

# Educator Preparation Program Modification Process

(Hawaii Administrative Rules [§8-54-27](#)) (as of 11/2023)



HAWAII TEACHER  
STANDARDS BOARD

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## Contact HTSB Staff

- The Educator Preparation Program (EPP) shall contact the HTSB designated staff to determine if the change(s) are one of the following: Program Elimination, Minor Program Modification, Major Program Modification.
- If the changes are considered a Major Modification, the EPP will proceed with submitting a EPP Modification Application.

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## EPP Submits Program Modification Application

- The HTSB designee will review the application and provide any feedback to the EPP
- Upon completion, the HTSB designee will submit a New Business Item (NBI).
- The NBI will be posted on the designated HTSB Board Agendas.

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## HTSB Board Approval of Program Modification

- Initial reading of the NBI occurs at the Teacher Education Committee (TEC) at the HTSB Board meeting.
- 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 to the NBI.
- Upon Board approval, the EPP will be granted program modification start implementation according to the NBI.
- The EPP is responsible for notifying their accreditor of their approval of the program modification application.