

TITLE: Procedures for License Renewal Audit

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

- Teachers selected for audit will be notified by restricted certified letter requesting submission of requested renewal documentation within thirty days of receipt of letter.
- If documentation is not received by day fifteen (15) after receipt of the restricted certified letter, HTSB staff will send a reminder to the teacher via email.
- If documentation is not received by day thirty (30) after receipt of the restricted certified letter, the teacher will be sent a notice by restricted certified mail that the HTSB will take action on their license at the next regularly scheduled meeting.
- If the teacher is facing extenuating circumstances preventing the teacher from submitting materials, (s)he must submit a letter within thirty calendar days of receipt of the original notification explaining the extenuating circumstances. The audit specialist may allow another thirty days for submission of documents.

Submitted by: Terry Lynn Holck

Referred to: Teacher Education and Teacher Standards Committees