



## HAWAI'I TEACHER STANDARDS BOARD

HTSB approved EPPs are audited annually by the designated Licensing Specialist.

EPPs will receive the following letter detailing the information that is requested and direction to submit the requested information.

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[Date]

To:

[Name, Title, Affiliation]

[Name of the EPP]

From:

[Designated Licensing Specialist]

Re: Annual Educator Preparation Program Audit

Please follow instructions below to submit the requested documentation to complete a successful audit:

- Review the program completers from your program in the attached Excel file, which were from your program completer lists submitted to HTSB between July 1, [Year] and June 30, [Year];
- Verifications are requested for the following areas for each candidate selected:
  - basic skills:
    - For basic skills, if you listed bachelor's degree, use the undergraduate transcript,
  - content knowledge:
    - For content knowledge, if you listed a Praxis test, use the test score report,
  - student teaching or emergency hire placement:
    - For student teaching placement, use placement form or other document that verifies the placement, cooperating teacher, school, and grade level,

- For emergency hire teachers, use the document used to verify that candidates were an emergency hire teacher, including their school and grade level or subject teaching.
- Information transmission:
  - Scan all evidence for each completer together into one PDF document for the individuals.
  - Name the document using the completer's first and last name,
  - Upload one document for each completer below to your HTSB account Documents tab,
  - Completers for your audit are listed below.

Your HTSB account can be accessed at the page below:

<https://www.hawaiiteacherstandardsboard.org/auth/login>

Your login name is:

Your password is:

All documents should be uploaded to your Unit's HTSB account no later than Date. Please contact me at felicia.villalobos@hawaii.gov or 808-586-2604 if you have any questions.