



Educator Preparation Program Review Process: Initial Licensure and Add a Teaching Field

(Hawaii Administrative Rules [§8-54-20](#))

1

Letter of Intent

- The Educator Preparation Program (EPP) shall read the directions and learn the EPP Application and the Letter of Intent (LOI) processes to become an approved licensure program in Hawai'i.
- The EPP may seek assistance from the Hawaii Teacher Standards Board (HTSB) Executive Director or designee.
- The EPP submits a completed LOI to the HTSB Executive Director.
- HTSB staff may request for the EPP to revise and resubmit the LOI.
- Upon completion, the LOI is submitted as a New Business Item (NBI).

2

HTSB Board Approval of Letter of Intent

- Initial reading of the NBI occurs at the Teacher Education Committee (TEC) and may offer revisions.
- Upon approval, the TEC shall recommend the NBI to the full HTSB Board members at the General Business Meeting for approval. If the TEC disapproves the LOI, then no recommendation will be given to the full HTSB Board.
- The full HTSB Board votes to approve, deny, or offer revisions to the NBI.

3

EPP Program Development

- The EPP has two years to develop the licensure program.
- The EPP is not allowed to advertise the licensure program.
- The EPP is required to use the HTSB EPP Application Template and abide by the NBI.
- The EPP will submit the application to the HTSB Executive Director.

4

HTSB Program Review

- The HTSB will convene a Program Review Committee (PRC) to evaluate the licensure program application.
- The PRC may request for the EPP to provide clarification or to revise and resubmit information.
- The PRC will submit recommendations to the TEC when the EPP application has met the requirements.

5

HTSB Board Approval of Licensure Program

- The NBI will be posted on a designated HTSB Board Agendas.
- Initial reading of the NBI occurs at the TEC.
- Upon approval, the TEC will recommend the NBI to the full HTSB Board members at the General Business Meeting. If the TEC disapproves the NBI, then no recommendation will be given to the full HTSB Board.
- The full HTSB Board votes to approve, deny, or offer recommendations about the NBI.
- Upon Board approval, the EPP will be designated as a Hawai'i approved program and may start implementation according to the NBI.