TITLE: Acceptance of Verification of Teaching Experience for License Renewal

Effective January 1, 2023, the Hawaii Teacher Standards Board approves the following options for verification of successful teaching experience for teachers, school counselors, or school librarians. Verification of a minimum of one full year within the last five years of contracted full time teaching experience in a P-12 setting in Hawaii or another U.S. state or U.S. territory is also required prior to renewal. These requirements will be by published on the HTSB website.

- Hawaii Department of Education (HIDOE) public school teachers, school counselors, and school librarians shall verify successful teaching experience through their HIDOE final evaluation rating.

  OR

- Non-HIDOE school teachers, school counselors, and school librarians shall verify successful teaching experience using HTSB’s forms RA4010/EX1000 and RA6010.

  OR

- Verification of successful teaching experience for teachers, school counselors, or school librarians can be confirmed by completing HTSB’s EX 1000 form, RA 5010, and providing HTSB with supporting evidence for each Performance Standard.

HIDOE Office of Talent Management (OTM) may submit electronic verification to HTSB that a teacher, school counselor, or school librarian meets the license renewal requirement for successful teaching. Once the electronic reporting is implemented, HIDOE teachers will not be required to submit HTSB’s Form RA4010, EX1000 or RA5010 for license renewal.
“Successfully taught”, for the purpose of license renewal, includes:

a. Verified experience as a teacher, school counselor, or school librarian in a public school operated by a recognized accredited local education agency in a U.S. state or U.S. territory or

b. Verified teaching experience in a public school or non-public school that is approved by a recognized accrediting agency. (Accrediting or approval agencies are the State Departments of Education and/or Southern, Middle States, North Central, New English, Northwest, and Western Associations of Schools and Colleges).

Submitted by: Branden Kawazoe

Referred to: Teacher Education Committee
Directions:
1) Send this verification form to an authorized school or district official in the school or school district where you completed your professional teaching experience.
2) Before sending to the authorized official, you must complete, sign, and date section 1.
3) Have the completed form returned to you and upload to the Documents tab of your HTSB account.

SECTION 1. PERSONAL INFORMATION

HTSB Profile ID _______________________________ Date of Birth _____________/____/____

Last 4 digits of Social Security Number XXX -XX- ______ ______ ______

Last name ___________________________ First name __________________ Middle name __________________

Current Mailing Address __________________________ City ___________ State _______ Zip _______

Phone ___________________________ Personal E-mail Address __________________________

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

Applicant signature ___________________________ Date __________________

SECTION 2. TO BE COMPLETED BY AUTHORIZED SCHOOL OR DISTRICT OFFICIAL (APPLICANT: DO NOT WRITE BELOW THIS LINE)

To Authorized School or District Official: This individual has applied to renew their Hawai‘i teaching license (includes experience of school counselors and school librarians) in an accredited P‐12 school setting in the last five years.

☐ 1. Verified successful teaching experience in a Hawaii Public Charter School. (Please attach their most recent teacher evaluation for review.)
☐ 2. Verified successful teaching experience Hawaii Association of Independent Schools (HAIS) or other accredited or private school. (Please attach their most recent teacher evaluation for review.)
☐ 3. Verified successful teaching experience in an accredited school in a U.S. state or U.S. territory. (Please attach their most recent teacher evaluation for review.)

SECTION 3. VERIFICATION BY AUTHORIZED SCHOOL OR DISTRICT OFFICIAL (APPLICANT: DO NOT WRITE BELOW THIS LINE)

To Authorized Official: Please check or complete the appropriate area(s) to verify one full year within the last five years of contracted full time teaching experience in a P‐12 setting in Hawaii or another U.S. state or U.S. territory.

Check one:
☐ This applicant has served in the following contracted P‐12 position(s) in my school.
☐ This applicant has not served in contracted P‐12 position(s) in my school.

Please indicate: Public School _______ Non‐Public School _______ If Non‐Public School, List Accreditation:

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<tr>
<th>From (mo/yr)</th>
<th>To (mo/yr)</th>
<th>Subject Taught</th>
<th>Grade level Taught</th>
<th>Check Below if Experience was Full Time</th>
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I attest that this applicant taught using the method checked above in an accredited P‐12 school setting within the last five years of the applicant’s date on this verification form.

Signature of Official ___________________________ Print First and Last Name ___________________________ Date Signed __________________

Position Title ___________________________ School ___________________________ District ___________________________

City, State ___________________________ Phone ___________________________ Email Address ___________________________