## Who’s Who? A Contact Guide for Hawai‘i Teachers

**Hawai‘i Teacher Standards Board (HTSB)**
- HTSB licenses/permits teachers, school counselors, and school librarians.
- Licenses (required by Hawai‘i State Law): Provisional, Standard, Advanced
- Permits: Hawaiian, CTE, Student Teacher, Emergency Hire
- Visit hawaiiteacherstandardsboard.org to create your HTSB online account.
- Apply online for your license/permit and upload documents directly to your account.
- Use the Contact HTSB tab of your account to send HTSB staff a message.

**Educator Preparation Programs (EPPs)**
- Also called State Approved Teacher Education Programs (SATEPs).
- Scan the QR code (right) for more information about Hawai‘i SATEPs.
- **Out-of-state SATEPs** must lead to licensure in that state.
- Hawai‘i requirements for basic skills and content knowledge must be met.
- **Reciprocity** with an active and valid out-of-state U.S. teaching license.
- Application for Hawai‘i license is still required for reciprocity.

### Teaching in Hawai‘i: Employment Opportunities

<table>
<thead>
<tr>
<th>Hawai‘i Department of Education (HIDOE): “Public Schools”</th>
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<tbody>
<tr>
<td>808-441-8444</td>
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<tr>
<td>teachinhawaii.org</td>
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<tr>
<th>Hawai‘i Public Charter Schools (HPCS): “Public Charter Schools”</th>
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<tbody>
<tr>
<td>808-586-3775</td>
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<tr>
<td>chartercommission.hawaii.gov/employment-opportunities</td>
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<th>Hawai‘i Association of Independent Schools (HAIS): “Private Schools”</th>
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<tr>
<td>808-973-1540</td>
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<tr>
<td>hais.us/job-board</td>
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**Teacher Working Conditions: HSTA**
- 808-833-2711
- hsta.org

### Employment (HIDOE)
- **Office of Talent Management (HIDOE OTM)**
  - Job Recruitment, Application, and Employment
  - 808-441-8444
  - teacher.recruitment@k12.hi.us
- **Employment Records / Tenure**
  - 808-441-8364
  - employment.records@k12.hi.us
- **Teacher Reclassification**
  - 808-441-8383

### Hawai‘i Qualified Teacher (HIDOE)
- “Hawai‘i Qualified Teacher” (HQT) as identified by HIDOE
  - 808-441-8499
  - hqt@k12.hi.us
  - HQT FAQs

### Teacher Evaluation (HIDOE)
- **Educator Effectiveness System (EES)**
  - EES Help Desk
  - 808-586-4072
  - HIDOE Teacher Evaluations are used by HTSB in the Hawai‘i license renewal process.

### Salary / Pay Scale Inquiries (HIDOE)
- **Office of Fiscal Services, Payroll Unit**
  - 808-784-6100
  - “Create an Incident” at hidoe.service-now.com/

### Hawai‘i Public Charter Schools
- **Hawai‘i State Public Charter School Commission (SPCSC)**
  - 808-586-3775
  - info@spcsc.hawaii.gov
  - Hawai‘i Public Charter Schools are operated and managed by independent governing boards.

**HIDOE Directory**
- iportal.k12.hi.us/phoneredirectory