

New Business Item 10-65 Rev

Introduced April 18, 2011

Approved April 18, 2011

Revised August 26, 2011

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Revised March 4, 2022

Approved March 4, 2022

TITLE: Procedures for License Renewal Audit

The Hawaii Teacher Standards Board approves the following procedure for the license renewal audit:

- Teachers selected for HTSB's annual license renewal audit will be notified by certified mail, regular mail, and via their HTSB account requesting submission of the required renewal documentation within thirty (30) calendar days of notification.
- If documentation is not received by the thirtieth (30th) calendar day after initial notification, the teacher will be sent a notice by certified mail, regular mail, and via their HTSB account that the matter will be referred to the board for appropriate action.
- If the teacher is facing extenuating circumstances preventing the teacher from submitting materials, they must submit a letter within thirty (30) calendar days of receipt of initial notification explaining the extenuating circumstances. The Executive Director or their designee may allow another thirty (30) calendar days for submission of documents.

Submitted by: Branden Kawazoe

Referred to: Teacher Education Committee