

Hawaii Teacher Standards Board
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htsb@hawaii.gov

VERIFICATION OF ONLINE TEACHING EXPERIENCE AND CONTENT KNOWLEDGE

Directions:

1. Complete Section 1. Applicant Personal Information and Section 2. Applicant Content Knowledge Verification You may need to log in to your HTSB Account to update your personal information to match your HTSB Profile. Any incomplete sections may result in a delay in processing your application.
2. Send this Online Teaching Experience Form OT 8010 to your school administrator, who shall verify your online teaching experience.
3. Ask your school administrator to complete Section 3. Verification of Online Teaching Experience and Section 4. Verification of Meeting the Online Teaching Standards. Your administrator can email the completed copy to htsb@hawaii.gov. Or your administrator can return the completed form to you, which you must upload the completed Form OT8010 Form in the Documents tab of your HTSB account.

SECTION 1: APPLICANT PERSONAL INFORMATION

Last Name

First Name

Middle Name

HTSB Profile ID #

Phone Number

Personal Email Address

Current Street Address

City

State

Zip Code

SECTION 2: APPLICANT CONTENT KNOWLEDGE VERIFICATION

Select one of the following options to verify your content knowledge of online teaching. When you submit the online application, you shall upload verification of your option in the Documents tab of your HTSB account. Go to the [Add a Teaching Field website](#) to access the Online Teaching Guide.

	Option A. Successful completion of a certificate or degree program in online learning and teaching at the post-baccalaureate, master’s, or doctoral level at a regionally accredited institution of higher education.
	Option B. Completed a minimum of nine (9) professional development credits in online teaching courses that utilized nationally recognized online teaching standards for grades P-12 and approved by the Hawai’i Department of Education’s PDE3 program.
	Option C. Completed a minimum of nine (9) professional development credits in online teaching courses that utilized nationally recognized online teaching standards for grades P-12 and approved by a U.S. accredited private/non-profit organization or U.S. school district.
	Option D. License/certificate from another U.S. state and meet the experience requirement as a P-12 online teacher.

DISCLAIMER: I hereby authorize the release of the information regarding my qualifications of my online teaching experience at the school/ school district from which I am making this request.

SECTION 3: VERIFICATION OF ONLINE TEACHING EXPERIENCE

(TO BE COMPLETED BY THE SCHOOL ADMINISTRATOR)

To Authorized School Administrator: This individual has applied to add the Online Teaching license field to their Hawai'i Standard or Advanced license. Please complete the information in Section 2 verifying the applicant's Online Teaching Experience.

- The applicant has a valid Hawai'i license (check one): **Standard** **Advanced** with an expiration date of *Click [here](#) to access the HTSB Public License Search.*
- The applicant has at least three years of successful **full-time** teaching experience in a **P-12 setting**. YES NO
Successful teaching is defined as full-time teaching experience as the teacher of record, school counselor, or school librarian in a public school operated by a recognized accredited public, charter, or private school in the United States (U.S), U.S. affiliated jurisdiction, or Department of Defence Education Activity school. The public school, charter, or non-public school must be approved by one of the accrediting agencies, State Departments of Education, and/or Southern, Middle States, North Central, New English, Northwest, and Western Associations of Schools and Colleges.
- The applicant has at least two years **within the last five years of full-time online teaching experience** in a recognized program in a P-12 setting at the federal/state Department of Education or Hawai'i Public Charter Schools. Write the programs below. **Online teaching experience is distance learning that includes hybrid, blended, asynchronous, or synchronous learning.**

School Year	School/Program Name	Full Time (FT) or Part-Time (PT)	Grade Level/s	Name of the School/Program's Accreditation Agency

SECTION 4: VERIFICATION OF MEETING THE ONLINE TEACHING STANDARDS

(TO BE COMPLETED BY THE SCHOOL ADMINISTRATOR)

To Authorized School Administrator: This individual has applied to add the Online Teaching license field to their Hawai'i Standard or Advanced license. Please complete the information in Section 3 verifying the applicant's ability to meet the [National Standards for Quality Online Teaching](#).

National Standards for Quality Online Teaching (NSQOLT)	Administrator's initials verify the teacher has met this standard.
Standard A. Professional Responsibilities <i>The online teacher demonstrates professional responsibilities in keeping with the best practices of online instruction.</i>	
Standard B. Digital Pedagogy <i>The online teacher supports learning and facilitates presence (teacher, social, and learner) with digital pedagogy.</i>	
Standard C. Community Building <i>The online teacher facilitates interactions and collaboration to build a supportive online community that fosters active learning.</i>	
Standard D: Learner Engagement <i>The online teacher promotes learner success through interactions with learners and other stakeholders and by facilitating meaningful learner engagement in learning activities.</i>	
Standard E: Digital Citizenship <i>The online teacher models, guides, and encourages legal, ethical, and safe behavior related to technology use.</i>	

National Standards for Quality Online Teaching (NSQOLT)	Administrator's initials verify the teacher has met this standard.
Standard F: Diverse Instruction <i>The online teacher personalizes instruction based on the learner's diverse academic, social, and emotional needs.</i>	
Standard G: Assessment and Measurement <i>Assessment and Measurement - The online teacher creates and/or implements assessments in online learning environments in ways that ensure the validity and reliability of the instruments and procedures. The teacher measures learner progress through assessments, projects, and assignments that meet standards-based learning goals, and evaluates learner understanding of how these assessments measure achievement of the learning objectives. (Note: In courses that are already created, teachers may not be able to create or include additional assessments.)</i>	
Standard H: Instructional Design <i>The online teacher curates and creates instructional materials, tools, strategies, and resources to engage all learners and ensure achievement of academic goals.</i>	

- ***I hereby verify the information provided above is accurate and true and that the above-named applicant has online teaching experience.***
- ***I attest that the above-name applicant has successfully demonstrated all the National Standards for Quality Online Teaching Standards identified in this form.***

Administrator First and Last Name

Administrator Ink or Digital Verification Signature

Date

Position Title

School

Complex/District

Address

City

State

Zip Code

Phone Number

Email Address