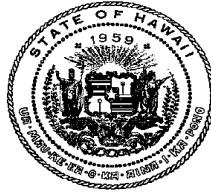


Hawai'i Teacher Standards Board
 650 Iwilei Road, Suite 201
 Honolulu, HI 96817



Contact: www.htsb.org
 Phone: (808) 586-2603
 Email: licensingsession@htsb.org
 Fax: (808) 586-2606

VERIFICATION OF QUALIFYING EXPERIENCE

If you hold a current, valid teaching license in another state but you did not complete a state approved teacher education program, you may apply for a Hawaii teaching license by submitting the following required documents with your license application:

- (1) Notarized copy of your current, valid out-of-state certificate/license for the teaching field(s) for which you are seeking initial Hawai'i license. This certificate/license must have been valid during the qualifying teaching experience(s) that you are submitting for consideration of this option.
- (2) Completed *HTSB Form LA 4009 Verification of Qualifying Experience*. Qualifying professional teaching experience is defined as half-time or more and at least a semester's length of satisfactory contracted P-12 teaching experience for at least three years in the field(s) for which you are seeking the Hawai'i license. To qualify, the experience must have been completed during the seven years immediately preceding the date of your application for the Hawai'i license.

Directions: 1) Send this verification form to an **authorized official** of each school or school district where you completed your qualifying satisfactory professional teaching experience. 2) You must sign Section 1, which includes the Disclaimer, before sending to the authorized official. 3) Ask for this form to be sent to HTSB. 4) Submit valid notarized copies of your out-of-state certificate(s)/ license(s) for the qualifying professional teaching experiences listed below with your application.

1. PERSONAL INFORMATION. Answer all Questions. Print or type in blue ink.

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

 (Last name) (First name) (Middle Name)
 Current Mailing Address _____ City _____ State _____ Zip _____
 Phone (____) _____ 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** _____

APPLICANT: DO NOT WRITE BELOW THIS LINE

To Authorized Official: This individual has applied for the Standard Hawai'i teaching license (includes school counselors and school librarians) and has requested that HTSB consider his/her qualifying professional experience(s). Please check or complete the appropriate area(s) to verify the satisfactory contracted P-12 professional teaching experience(s) in your school/school district. Please use a separate line for each year of service and type or print requested information. Return this form to the applicant.

- This applicant served successfully in the following contracted P-12 position(s) in public or approved nonpublic schools in the last seven years of the applicant's date on this verification form.
- This applicant has **not** served successfully in the following contracted P-12 position(s) in public or approved nonpublic schools in the last seven years of the applicant's date on this verification form.

From (mo/yr)	To (mo/yr)	Subject Taught	Grade level	Less than 50%	50% or More

 Signature of Authorized School Official Print Name and Title Date

 District/School City State Telephone

 E-Mail Address

Please indicate: _____ Public School _____ Non-Public If Non Public School, List Accreditation _____