p>(4) Submits evidence of progress towards obtaining a <u>provisional or standard</u> license.</p> <p>[Eff 10/27/11; am and ren §8-54-9.4 10/30/14] (Auth: HRS §302A-803-804) (Imp: HRS §§302A-801 to -808)</p>	
722	<p>§8-54-9.5 Adding a field to a license. (a) If a licensee wants to add additional teaching fields to their teaching license the person shall:</p> <p>(1) Complete a state-approved teacher education program that includes appropriate experiences in a P-12 setting in the new field; or</p> <p>(2) <del>Successfully complete thirty (30) credit hours of course work in a state-approved teacher education program or the equivalent of a subject major for the new field</del> and submit one of the following:</p> <p>(A) The equivalent of one (1) year of <del>satisfactory</del> half time or more contracted P-12 teaching experience in the new field within the last five (5) years of application date; or</p> <p>(B) Submit verification of three (3) or more</p>	<p>§8-54-9.5 Adding a field to a license. (a) If a licensee wants to add additional teaching fields to their teaching license the person shall:</p> <p>(1) Complete a state-approved teacher education program that includes appropriate experiences in a P-12 setting in the new field; or</p> <p>(2) <u>Submit documentation of meeting content knowledge verification for licensure in the new field using a method specified by the board</u> and submit one of the following:</p> <p>(A) The equivalent of one (1) year of half time or more contracted P-12 teaching experience in the new field within the last five (5) years of application date; or</p> <p>(B) Submit verification of three (3) or more years of contracted P-12 experience <u>within the last five (5) years of application date</u> in the same license grade level span under a Hawai'i Standard License or its equivalent in another state; or</p> <p>(C) Submit passing scores on a pedagogy licensure examination approved by the board in the new grade level; or</p>	<p>Combines methods "2" and "3". Makes clear that the same content verification requirements apply to initial license as to those already licensed teachers who are seeking to add a field. Also allows for added methods should the Board decide on additional content verification options in the future without having to amend Administrative Rules.</p> <p>This language was inadvertently omitted from 2014 language in this section.</p> <p>NBPTS certification is one of the current options for verifying content knowledge, so it will be covered under</p>

	<p>years of contracted P-12 experience the same license grade level span under a Hawai'i Standard License or its equivalent in another state; or</p> <p>(C) Submit passing scores on a pedagogy licensure examination approved by the board in the new grade level; or</p> <p><del>(3) Submit passing subject area examination scores for the new teaching field. The passing score must be the same as that used for program completers of the state-approved teacher education program and submit one of the following:</del></p> <p><del>(A) The equivalent of one (1) year of satisfactory half time or more contracted P-12 teaching experience in the new field within the last five (5) years of application date; or</del></p> <p><del>(B) Submit verification of three (3) or more years of contracted P-12 experience in the same license grade level span under a Hawai'i Standard License or its equivalent in another state; or</del></p> <p><del>(C) Submit passing scores on a pedagogy licensure examination approved by the board in the new grade level; or</del></p>	<p><u>(D) Submit verification of previous completion of a state approved educator preparation program in the same license grade level span as the new field; or</u></p> <p>(3) Possess an Advanced License in one field and submit one of the following:</p> <p>(A) The equivalent of a content major in the new field; or</p> <p>(B) Passing score for the subject area test in the new field.</p> <p>(C) <u>The grade level(s) of the new license field(s) must be the same as the existing license level(s) unless the applicant submits verification as outlined in 8-54-9.5 (2) A - D for the new level(s).</u></p> <p>(b) Adding school librarian, reading specialist, literacy specialist, <u>and early childhood education</u> as a field shall be subject to the provisions of (a) (1) of this subsection.</p> <p>(c) Upon submittal of appropriate documentation of the method selected by the licensee and receipt of the required fees, and subject to meeting all requirements, the Board will add the new field to the license. The licensee's license will include the new teaching field and be subject to the same expiration date for renewal of the current license. [Eff 7/1/01; am and comp</p>	<p>the revision of (2) above.</p>
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	<p>(4) <del>Possess a valid National Board Certification in the new field; or</del></p> <p>(5) Possess an Advanced License in one field and submit one of the following:</p> <p>(A) The equivalent of a content major in the new field; or</p> <p>(B) Passing score for the subject area test in the new field.</p> <p>(b) Adding school librarian, reading specialist, and literacy specialist as a field shall be subject to the provisions of (a)(1) of this subsection.</p> <p>(c) Upon submittal of appropriate documentation of the method selected by the licensee and receipt of the required fees, and subject to meeting all requirements, the Board will add the new field to the license. The licensee's license will include the new teaching field and be subject to the same expiration date for renewal of the current license. [Eff 7/1/01; am and comp 12/20/01; am and comp 8/13/04; am and comp 11/9/07; am and comp 10/27/11; am and ren §8-54-9.5 10/30/14(Auth: HRS §302A-802-803)(Imp: HRS §§302A-801 to -808)</p>	<p>12/20/01; am and comp 8/13/04; am and comp 11/9/07; am and comp 10/27/11; am and ren §8-54-9.5 10/30/14(Auth: HRS §302A-802-803)(Imp: HRS §§302A-801 to -808)</p>	
800	<p>§8-54-9.6 Limited duty special permit.</p> <p>(a) <del>Up to but no later than August 31, 2015, the board may grant a limited duty special permit to an instructor employed by a public school where instruction is conducted in the Ni'ihau dialect. The instructor shall provide evidence showing progress towards becoming properly licensed.</del></p> <p>(b) <del>Effective June 30, 2006,</del> the board may also grant a five-year limited duty special permit to an individual recommended by the Superintendent or charter school</p>	<p>§8-54-9.6 Limited duty special permit. (a)<u>The board may grant a limited duty special permit to an individual employed by a public school where instruction is conducted primarily in the Ni'ihau dialect medium of Hawaiian or Hawaiian Knowledge based schools provided the instructor submits the following documentation to the board.</u></p> <p>(1) <u>Holds the minimum of a high school diploma;</u></p> <p>(2) <u>Is assessed as proficient in the Hawaiian language by the Office of Hawaiian Education in collaboration with a Hawaiian Language Immersion educator preparation program;</u></p> <p>(3) <u>Completes thirty hours of induction by the Office of Hawaiian Education in</u></p>	<p>Language follows the Board's previously adopted language for those in Immersion and culturally focused schools, with suggested updates from the Hawaiian Workgroup to strengthen the permit requirements: adding collaboration between the Office of Hawaiian Education and the Immersion EPPs; changing 24 hours of induction to</p>

	<p>administrator to provide instruction in career and technical education provided that the individual submits the following documentation to the Board.</p> <p>(1) A valid industry license or certification, if one exists, in the field in which instruction will be offered; and</p> <p>(2) Three (3) years of <del>satisfactory</del> full-time experience in the field in which instruction will be offered. This provision shall remain in effect as long as:</p> <p>(A) The department's and charter schools' annual report to the Board includes career and technical education as an official shortage area;</p> <p>(B) The department and charter school suspend the requirement of a baccalaureate degree for career and technical education emergency hires; and</p> <p>(C) Teacher preparation programs offer courses to prepare a permit-holder for classroom instruction and classroom responsibilities.</p> <p>Limited duty special permits for career and technical education shall be renewable once for an additional five (5) years provided that the instructor continues to meet the permit criteria.</p> <p><del>(e) Effective July 1, 2009, the board may also grant a limited duty special permit to an individual recommended by the superintendent or charter school administrator to provide instruction as an emergency hire in a declared shortage area where no licensed teacher is available and the individual</del></p>	<p><u>collaboration with a Hawaiian Language Immersion educator preparation program;</u></p> <p>(4) <u>Submits a cultural growth plan on how the individual will obtain licensure, to be monitored annually by the Office of Hawaiian Education in collaboration with a Hawaiian Language Immersion educator preparation program;</u></p> <p>(5) <u>Meets the Professional Fitness requirements;</u></p> <p>(6) <u>Pays the fee to practice the profession of teaching.</u></p> <p><u>Limited duty special permits for Hawaiian education shall be renewable once for an additional five (5) years provided that the instructor continues to meet the permit criteria.</u></p> <p>(b) <u>The board may also grant a five-year limited duty special permit to an individual recommended by the Superintendent or charter school administrator to provide instruction in career and technical education provided that the individual submits the following documentation to the Board.</u></p> <p>(2) A valid industry license or certification, if one exists, in the field in which instruction will be offered; and</p> <p>(2) Three (3) years of full-time experience in the field in which instruction will be offered. This provision shall remain in effect as long as:</p> <p>(D) The department's and charter schools' annual report to the Board includes career and technical education as an official shortage area;</p> <p>(E) The department and charter school suspend the requirement of a baccalaureate degree for career and technical education emergency hires; and</p> <p>(F) Teacher preparation programs offer courses to prepare a permit-holder for classroom instruction and classroom responsibilities.</p> <p>Limited duty special permits for career and technical education shall be renewable once for an additional five (5) years provided that the instructor continues to meet the permit criteria.</p>	<p>30; changing the growth plan to "cultural" growth to be responsive to the nature of the permit.</p>
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	<p><del>is assigned to a school that is identified as hard to staff, provided that the individual meets the following criteria:</del></p> <p><del>(1) Obtained criminal history clearance and</del></p> <p><del>(2) Pays the emergency hire fee to practice the profession of teaching as established by the Board.</del></p> <p><del>Limited duty special permits issued to emergency hires may be renewed annually for no more than three years provided the individual submits required documentation to the department or charter school and the superintendent or charter school administrator recommends that a special permit be renewed.</del></p> <p><del>[Eff 11-9-07; am and comp 10/27/11; am and ren §8-54-9.6 10/30/14] (Auth: HRS §302A-803-804) (Imp: HRS §§302A-801 to -808)</del></p>	<p><u>(c) The board may also grant a one-year limited duty special permit to an individual recommended by a Hawaii state approved teacher education program to serve as a student teacher, provided that the individual submits the following documentation to the Board.</u></p> <p><u>(1) A completed Student Teaching Permit application in a form approved by the board; and</u></p> <p><u>(2) Meets the professional fitness requirements.</u></p> <p><u>This permit may be renewed as many times as the individual is recommended by the Hawaii preparation program.</u></p> <p><u>[Eff 11-9-07; am and comp 10/27/11; am and ren §8-54-9.6 10/30/14] (Auth: HRS §302A-803-804) (Imp: HRS §§302A-801 to -808)</u></p>	<p>Emergency Hire Permit is already described in <b>§8-54-9.4 Emergency hires.</b></p> <p>Creating this permit will get Hawaii teacher candidates into the HTSB system, allow them to declare Professional Fitness, allow them to be checked in the NASDTEC Clearinghouse and cover them under the Hawaii teaching and ethics standards.</p>
916	<p>§8-54-9.7 License and permit renewal criteria; term; forfeiture; restoration; termination. (a) The board shall determine the criteria that shall be considered for renewal of a license or permit of which shall minimally include the performance standards contained in Appendix A, B, C, which are incorporated at the end of this chapter, link with the licensee's subject matter field and with teaching and pedagogy, incorporate multiple criteria, be professionally credible, and provide public accountability.</p> <p>(b) By or before the expiration date of the current licensure or permit period each licensee or permittee shall be responsible for timely renewing the license or permit and satisfying the renewal requirements provided by law and this chapter.</p> <p>(c) At the time of license renewal, each licensee shall submit a completed renewal application and all applicable fees, and shall comply with any other renewal requirements. Renewals may be completed through an online renewal</p>	<p>§8-54-9.7 License and permit renewal criteria; term; forfeiture; restoration; termination. (a) The board shall determine the criteria that shall be considered for renewal of a license or permit of which shall minimally include the performance standards contained in Appendix A, B, C, which are incorporated at the end of this chapter, link with the licensee's subject matter field and with teaching and pedagogy, incorporate multiple criteria, be professionally credible, and provide public accountability.</p> <p>(b) By or before the expiration date of the current licensure or permit period each licensee or permittee shall be responsible for timely renewing the license or permit and satisfying the renewal requirements provided by law and this chapter.</p> <p>(c) At the time of license renewal, each licensee shall submit a completed renewal application and all applicable fees, and shall comply with any other renewal requirements. Renewals may be completed through an online renewal system-</p> <p>(d) The board may renew a teaching license provided the licensee meets renewal requirements.</p>	<p>Renewals should be completed using the online licensing system.</p> <p>Since Teacher Leadership is dependent on experience, when a teacher renews their license they need to verify that they continue to qualify for the special field.</p>

~~system or in hard copy sent by United States mail which shall be considered timely filed if the envelope bears a postmark of the required renewal date.~~

(d) The board may renew a teaching license provided the licensee meets renewal requirements.

(e) A licensee holding a standard license must renew their license every five (5) years.

(f) A licensee holding an advanced license must renew their license every ten (10) years. Licensees using NBPTS route to acquire the advanced license must also renew their National Board Certification to keep their advanced license.

~~(g)~~ The failure to timely renew a license or permit, the failure to pay all applicable renewal fees, the dishonoring of any check upon first deposit, or the failure to comply with any other renewal requirements provided by law or this chapter shall cause the automatic forfeiture of the license and permit, whether involuntarily or voluntarily and without any prior consultation or notice to the licensee. A person with a forfeited license or permit is prohibited from engaging in the teaching profession.

(h) A licensee or permittee shall have two years to restore the license/permit after automatic forfeiture. Proof of compliance with the renewal requirements and payment of all assessed renewal and late fees will be required for restoration. A license or permit that is timely restored shall constitute a valid teaching license.

(i) The failure to timely restore a forfeited license or permit shall cause the automatic termination of the license and permit, whether involuntarily or voluntarily and without any prior consultation or notice to the licensee.

(e) A licensee holding a standard license must renew their license every five (5) years.

(f) A licensee holding an advanced license must renew their license every ten (10) years. Licensees using NBPTS route to acquire the advanced license must also renew their National Board Certification to keep their advanced license.

(g) Licensees holding the field of "Teacher Leader" on their Standard or Advanced License must verify continued experience as a Teacher Leader as defined by the board. Licensees unable to verify leadership experience will have this field removed from their renewed license;

(h) The failure to timely renew a license or permit, the failure to pay all applicable renewal fees, the dishonoring of any check upon first deposit, or the failure to comply with any other renewal requirements provided by law or this chapter shall cause the automatic forfeiture of the license and permit, whether involuntarily or voluntarily and without any prior consultation or notice to the licensee. A person with a forfeited license or permit is prohibited from engaging in the teaching profession.

(i) A licensee or permittee shall have two years to restore the license/permit after automatic forfeiture. Proof of compliance with the renewal requirements and payment of all assessed renewal and late fees will be required for restoration. A license or permit that is timely restored shall constitute a valid teaching license.

(j) The failure to timely restore a forfeited license or permit shall cause the automatic termination of the license and permit, whether involuntarily or voluntarily and without any prior consultation or notice to the licensee. A person holding a terminated license or permit shall be required to apply for a new license or permit and meet current application requirements. [Eff 10/30/14] (Auth: HRS §302A-803) (Imp: HRS §§302A-801 to -808)

	<p>A person holding a terminated license or permit shall be required to apply for a new license or permit and meet current application requirements. [Eff 10/30/14] (Auth: HRS §302A-803) (Imp: HRS §§302A-801 to -808)</p>		
967	<p>§8-54-9.8 License renewal audit. (a) The board shall conduct random audits of licensees who have renewed their license to ensure that renewals are in compliance with the criteria set by the board.</p> <p>(b) The board will collect a minimum of <del>ten (10) audit samples per month</del> not to exceed one hundred eighty (180) annually, and conduct all reviews of renewal documentation, drawn randomly from those renewals occurring from July 1, 2010 and thereafter.</p> <p>(c) Licensees whose five-year or ten-year licenses expire on July 1, 2010 or later shall meet the audit guidelines set by the board. Acceptance of the licensee's audit documentation shall result in a license renewal, provided the licensee has paid the necessary fees specified by the board.</p> <p>(d) A licensee selected for audit shall be required to submit documentation for audit in a manner prescribed by the board. If a licensee fails to respond to a request for audit the board may institute disciplinary action against the licensee for failure to demonstrate compliance with renewal requirements.</p> <p>(e) The board may contract with an independent, external organization to conduct the random audits and evaluate the renewals and their compliance with the criteria set forth by the board. The board may also commission the organization to review and evaluate the effectiveness of the renewal process. [Eff 10/30/14] (Auth: HRS §302A-805) (Imp: HRS §§302A-801 to -808)</p>	<p>§8-54-9.8 License renewal audit. (a) The board shall conduct random audits of licensees who have renewed their license to ensure that renewals are in compliance with the criteria set by the board.</p> <p>(b) The board will collect a minimum of <u>one hundred twenty (120) audit samples annually,</u> but not to exceed one hundred eighty (180) annually, and conduct all reviews of renewal documentation, drawn randomly from those renewals occurring from July 1, 2010 and thereafter.</p> <p>(c) Licensees whose five-year or ten-year licenses expire on July 1, 2010 or later shall meet the audit guidelines set by the board. Acceptance of the licensee's audit documentation shall result in a license renewal, provided the licensee has paid the necessary fees specified by the board.</p> <p>(d) A licensee selected for audit shall be required to submit documentation for audit in a manner prescribed by the board. If a licensee fails to respond to a request for audit the board may institute disciplinary action against the licensee for failure to demonstrate compliance with renewal requirements.</p> <p>(e) The board may contract with an independent, external organization to conduct the random audits and evaluate the renewals and their compliance with the criteria set forth by the board. The board may also commission the organization to review and evaluate the effectiveness of the renewal process. [Eff 10/30/14] (Auth: HRS §302A-805) (Imp: HRS §§302A-801 to -808)</p>	<p>The audit is conducted on an annual basis rather than 12 times a year as an efficiency issue. This does not change the number of audit samples from the original language.</p>

1577	<p>§8-54-20 Procedure for first-time provisional unit or program review. (a) When applying for approval of a first-time provisional unit or program review the following requirements shall be met:</p> <p>(1) The letter of intent and preconditions must be submitted for consideration no less than <del>eighteen (18) months</del> prior to proposed program implementation; and</p> <p>(2) Within <del>six (6) months</del> of acceptance of the letter of intent and preconditions, the unit must submit one (1) unit report and a program report for each program that will prepare educators for initial licensure.</p> <p>(b) The board staff will convene a review team and conduct a virtual provisional review of the unit and programs within three (3) months of acceptance of the unit and program reports after staff review and board approval.</p> <p>(c) The board will review the <del>panel's</del> recommendation and issue a decision <del>within three (3) months</del>.</p> <p>(d) A unit must receive board approval before advertising programs for initial licensure, implementing programs and accepting candidates into any educator preparation program. [Eff 10/30/14] (Auth: HRS §302A-805.5) (Imp: HRS §§302A-801 to - 808)</p>	<p>§8-54-20 Procedure for first-time provisional unit or program review. (a) When applying for approval of a first-time provisional unit or program review the following requirements shall be met:</p> <p>(1) The letter of intent and preconditions must be submitted for consideration no less than <u>one year</u> prior to proposed program implementation; and</p> <p>(2) Within <u>two years</u> of acceptance of the letter of intent and preconditions, the unit must submit one (1) unit report and a program report for each program that will prepare educators for initial licensure.</p> <p>(b) The board staff will convene a review team and conduct a virtual provisional review of the unit and programs within three (3) months of acceptance of the unit and program reports after staff review and board approval.</p> <p>(c) The board will review the <u>review team's</u> recommendation and issue a decision <u>upon recommendation of the board Teacher Education Committee</u>.</p> <p>(d) A unit must receive board approval before advertising programs for initial licensure, implementing programs and accepting candidates into any educator preparation program. [Eff 10/30/14] (Auth: HRS §302A-805.5) (Imp: HRS §§302A-801 to - 808)</p>	<p>Allows a provider time to develop their program, within a reasonable time frame.</p> <p>Accounts for scheduling of HTSB meetings, in the event no meeting is scheduled within 3 months.</p>
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1601	<p><b>§8-54-21 Procedure for continuing unit review.</b> When applying for continuing unit review the following requirements shall be met:</p> <p><del>(1) Units must obtain accreditation from a _____ national accrediting body authorized by the _____ US Department of Education prior to the _____ expiration of their provisional approval _____ and/or to be eligible for continued state _____ approval; and</del></p> <p><del>(2) It is the unit's responsibility to apply for _____ renewal or extension and submit all _____ documentation required for the board's _____ review at least six (6) months in advance of _____ the expiration of provisional approval and _____ one (1) year in advance of the expiration of _____ an existing continuing approval period.</del></p> <p>[Eff 10/30/14] (Auth: HRS §302A-805.5) (Imp: HRS §§302A-801 to -808)</p>	<p><b>§8-54-21 Procedure for continuing unit review.</b> When applying for continuing unit review <u>one of</u> the following requirements shall be met:</p> <p>(1) <u>Obtain accreditation from a national accrediting body prior to the expiration of their provisional approval and/or to be eligible for continued state approval. The accrediting body must be approved in advance by the HTSB for use in continuing state approval. The HTSB Executive Director or designee will serve as an observer during the accreditation visit. It is the unit's responsibility to apply for renewal of state approval and submit all documentation required for the board's review at least six (6) months in advance of the expiration of provisional approval; or</u></p> <p>(2) <u>Indigenous and culturally focused units may obtain accreditation from a national or international Indigenous focused accrediting body prior to the expiration of their provisional approval and/or to be eligible for continued state approval. The accrediting body must be approved in advance by the HTSB for use in continuing state approval. The HTSB Executive Director or designee will serve as an observer during the accreditation visit. It is the unit's responsibility to apply for renewal of state approval and submit all documentation required for the board's review at least six (6) months in advance of the expiration of provisional approval; or</u></p> <p>(3) <u>All program completers recommended for licensure by the Unit shall submit official scores from a nationally normed performance assessment adopted by the HTSB. The Unit will be reviewed by a State Team composed of:</u></p>	<p>Allows for additional options in new state review process.</p>
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|  |  | <ul style="list-style-type: none"><li>a. <u>One out of state professional educator, selected based on compatible experience with the type and size Unit;</u></li><li>b. <u>One out of state practitioner licensed in the field of the program, preferably a National Board for Professional Teaching Standards (NBPTS) certified teacher or one with the Teacher Leader designation on their license;</u></li><li>c. <u>HTSB Executive Director or designee;</u></li><li>d. <u>It is the Unit's responsibility to submit a Continuing Unit Review Report one (1) year in advance of the expiration of their existing approval period; or</u></li></ul> <p>(4) <u>All program completers recommended for licensure by the Unit are evaluated using unit-wide assessments. The unit will be reviewed by a State review by a team composed of:</u></p> <ul style="list-style-type: none"><li>a. <u>Two or more out of state professional educators, selected based on compatible experience with the type and size Unit;</u></li><li>b. <u>One or more out of state practitioners licensed in the field of the program, preferably a National Board for Professional Teaching Standards (NBPTS) certified teacher or a teacher with the Teacher Leader designation on their license;</u></li><li>c. <u>The number of program completers and number of separate licensure programs within the Unit will determine</u></li></ul> |  |
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		<p><u>the number of State Team reviewers.</u></p> <p>d. <u>HTSB Executive Director or designee;</u></p> <p>e. <u>It is the Unit's responsibility to submit a Continuing Unit Review Report one (1) year in advance of the expiration of their existing approval period.</u></p> <p>[Eff 10/30/14] (Auth: HRS §302A-805.5) (Imp: HRS §§302A-801 to -808)</p>	
1736	<p><b>§8-54-25 Board action following review.</b> (a) The board may take the following actions for provisional unit and program review:</p> <p>(1) Provisional approval for three (3) years ;</p> <p>(2) Provisional approval with unit conditions and/or program areas for improvement for up to three (3) years; or</p> <p>(3) Deny approval. The unit may appeal or reapply for approval under the process determined by the board.</p>	<p><b>§8-54-25 Board action following review.</b> (a) The board may take the following actions for provisional unit and program review:</p> <p>(4) Provisional approval for three (3) years <u>or until the unit's next national or state review;</u></p> <p>(5) Provisional approval with unit conditions and/or program areas for improvement for up to three (3) years; or</p> <p>(6) Deny approval. The unit may appeal or reapply for approval under the process determined by the board.</p>	<p>Allows units to combine all programs into their next unit review instead of having to have staggered reviews, resulting in a burden on faculty and resources.</p>
Appendix D 3254	<p><b><del>Preface</del></b>  <del>The Hawaii Teacher Standards Board Code of Ethics supports the vision, core values, and mission of the board in fostering professional standards for teachers, not only with regard to academic rigor, but to include the highest ethical standards of professional conduct which foster commitment to students, the profession, and the community. This code is intended to advance the teaching profession, to guide the professional behavior of P 12 educators in the State of Hawaii, and to form the basis for disciplinary action taken by the Board, as authorized in Hawaii Revised Statutes §302A-807.</del></p> <p><b><del>Principle I: Commitment to Students</del></b></p>	<p><b><u>Principle I: Responsibility to the Profession</u></b></p> <p><u>The professional educator is aware that trust in the profession depends upon a level of professional conduct and responsibility that may be higher than required by law. This entails holding one and other educators to the same ethical standards.</u>  <u>The professional educator demonstrates responsibility to oneself as an ethical professional by:</u></p> <ol style="list-style-type: none"> <li><u>1. Acknowledging that lack of awareness, knowledge, or understanding of the Code is not, in itself, a defense to a charge of unethical conduct;</u></li> <li><u>2. Knowing and upholding the procedures, policies, laws and regulations relevant to</u></li> </ol>	<p>The MCEE was developed as a collaborative effort of the National Association of State Directors of Teacher Education and Certification (NASDTEC) and the National Council for the Advancement of Educator Ethics (NCAEE).</p> <p>The MCEE is a guiding document to prepare educators to select the best course of action in ethical dilemmas in their practice, and provides a basis for</p>

<p>Hawaii P-12 educators shall:</p> <ul style="list-style-type: none"> <li><del>□ provide students with appropriate educational services based on research and accepted best practices</del></li> <li><del>□ provide services to students in a nondiscriminatory manner;</del></li> <li><del>□ take all reasonable precautions to protect the health, safety and well being of students;</del></li> <li><del>□ maintain a respectful, professional relationship with students;</del></li> <li><del>□ keep information about students in confidence, unless disclosure is required by law or serves a professional purpose;</del></li> <li><del>□ nurture in students a life long respect and compassion for themselves and others.</del></li> <li><del>□ promote the right and freedom of students to learn, explore ideas, develop learning skills and acquire the necessary knowledge to achieve their full potential;</del></li> <li><del>□ not exploit professional relationships with students for personal gain.</del></li> </ul> <p><b>Principle II: Commitment to the Profession</b></p> <p>Hawaii P-12 educators shall:</p> <ul style="list-style-type: none"> <li><del>□ exhibit behaviors which uphold the dignity of the profession;</del></li> <li><del>□ be fair and equitable in their treatment of all members of the profession in a nondiscriminatory manner;</del></li> <li><del>□ keep information about colleagues in confidence, unless disclosure is required by law or serves a compelling professional purpose;</del></li> <li><del>□ continue to study, apply, and advance the professional knowledge base for P-12 educators and maintain a commitment to professional education.</del></li> </ul> <p><b>Principle III: Commitment to the Community</b></p>	<p><u>professional practice regardless of personal views;</u></p> <ol style="list-style-type: none"> <li>3. <u>Holding oneself responsible for ethical conduct;</u></li> <li>4. <u>Monitoring and maintaining sound mental, physical, and emotional health necessary to perform duties and services of any professional assignment; and taking appropriate measures when personal or health-related issues may interfere with work-related duties;</u></li> <li>5. <u>Refraining from professional or personal activity that may lead to reducing one's effectiveness within the school community;</u></li> <li>6. <u>Avoiding the use of one's position for personal gain and avoiding the appearance of impropriety;</u></li> <li>7. <u>Taking responsibility and credit only for work actually performed or produced, and acknowledging the work and contributions made by others.</u></li> </ol> <p><u>B. The professional educator fulfills the obligation to address and attempt to resolve ethical issues by:</u></p> <ol style="list-style-type: none"> <li>1. <u>Confronting and taking reasonable steps to resolve conflicts between the Code and the implicit or explicit demands of a person or organization;</u></li> <li>2. <u>Maintaining fidelity to the Code by taking proactive steps when having reason to believe that another educator may be approaching or involved in an ethically compromising situation;</u></li> <li>3. <u>Neither discriminating nor retaliating against a person on the basis of having made an ethical complaint;</u></li> <li>4. <u>Neither filing nor encouraging frivolous ethical complaints solely to harm or retaliate.</u></li> <li>5. <u>Cooperating fully during ethics investigations and proceedings</u></li> </ol> <p><u>C. The professional educator promotes and advances the profession within and beyond the school community by:</u></p>	<p>educator preparation, self-reflection, and self-accountability.</p>
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Hawaii P-12 educators shall:

- ~~□ distinguish between personal and institutional views in communication to the public;~~
- ~~□ be truthful in representing facts concerning educational matters;~~
- ~~□ decline any gratuity, gift or favor that would impair or influence professional decisions or actions;~~
- ~~□ make information about education research and best practices available to students, parents, colleagues, and the public;~~
- ~~□ be open and honest with students, parents, colleagues, and the public.~~

1. Influencing and supporting decisions and actions that positively impact teaching and learning, educational leadership and student services;
2. Engaging in respectful discourse regarding issues that impact the profession;
3. Enhancing one's professional effectiveness by staying current with ethical principles and decisions from relevant sources including professional organizations;
4. Actively participating in educational and professional organizations and associations; and
5. Advocating for adequate resources and facilities to ensure equitable opportunities for all students.

**Principle II: Responsibility for Professional Competence**

The professional educator is committed to the highest levels of professional and ethical practice, including demonstration of the knowledge, skills and dispositions required for professional competence.

A. The professional educator demonstrates commitment to high standards of practice through:

1. Incorporating into one's practice state and national standards, including those specific to one's discipline;
2. Using the Model Code of Educator Ethics and other ethics codes unique to one's discipline to guide and frame educational decision-making;
3. Advocating for equitable educational opportunities for all students;
4. Accepting the responsibilities, performing duties and providing services corresponding to the area of certification, licensure, and training of one's position;
5. Reflecting upon and assessing one's professional skills, content knowledge, and competency on an ongoing basis; and
6. Committing to ongoing professional learning.

B. The professional educator demonstrates responsible use of data, materials, research and assessment by:

1. Appropriately recognizing others' work by citing data or materials from published, unpublished, or electronic sources when disseminating information;
2. Using developmentally appropriate assessments for the purposes for which they are intended and for which they have been validated to guide educational decisions;
3. Conducting research in an ethical and responsible manner with appropriate permission and supervision;
4. Seeking and using evidence, instructional data, research, and professional knowledge to inform practice;
5. Creating, maintaining, disseminating, storing, retaining and disposing of records and data relating to one's research and practice, in accordance with district policy, state and federal laws; and
6. Using data, data sources, or findings accurately and reliably.

C. The professional educator acts in the best interest of all students by:

1. Increasing students' access to the curriculum, activities, and resources in order to provide a quality and equitable educational experience.
2. Working to engage the school community to close achievement, opportunity, and attainment gaps; and
3. Protecting students from any practice that harms or has the potential to harm students.

**Principle III: Responsibility to Students**

The professional educator has a primary obligation to treat students with dignity and respect. The professional educator promotes the health, safety and well being of students by establishing and maintaining appropriate verbal, physical, emotional and social boundaries.

A. The professional educator respects the rights and dignity of students by:

1. Respecting students by taking into account their age, gender, culture, setting and socioeconomic context;
2. Interacting with students with transparency and in appropriate settings;
3. Communicating with students in a clear, respectful, and culturally sensitive manner;
4. Taking into account how appearance and dress can affect one's interactions and relationships with students;
5. Considering the implication of accepting gifts from or giving gifts to students;
6. Engaging in physical contact with students only when there is a clearly defined purpose that benefits the student and continually keeps the safety and well-being of the student in mind;
7. Avoiding multiple relationships with students which might impair objectivity and increase the risk of harm to student learning or well-being or decrease educator effectiveness;
8. Acknowledging that there are no circumstances that allow for educators to engage in romantic or sexual relationships with students; and
9. Considering the ramifications of entering into an adult relationship of any kind with a former student, including but not limited to, any potential harm to the former student, public perception, and the possible impact on the educator's career. The professional educator ensures that the adult relationship was not started while the former student was in school.

B. The professional educator demonstrates an ethic of care through:

1. Seeking to understand students' educational, academic, personal and social needs as well as students' values, beliefs, and cultural background;
2. Respecting the dignity, worth, and uniqueness of each individual student including, but not limited to, actual and perceived gender, gender expression, gender identity, civil status, family status, sexual orientation,

religion, age, disability, race, ethnicity, socio-economic status, and culture; and

3. Establishing and maintaining an environment that promotes the emotional, intellectual, physical, and sexual safety of all students.

C. The professional educator maintains student trust and confidentiality when interacting with students in a developmentally appropriate manner and within appropriate limits by:

1. Respecting the privacy of students and the need to hold in confidence certain forms of student communication, documents, or information obtained in the course of professional practice;
2. Upholding parents'/guardians' legal rights, as well as any legal requirements to reveal information related to legitimate concerns for the well-being of a student; and
3. Protecting the confidentiality of student records and releasing personal data in accordance with prescribed state and federal laws and local policies.

**Principle IV: Responsibility to the School Community**

The professional educator promotes positive relationships and effective interactions, with members of the school community, while maintaining professional boundaries.

A. The professional educator promotes effective and appropriate relationships with parents/guardians by:

1. Communicating with parents/guardians in a timely and respectful manner that represents the students' best interests;
2. Demonstrating a commitment to equality, equity, and inclusion as well as respecting and accommodating diversity among members of the school community;
3. Considering the implication of accepting gifts from or giving gifts to parents/guardians; and
4. Maintaining appropriate confidentiality with respect to student information disclosed by

or to parents/guardians unless required by law.

B. The professional educator promotes effective and appropriate relationships with colleagues by:

1. Respecting colleagues as fellow professionals and maintaining civility when differences arise;
2. Resolving conflicts, whenever possible, privately and respectfully and in accordance with district policy;
3. Keeping student safety, education, and health paramount by maintaining and sharing educational records appropriately and objectively in accordance with local policies and state and federal laws;
4. Collaborating with colleagues in a manner that supports academic achievement and related goals that promote the best interests of students;
5. Enhancing the professional growth and development of new educators by supporting effective field experiences, mentoring or induction activities across the career continuum;
6. Ensuring that educators who are assigned to participate as mentors for new educators, cooperating teachers, or other teacher leadership positions are prepared and supervised to assume these roles;
7. Ensuring that educators are assigned to positions in accordance with their educational credentials, preparation, and experience in order to maximize students' opportunities and achievement; and
8. Working to ensure a workplace environment that is free from harassment.

C. The professional educator promotes effective and appropriate relationships with the community and other stakeholders by:

1. Advocating for policies and laws that the educator supports as promoting the education and well-being of students and families;

2. Collaborating with community agencies, organizations, and individuals in order to advance students' best interests without regard to personal reward or remuneration; and
3. Maintaining the highest professional standards of accuracy, honesty, and appropriate disclosure of information when representing the school or district within the community and in public communications.

D. The professional educator promotes effective and appropriate relationships with employers by:

1. Using property, facilities, materials, and resources in accordance with local policies and state and federal laws;
2. Respecting intellectual property ownership rights (e.g. original lesson plans, district level curricula, syllabi, gradebooks, etc.) when sharing materials;
3. Exhibiting personal and professional conduct that is in the best interest of the organization, learning community, school community, and profession; and
4. Considering the implications of offering or accepting gifts and/or preferential treatment by vendors or an individual in a position of professional influence or power.

E. The professional educator understands the problematic nature of multiple relationships by:

1. Considering the risks that multiple relationships might impair objectivity and increase the likelihood of harm to students' learning and well-being or diminish educator effectiveness;
2. Considering the risks and benefits of a professional relationship with someone with whom the educator has had a past personal relationship and vice versa;
3. Considering the implications and possible ramifications of engaging in a personal or professional relationship with parents and

guardians, student teachers, colleagues, and supervisors; and

4. Ensuring that professional responsibilities to paraprofessionals, student teachers or interns do not interfere with responsibilities to students, their learning, and well-being.

**Principle V: Responsible and Ethical Use of Technology**

The professional educator considers the impact of consuming, creating, distributing and communicating information through all technologies. The ethical educator is vigilant to ensure appropriate boundaries of time, place and role are maintained when using electronic communication.

A. The professional educator uses technology in a responsible manner by:

1. Using social media responsibly, transparently, and primarily for purposes of teaching and learning per school and district policy. The professional educator considers the ramifications of using social media and direct communication via technology on one's interactions with students, colleagues, and the general public;
2. Staying abreast of current trends and uses of school technology;
3. Promoting the benefits of and clarifying the limitations of various appropriate technological applications with colleagues, appropriate school personnel, parents, and community members;
4. Knowing how to access, document and use proprietary materials and understanding how to recognize and prevent plagiarism by students and educators;
5. Understanding and abiding by the district's policy on the use of technology and communication;
6. Recognizing that some electronic communications are records under the Freedom of Information Act (FOIA) and state public access laws and should consider the implications of sharing sensitive information electronically either via professional or personal devices/accounts; and

7. Exercising prudence in maintaining separate and professional virtual profiles, keeping personal and professional lives distinct.

B. The professional educator ensures students' safety and well-being when using technology by:

1. Being vigilant in identifying, addressing and reporting (when appropriate and in accordance with local district, state, and federal policy) inappropriate and illegal materials/images in electronic or other forms;
2. Respecting the privacy of students' presence on social media unless given consent to view such information or if there is a possibility of evidence of a risk of harm to the student or others; and
3. Monitoring to the extent practical and appropriately reporting information concerning possible cyber bullying incidents and their potential impact on the student learning environment.

C. The professional educator maintains confidentiality in the use of technology by:

1. Taking appropriate and reasonable measures to maintain confidentiality of student information and educational records stored or transmitted through the use of electronic or computer technology;
2. Understanding the intent of Federal Educational Rights to Privacy Act (FERPA) and how it applies to sharing electronic student records; and
3. Ensuring that the rights of third parties, including the right of privacy, are not violated via the use of technologies.

D. The professional educator promotes the appropriate use of technology in educational settings by:

1. Advocating for equal access to technology for all students, especially those historically underserved;

		<p>2. <u>Promoting the benefits of and clarifying the limitations of various appropriate technological applications with colleagues, appropriate school personnel, parents, and community members; and</u></p> <p>3. <u>Promoting technological applications (a) that are appropriate for students' individual needs, (b) that students understand how to use and (c) that assist and enhance the teaching and learning process.</u></p>	
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