### New Business Item 10-56 REV

Introduced February 28, 2011 Approved February 28, 2011 Revised March 4, 2022 Approved March 4, 2022

# 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. ies. (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

# HTSB Form RA4010/EX1000

Hawai`i Teacher Standards Board 650 Iwilei Road, Suite 268 Honolulu, HI 96817



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### VERIFICATION OF EXPERIENCE FOR RENEWAL

# Directions:

profession 2) Before s	onal teaching ex ending to the au	m to an authorized school or district officia perience. thorized official, you must complete, sign, n returned to you and upload to the Docun	and date section 1.	·	pleted your	
SECTION 1.	PERSONAL INFO	PRMATION				
HTSB Profil	le ID			ate of Birth	/ /	
Last 4 digit	s of Social Secur	ity Number XXX -XX		ate of Birtii		
Last name		First name		Middle name		
Current Ma	niling Address		City	State	Zip	
Phone		Persona	E-mail Address			
	m which I am m	norize the release of the information regar aking this request.	ding my qualifying teachir  Date		chool/school	
SECTION 2.	TO BE COMPLET	ED BY AUTHORIZED SCHOOL OR DISTRICT	<b>OFFICIAL</b> (APPLICANT: DO	NOT WRITE BELOW	THIS LINE)	
To Authoriz	ed School or Di	trict Official: This individual has applied to ians) in an accredited P-12 school setting in	renew their Hawai`i teach		,	
	fied successful to uation for revie	aching experience in a Hawaii Public Charto $oldsymbol{v.}$ )	er School.( <i>Please attach tl</i>	neir most recent teac	her	
		aching experience Hawaii Association of In ost recent teacher evaluation for review.)		orother accredited o	r private school.	
		eaching experience in an accredited school most recent teacher evaluation for review		tory.		
SECTION 3.	. VERIFICATION	BY AUTHORIZED SCHOOL OR DISTRICT OF	FICIAL (APPLICANT: DO NO	T WRITE BELOW THIS	LINE)	
time teach Check one	ing experience i :	ase check or complete the appropriate area in a P-12 setting in Hawaii or another U.S. st	tate or U.S. territory.	vithin the last five ye	ars of contracted full	
		served in the following contracted P-12 pc not served in contracted P-12 position(s) i	, , ,			
Please indica	ate: Public Scho	ol Non-Public School If No	on-Public School, List Accre	editation:		
From (mo/yr)	To (mo/yr)	Subject Taught		Grade level Taught	Check Below if Experience was Full Time	
	nis applicant tau ate on this verif	ght using the method checked above in ar cation form.	accredited P-12 school se	etting within the last	five years of the	
Signature of Official		Print First and Last No	Print First and Last Name		Date Signed	
Position Title		School		District		
City, State		Phone	Email Address			