

**New Business Item 10-56 Revised**

Introduced February 28, 2011

Approved February 28, 2011

Revised March 4, 2022

Approved March 4, 2022

Revised March 24, 2023

Approved March 24, 2023

Reintroduced April 28, 2023

Approved April 28, 2023

**TITLE: Acceptance of Verification of Teaching Experience and Options for Meeting Standards for License Renewal**

Effective immediately, the Hawaii Teacher Standards Board approves the following options for verifying successful teaching experience and meeting the Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards for teachers, school counselors, or school librarians. These requirements will be published on the HTSB website.

The following renewal forms may be amended and/or updated by the Executive Director or their designee to reflect the HTSB's license renewal policies:

- HTSB Form [RA4010](#) for all license renewals
- HTSB Form RA5010 ([5010T](#), [5010C](#), or [5010L](#) respectively) for Teachers, School Counselors, and School Librarians
- HTSB Form RA6010 ([6010T](#), [6010C](#), or [6010L](#) respectively) for Teachers, School Counselors, and School Librarians

**Verification of Teaching Experience**

Verification of a minimum of one full year within the last five years of contracted full-time successful teaching experience in a P-12 setting in Hawaii or another U.S. state or U.S. territory is required prior to license renewal application.

Options	<b>Renewal Options for Meeting Teaching Standards for Hawaii Standard and Advanced Licenses:</b>
<b>A</b>	Hawaii Department of Education (HIDOE) public school teachers, school counselors, and school librarians shall verify successful teaching experience through their HIDOE final evaluation rating.
<b>B</b>	Non-HIDOE school teachers, school counselors, and school librarians shall verify successful teaching experience using HTSB Form <a href="#">RA4010</a> , Form RA6010 ( <a href="#">6010T</a> , <a href="#">6010C</a> , or <a href="#">6010L</a> respectively), and most recent teacher evaluation.
<b>C</b>	National Board for Professional Teaching Standards (NBPTS) certification is active within five years prior to the date of license renewal application.

<b>D</b>	<p>Verification of successful teaching experience for teachers, school counselors, or school librarians can be confirmed by completing HTSB Form <a href="#">EX1000</a>, Form RA5010, (<a href="#">5010T</a>, <a href="#">5010C</a>, or <a href="#">5010L</a> respectively) and providing HTSB with supporting evidence for each Performance Standard.</p> <p>Supporting evidence for Performance Standards may include using:</p> <ul style="list-style-type: none"> <li>• Up to one hundred (100) verified professional development hours completed within five years prior to the date of license renewal application.</li> </ul> <p><i>and/or</i></p> <ul style="list-style-type: none"> <li>• Six semester hours of coursework that supports the practice of teaching, earned from an accredited institution of higher education within five years prior to the date of license renewal application.</li> </ul> <p><b>**Additional documents will be required for the above two options.</b></p>
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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 RA6010 ([6010T](#), [6010C](#), or [6010L](#) respectively), for license renewal.

“Successfully taught”, for the purpose of license renewal, includes:

- a. Verified experience as the teacher of record, 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.
- b. Verified teaching experience in a public school or non-public school must be 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).

**Rationale/Background:**

RA6010 was outlined in March 4, 2022, [NBI 10-56 Revised](#). This revised NBI identifies the correct form.

Currently, the policies outlined in this New Business Item (NBI) can be found in three different NBIs. Placing all HTSB’s renewal requirements into one document allows for better alignment of [NBI 10-56 Revised](#), [NBI 17-28](#), and [NBI 12-32 Revised](#).

**Submitted by:** Branden Kawazoe

**Referred to:** Teacher Education Committee

**TITLE: Acceptance of Verification of Teaching Experience and Options for Meeting Standards for License Renewal**

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- HTSB Form [RA4010](#) for all license renewals
- HTSB Form RA5010 ([5010T](#), [5010C](#), or [5010L](#) respectively) for Teachers, School Counselors, and School Librarians
- HTSB Form RA6010 ([6010T](#), [6010C](#), or [6010L](#) respectively) for Teachers, School Counselors, and School Librarians

<b>Verification of Teaching Experience</b>
Verification of a minimum of one full year within the last five years of contracted full-time successful teaching experience in a P-12 setting in Hawaii or another U.S. state or U.S. territory is required prior to license renewal application.

Options	<b>Renewal Options for Meeting Teaching Standards for Hawaii Standard and Advanced Licenses:</b>
<b>A</b>	Hawaii Department of Education (HIDOE) public school teachers, school counselors, and school librarians shall verify successful teaching experience through their HIDOE final evaluation rating.
<b>B</b>	Non-HIDOE school teachers, school counselors, and school librarians shall verify successful teaching experience using HTSB Form <a href="#">RA4010</a> and, Form RA5010 RA <a href="#">6010</a> ( <a href="#">56010T</a> , <a href="#">56010C</a> , or <a href="#">56010L</a> respectively), <u>and most recent teacher evaluation.</u>
<b>C</b>	National Board for Professional Teaching Standards (NBPTS) certification is active within five years prior to the date of license renewal application.
<b>D</b>	Verification of successful teaching experience for teachers, school counselors, or school librarians can be confirmed by completing HTSB Form <a href="#">EX1000</a> , Form RA5010, ( <a href="#">5010T</a> , <a href="#">5010C</a> , or <a href="#">5010L</a> respectively) and providing HTSB with supporting evidence for each Performance Standard.  Supporting evidence for Performance Standards may include using: <ul style="list-style-type: none"> <li>• Up to one hundred (100) verified professional development hours completed within five years prior to the date of license renewal application.</li> </ul> <i>and/or</i> <ul style="list-style-type: none"> <li>• Six semester hours of coursework that supports the practice of teaching, earned from an accredited institution of higher education within five years prior to the date of license renewal application.</li> </ul> **Additional documents will be required for the above two options.

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 [RA56010](#) ([6010T](#), [6010C](#), or [6010L](#) respectively), for license renewal.

"Successfully taught", for the purpose of license renewal, includes:

- c. Verified experience as the teacher of record, 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.
- d. Verified teaching experience in a public school or non-public school must be 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).

**Rationale/Background:**

**RA6010 was outlined in March 4, 2022, [NBI 10-56 Revised](#). This revised NBI identifies the correct form.**

Currently, the policies outlined in this New Business Item (NBI) can be found in three different NBIs. Placing all HTSB's renewal requirements into one document allows for better alignment of [NBI 10-56 Revised](#), [NBI 17-28](#), and [NBI 12-32 Revised](#).

**Submitted by:** Branden Kawazoe

**Referred to:** Teacher Education Committee

**New Business Item 10-56 Revised**  
Introduced February 28, 2011

Approved February 28, 2011  
 Revised March 4, 2022  
 Approved March 4, 2022  
 Revised March 24, 2023

**REVISIONS APPROVED ON MARCH 24, 2023**

**TITLE: Acceptance of Verification of Teaching Experience and Options for Meeting Standards for License Renewal**

Effective immediately, the Hawaii Teacher Standards Board approves the following options for verifying successful teaching experience and meeting the Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards for teachers, school counselors, or school librarians. These requirements will be published on the HTSB website.

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<b>Verification of Teaching Experience</b>	
Verification of a minimum of one full year within the last five years of contracted full-time <u>successful</u> teaching experience in a P-12 setting in Hawaii or another U.S. state or U.S. territory is required prior to license renewal application.	

Options	<b>Renewal Options for Meeting Teaching Standards for Hawaii Standard and Advanced Licenses:</b>
<b>A</b>	Hawaii Department of Education (HIDOE) public school teachers, school counselors, and school librarians shall verify successful teaching experience through their HIDOE final evaluation rating.
<b>B</b>	Non-HIDOE school teachers, school counselors, and school librarians shall verify successful teaching experience using HTSB Form <a href="#">RA4010</a> and Form RA5010 ( <a href="#">5010T</a> , <a href="#">5010C</a> , or <a href="#">5010L</a> respectively).
<b>C</b>	<u>National Board for Professional Teaching Standards (NBPTS) certification is active within five years prior to the date of license renewal application.</u>
<b>D</b>	Verification of successful teaching experience for teachers, school counselors, or school librarians can be confirmed by completing HTSB Form <a href="#">EX1000</a> , Form RA5010, and providing HTSB with supporting evidence for each Performance Standard.  <u>Supporting evidence for Performance Standards may include using:</u> <ul style="list-style-type: none"> <li>• <u>Up to one hundred (100) verified professional development hours completed within five years prior to the date of license renewal application.</u></li> </ul> <u>and/or</u> <ul style="list-style-type: none"> <li>• <u>Six semester hours of coursework that supports the practice of teaching, earned from an accredited institution of higher education within five years prior to the date of license renewal application.</u></li> </ul>
**Additional documents will be required for the above two options.	

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:

- e. Verified experience as the teacher of record, 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.
- f. Verified teaching experience in a public school or non-public school must be 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).

**Rationale/Background:**

Currently, the policies outlined in this New Business Item (NBI) can be found in three different NBIs. Placing all HTSB's renewal requirements into one document allows for better alignment of [NBI 10-56 Revised](#), [NBI 17-28](#), and [NBI 12-32 Revised](#).

**Submitted by:** Branden Kawazoe

**Referred to:** Teacher Education Committee

**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



**VERIFICATION OF EXPERIENCE FOR RENEWAL**

**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: \_\_\_\_\_

From (mo/yr)	To (mo/yr)	Subject Taught	Grade level Taught	Check Below if Experience was Full Time

**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 \_\_\_\_\_



**New Business Item 10-56 REV**

Introduced February 28, 2011

Approved February 28, 2011

Revised March 4, 2022

**TITLE: Acceptance of Alternative Methods of Verification of Teaching Experience for License Renewal**

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Effective January 1, 2023, the Hawaii Teacher Standards Board approves the following two additional options, A and B, for verification of satisfactory 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 public school teachers, school counselors, and school librarians shall verify successful teaching experience using HTSB's forms RA4010/EX1000 and RA6010.

~~• A. Hawaii Non-HIDOE teachers submitting a successful PEP-T evaluation as evidence that they meet the Teacher Performance Standards bearing the signature of the supervisor who conducted the evaluation may use the PEP-T to verify satisfactory experience and will not be required to also submit HTSB Form 4010 Verification of Experience for Renewal, since the PEP-T evaluation verifies satisfactory experience during the five years immediately preceding license renewal.~~

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 Human Resources 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 ~~administrative, supervisory and/or teaching~~ 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 ~~the United States and its possessions~~; or
- b. Verified ~~administrative, supervisory and/or 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); ~~or~~
- c. ~~Employees of the Hawaii DOE who held a valid Hawaii teaching license during the period of employment for which experience is requested.~~

~~C. The Board directs the Executive Director to develop the reporting format with the Director of Human Resources and report back to the Board at the March 2011 meeting.~~

~~E. Teachers will be notified by publication on the HTSB website and notices will be sent to the Department of Education and Hawaii State Teachers Association of this action by April 30, 2011.~~