

## **Guidelines for Approval of Academic/Professional Development Credits for Teacher Reclassification for School Year 2020-2021**

Teachers must earn 15 semester credits in order to reclassify to a higher classification. Seven of the 15 credits applied for reclassification must be related to standards-based instruction, aligned to the school's design plan, and be designated as Strategic Planned Aligned (SPA) credits.

Qualifying credits for reclassification may be a combination of **Academic Credits** and/or **Department of Education (DOE) Professional Development (PD) Credits**.

**Academic Credits** are university credits that are a part of coursework requirements for a program of study leading to a degree at an accredited college or university recognized by the DOE. Programs of study that culminate in a certificate, or are part of a continuing education program will not be accepted for reclassification.

In addition to meeting the above criteria, academic credits approved for reclassification must be in education, and/or in the teacher's area of preparation, and/or in the subject of the teacher's teaching assignment.

Academic credits that have been designated by the DOE as Special Interest Area courses may also be submitted for reclassification credit. Currently, these include academic credits in Science, Technology, Math, English Learners, Hawaiian Knowledge, and Special Education.

**DOE PD Credits** are granted for PD courses which have been reviewed and approved by the Office of Curriculum and Instructional Design. All PD credit courses applicable for reclassification credit must be listed on the [PDE3 website](#).

### **Graduate Degree Program (Masters and Doctorate Programs)**

Teachers who plan on enrolling in a Masters or Doctorate degree program should ensure that the graduate degree program will satisfy the DOE's teacher reclassification requirements. Therefore, it is highly recommended that teachers submit their proposal to the Teacher Reclassification Unit for review prior to gaining approval from your principal/designee. Guidelines and procedures are as follows:

1. The teacher completes [DOE OTM 200-005\(a\) Approval of Courses for Teacher Reclassification](#), and sends this form along with the course description(s), program outline, and other related articles to the Teacher Reclassification Unit for review.

Please send all documentation to:

Hawaii Department of Education  
Office of Talent Management  
Teacher Reclassification Unit  
P.O. Box 2360  
Honolulu, HI 96804

2. The Teacher Reclassification Unit will review and validate or invalidate the proposed university courses/degree program listed on DOE OTM 200-005(a). A written response will be sent to the teacher and principal informing them of the outcome of the review. All original documents that were submitted will be returned to the teacher.
3. A favorable review only indicates that the proposed university courses/degree program meets the DOE's reclassification requirements. The principal/designee must still agree to the university courses/degree program. Therefore, the teacher should schedule a meeting with their principal/designee to obtain final approval of the proposed graduate degree program.
4. If the principal/designee agrees, he/she will complete DOE OTM 200-005(a) by signing the signature line on the form and indicating which proposed courses are SPA. Teachers should send the completed and signed DOE OTM 200-005(a) to the Teacher Reclassification Unit and retain a copy for future reference.
5. When the teacher has completed their university courses, he/she submits [DOE OTM 200-005, Teacher Reclassification/Certification/Other Request](#) listing the courses and an original official transcript of the courses listed on the form to the Teacher Reclassification Unit to be evaluated for reclassification.

### **Time-in-Class Requirement**

Teachers on an initial DOE appointment must remain in the entry-level class for two semesters prior to eligibility for reclassification. After the initial classification:

- Teachers must serve a minimum of one semester time-in-class for each reclassification.
- Teachers may be granted up to two reclassifications per school year, provided credit requirements are met.

### **General Roles and Responsibilities**

**Teachers** are primarily responsible to list on DOE OTM 200-005(a) all proposed courses (academic and DOE PD credits) that will be submitted for reclassification credit towards salary advancement. Please ensure that DOE OTM 200-005(a) is completed (including the principal's approval date) prior to your enrollment in a course(s) (academic and DOE PD credits). Any questions or concerns regarding whether a course or degree program meets the reclassification guidelines should be reconciled with the Teacher Reclassification Unit prior to registration.

Once the courses are completed (academic and DOE PD credits), it is the teacher's responsibility to submit DOE OTM 200-005 listing the university courses and submit Form 200-005(PD) for the DOE PD credits taken to be evaluated for reclassification.

Teachers should retain copies of all documents utilized in the reclassification process. This includes keeping a copy of all DOE reclassification forms, DOE OTM 200-005(a), DOE OTM 200-005 and Form 200-005(PD); university transcripts; Form 16B, *Position Request Form*; and all letters of correspondence received and/or sent to the Teacher Reclassification Unit.

**The Principal/Designee** is responsible for the PD of their teachers through the approval of university courses/degree programs and/or DOE sponsored courses. In approving university

courses or degree programs, principals must ensure that a teacher's proposal satisfies the DOE's requirements for reclassification credit. Any questions or concerns regarding whether a course or degree program meets reclassification requirements should be reconciled with the Teacher Reclassification Unit prior to signing DOE OTM 200-005(a).

**The Teacher Reclassification Unit** will assist teachers and principals/designees with any compliance concerns regarding a university course or degree program. The Unit will also conduct a review of DOE OTM 200-005(a) to ensure that the approval process was followed and the proposed university courses and/or degree program meets the DOE's current teacher reclassification requirements. The Teacher Reclassification Unit will also process a teacher's request for reclassification ensuring that DOE OTM 200-005 and Form 200-005(PD) are properly completed and that all university transcripts submitted are original official documents. Only approved courses that are in compliance with the DOE's guidelines and procedures can be used for reclassification credits.

### **Procedures**

Teachers must receive principal/designee pre-approval for coursework (academic credit as well as DOE PD credit) that will be applied towards reclassification. Pre-approval must be granted on DOE OTM 200-005(a) prior to the teacher's enrollment in a course(s).

The principal/designee must clearly indicate on DOE OTM 200-005(a), DOE OTM 200-005, and on Form 200-005(PD), whether the teacher's coursework will be designated as SPA credits. Failure to do so may delay the teacher's effective date of reclassification.

Courses taken without prior pre-approval and not listed on DOE OTM 200-005(a) will not qualify as acceptable credits for reclassification.

Only courses pre-approved by the principal/designee and taken while employed with the DOE may be submitted as qualifying credits for reclassification.

The following three DOE forms are necessary when submitting a request for reclassification:

- [DOE OTM 200-005](#) - to be completed by teachers submitting university/college credits for reclassification. Original official transcripts containing the courses to be evaluated must accompany DOE OTM 200-005. The principal/designee should complete their portion of DOE OTM 200-005 to determine whether the course(s) qualifies as SPA credits.
- [DOE OTM 200-005\(a\)](#) – listing of all proposed courses that were pre-approved by principal/designee for reclassification prior to enrollment. Please see [DOE OTM 200-005\(a\) Ins](#) for instructions on how to complete the form.
- **Form 200-005(PD)** - to be completed by teachers submitting PD credits from the DOE's PDE3 website. For more details regarding the downloading of this form, please visit the [PDE3 website](#) or contact the Professional Development Branch on their main line at (808) 441-8344.

**Important:** The completion date for DOE PD credit courses is the "Section End Date" that's listed on Form 200-005(PD). Form 200-005(PD) is available for download only after a PDE3 course has

been completed. For more information on how a course's completion date may have an effect on your effective date of reclassification, please refer to Frequently Asked Questions #10 and #12.

The most current versions of DOE OTM 200-005, DOE OTM 200-005(a) and Form 200-005(PD) must be used when submitting credits for reclassification. Outdated forms will not be accepted and may delay processing the request for reclassification. [DOE OTM 200-005\(a\)](#) and [DOE OTM 200-005](#) can be downloaded through the DOE's Intranet website below. In order to access these forms you will be required to input your username and password.

**<http://intranet.hawaiipublicschools.org/offices/ohr/OHR%20Forms/Forms/ListView.aspx>**

Coursework taken for reclassification should be submitted to the Teacher Reclassification Unit in a timely manner, as they are subject to the DOE's current teacher reclassification requirements at the time of submission.

***Important:*** The Teacher Reclassification Unit will process each request for reclassification based on the documentation initially provided. Any additional documents, forms, and/or transcripts submitted after that initial request for reclassification has been completed, will signify the start of a new timeline.

### **Deadlines and Effective Date**

Reclassification requests for the Fall semester must be received or postmarked to the Teacher Reclassification Unit, Office of Talent Management (OTM), by **October 30, 2020**. For the Spring semester, reclassification requests must be received or postmarked to the Teacher Reclassification Unit, OTM, by **March 30, 2021**.

In addition:

- All Academic and/or DOE PD Credits submitted for a change in classification must be completed prior to the effective date of reclassification.
- The start date of a school's semester shall be the effective date of reclassification.