

## HOW TO VERIFY COMPLETION OF AN EDUCATOR PREPARATION PROGRAM

There are multiple ways to verify that you have completed an educator preparation program. This includes programs leading to licensure as teachers, school librarians, and school counselors.

1. If you are currently enrolled in a Hawaii preparation program, or finished a Hawaii program in the past, your program will submit verification that you completed their program and are recommended for licensure directly to HTSB.

There are thirteen Hawaii based preparation programs, listed on this page:

<https://hawaiiteacherstandardsboard.org/content/preparation-programs/>

2. HTSB also accepts programs that lead to licensure in others states, the territories of Guan, Puerto Rico, U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (CMNI). If you completed an out of state licensure program, submit HTSB Form LA3009. Go to our Forms page to access a fillable PDF and an eSign form which can be accessed by your program and submitted directly to HTSB by email.

HTSB form page:

<https://hawaiiteacherstandardsboard.org/content/forms/>

3. Non-US preparation programs that are verified as professional educator licensure programs may also be accepted when verified by a NACES evaluator, found at this page:

<http://naces.org/members.html>