

Hawai'i Teacher Standards Board
650 Iwilei Road, Suite 201
Honolulu, HI 96817



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licensingsection@htsb.org
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) You must sign Section 1, which includes the Disclaimer, before sending to the authorized official. 3) **Retain this form for your records.**

SECTION 1. PERSONAL INFORMATION. Print or type in BLUE ink.

Social Security Number _____ Date of Birth ____/____/____

(Last name) (First name) (Middle Name)

Current Mailing Address _____ City _____ State _____ Zip _____

Home Phone () _____ OR Cell Phone () _____ Non Lotus Notes 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 his/her Hawai'i teaching license (includes school counselors and school librarians) and must demonstrate he/she "successfully" taught in the last five years. **This experience is defined below:**

1. Verified administrative, supervisory and/or teaching experience in a public school operated by a local education agency in the United States and its possessions; or

2. Verified administrative, supervisory and/or teaching experience in public schools or non-public schools approved by recognized accrediting agencies. (Accrediting or approval agencies are the State Departments of Education and/or Southern, Middle States, North Central, New English, Northwest and Western Associations of Schools and Colleges); or

3. Employees of the Hawaii Department of Education who held a valid Hawaii teaching license during the period of employment for which experience is requested.

Note: Numbers 1 and 3 include Hawaii DOE administrators, supervisors, teachers, school librarians and school counselors.

I attest that this applicant taught using the method checked above in a P-12 setting within the last five years of the applicant's date on this verification form.

Signature of Official Print Name/ Title Date Signed

School District

City, State Telephone Email Address