



## **MEMORADUM**

**Date:** November 24, 2020  
**To:** Hawaii State Approved Teacher Education Programs  
**From:** Sungti Hsu, Licensing Specialist  
**Subject:** Implementation of New Business Item 20-16, adopted November 13, 2020

### Rationale for adoption of [NBI 20-16](#):

This policy is adopted to provide maximum flexibility for Hawaii EPP preparing military service members, spouses, and registered domestic partners who may be relocated and unable to complete their preparation program under the current requirement of Hawaii placements for clinical experience and student teaching.

### What changes this brings to your programs:

Teacher candidates who are current active-duty members of the military or current military spouses or registered domestic partners may complete their field and student teaching experiences in an out-of-state placement where they are stationed, and programs may utilize virtual observation of these teacher candidates.

### What documentation you need for this policy:

HTSB staff has identified the Uniformed Service ID (USID) Card and the information contained on the card is sufficient to verify active military status. For more information about the USID Card, please visit [Department of Defense website on common access card](#).

- Programs must obtain a copy of the USID card prior to commencement of the out-of-state field and student teaching placements.
- Candidates must apply for the Student Teaching Permit so they can be checked in the NASDTEC Clearinghouse database.
- Programs must upload a copy of the USID card to the programs' HTSB account at the time that the candidate is recommended for Hawaii licensure.

### Changes to the EPP Completer List:

Candidates who complete their program in 2020 will be reported on the current EPP file template.

A new template is also attached to this email, and you should start using this new template for candidates who complete your program January 2021 or after.

### Contact for questions:

Sungti Hsu: [sungti.hsu@hawaii.gov](mailto:sungti.hsu@hawaii.gov)