

TITLE: Teach For America Audit Findings Year 1

The Hawai'i Teacher Standards Board (HTSB) staff audited Teach for America's (TFA) candidates according to the accreditation unit conditions and program areas for improvement (see [New Business Item \[NBI\] 23-13](#)). This NBI addresses the four specified conditions.

Additionally, to support TFA candidates with the license or permit process, the HTSB Licensing Specialists presented to 15 TFA program completers on May 28, 2024, and 60 TFA core members on July 1, 2024.

Condition 1. TFA shall submit documentation for all TFA completers by July 31st for each academic year to verify:

- **License field and grade level of candidate's program**
- **Placement subject/teaching lines and grade levels**
- **Name of cooperating/mentor teacher**
- **Basic skills requirement verification**
- **Content knowledge requirement verification**
- **Location of placement**

TFA submitted a list of 85 teacher candidates to HTSB on July 31, 2024. Since some TFA candidates have not yet been assigned to a school or their employment data was not confirmed by July 31st, the TFA staff requested changing the submission date to October 1st.

TFA met the requirements of Condition 1 by submitting its completer list by the due date. The Board approves the submission date to on or before October 1st.

Condition 2. All Hawai'i Department of Education TFA completers shall be required to turn in their Notification of Personnel Action (Form 5) prior to being issued a license by HTSB.

The HTSB staff conducted a licensure presentation for TFA completers on May 11, 2024. The presentation focused on converting their Emergency Hire Permit into a Provisional License and uploading their Form 5 into their HTSB online account.

Thirty-six TFA completers were recommended for a Provisional License on July 17, 2024. Of the 36 completers, two did not submit a Form 5, did not apply for a Provisional License, and resigned from the Hawai'i Department of Education (HIDOE).

One completer's legal name was different on their Form 5 and TFA's enrollment roster. The completer made a name change before being issued a license.

Three TFA completers were recommended for a Provisional License on January 22, 2025. None of these completers uploaded their Form 5 to their HTSB online account.

TFA partially met the requirements of Condition 2. TFA staff should remind their completers to upload the HDOE Form 5 when applying for a license. HTSB Licensing Staff may also send a message upon receipt of the application.

Condition 3. All TFA teacher candidates shall be audited annually for the next three years.

The HTSB Licensing Specialists audited 36 TFA candidates who completed the licensure program at the end of school year 2023-2024.

No TFA teacher candidates were assigned to a Special Education teaching line.

Twenty-seven completers were in teaching lines in the field for which they were recommended for licensure.

Nine completers were in different teaching lines, requiring HTSB staff to research information to determine if the 450 clinical experience hours were met. The Licensing Specialists collected data on the number of instructional periods assigned, the number of minutes per instructional block, and the number of instructional blocks per week. Of the nine completers, seven candidates were placed at one middle school, and two were placed at another middle school. The school administrators signed a TFA form verifying the teacher candidates' clinical experience.

TFA Candidate	Recommended Licensure Field	Instructional Lines
1	English, grades 6-12	<ul style="list-style-type: none"> • 2 instructional lines: Teaching English to Speakers of Other Languages (TESOL), grades 7-8 • 1 instructional line: English, grade 8
2	English, grades 6-12	<ul style="list-style-type: none"> • 2 instructional lines: Teaching English to Speakers of Other Languages (TESOL), grades 7-8 • 1 instructional line: English, grade 8
3	English, grades 6-12	<ul style="list-style-type: none"> • 1 instructional line: English, grade 6 • 1 instructional line: Social Studies, grade 6
4	Math, grades 6-12	<ul style="list-style-type: none"> • 1 instructional line: Math, grade 7 • 1 instructional line: Science, grade 7

TFA Candidate	Recommended Licensure Field	Instructional Lines
5	English, grades 6-12	<ul style="list-style-type: none"> • 1 instructional line: English, grade 8 • 1 instructional line: Social Studies, grade 8
6	Math, grades 6-12	<ul style="list-style-type: none"> • 1 instructional line: Math, grade 6 • 1 instructional line: Science, grade 6
7	English, grades 6-12	<ul style="list-style-type: none"> • 1 instructional line: English, grade 6 • 1 instructional line: Social Studies, grade 6
8	English, grades 6-12	<ul style="list-style-type: none"> • 1 instructional line: English, grade 6 • 1 instructional line: Social Studies, grade 6
9	Math, grades 6-12	<ul style="list-style-type: none"> • 1 teaching line: Math, grade 6 • 1 teaching line: Science, grade 6

Thirty-five completers passed the Praxis exam in the recommended teaching field before starting their clinical experience/student teaching.

One TFA completer did not send the Praxis score to the HTSB. This completer did not apply for a Provisional License and is not employed with the HIDOE.

TFA has partially met the requirements of Condition 3. TFA staff should emphasize to their partnering school administrators the importance of placing teacher candidates in their designated teaching field for licensure recommendation. Additionally, TFA should closely monitor the placement of teacher candidates across different instructional areas to ensure that clinical hours are accurately tracked in the correct licensure field, allowing the 450-hour requirement to be fulfilled. Tools such as timesheets or the Helper Helper app, which are used by other educator preparation programs, can assist in calculating clinical experience hours.

Condition 4. TFA shall send an annual letter to all school administrator(s) with TFA teacher candidates explaining that TFA teacher candidates are not allowed in Special Education lines in accordance with IDEA Federal Law.

In May 2024, TFA staff emailed school administrators about not assigning teacher candidates in Special Education lines. The HTSB Executive Director was copied in these emails.

TFA met the requirements of Condition 4.

Rationale/Background:

Teach for America was granted a seven-year accreditation approval with unit conditions and program areas for improvement (see [New Business Item \[NBI\] 23-13](#)). One condition was auditing the TFA program for three years.

Cost:

All costs are included in the current staff job duties/responsibilities.

Submitted by: Kristi Miyamae

Referred to: Teacher Education Committee

Revised in Committee
(revisions in red)

New Business Item 24-27
Introduced March 28, 2025

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