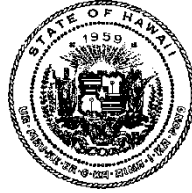


Hawai'i Teacher Standards Board
650 Iwilei Road, Suite 268
Honolulu, HI 96817



www.hawaiiteacherstandardsboard.org
Email: htsb@hawaii.gov
Phone: 808-586-2600

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, administrative, and/or supervisory experience in a Hawaii Public Charter School.
(Please attach their most recent teacher evaluation for review.)
- 2. Verified successful teaching, administrative, and/or supervisory 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.)
- 4. Verified employment with the Hawaii Department of Education and held a valid Hawaii teaching license during the period of employment for which experience is requested.

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