SCHOOL YEAR RECLASSIFICATION GUIDELINES FOR TEACHERS
(EFFECTIVE 2025-2026 SCHOOL YEAR)

Qualifying credits for reclassification should be related to standards-based instruction, aligned with the school's design plan, and/or directly support the Hawai'i State Department of Education's (Department) initiatives.

General Information

Teachers may reclassify once per semester after earning 15 credits.

Qualifying credits for reclassification may be a combination of Academic credits earned through universities/colleges and/or Professional Development (PD) credits earned through the Department.

Only Academic credits and Department PD credits pre-approved by an administrator and started while employed with the Department may be submitted as qualifying credits.

Teachers may submit credits to the Teacher Reclassification Unit at any time and have these credits banked toward their next reclassification, or they can wait until they accumulate 15 credits.

Academic Credits (semester hours) are university/college credits. Academic credits completed prior to July 1, 2021, must follow the criteria outlined in the 2020-2021 School Year Teacher Reclassification Guidelines.

Department PD Credits are PD courses reviewed and approved by the Office of Curriculum and Instruction Design (OCID) and are eligible for reclassification credits.

Credits that are not eligible for reclassification are:

A. Credits taken while not employed by the Department;
B. Academic Credits earned in Continuing Education Units (CEU); and
C. PD Credits designated as "Non-PD hours."

Procedural Information and Roles in the Reclassification Process

A. Teachers should seek guidance and approval from their Principal/Administrator prior to enrolling in any coursework (Academic and/or Department PD credits).

B. The Principal/Administrator must ensure the courses proposed meet the Department's requirements for reclassification credits.

C. After obtaining approval and completion of course(s), teacher should submit their reclassification forms and documents to the Teacher Reclassification Unit. Credits

submitted are subject to the reclassification rules that were in place at the time the courses were taken. In addition, teachers should retain copies of all documents submitted and/or returned from the Teacher Reclassification Unit.

D. Once forms and documents are received, the Teacher Reclassification Unit will review the forms for completion and check that the courses meet the Department's teacher reclassification guidelines. Credits approved for reclassification will be posted to the teacher's Personnel Form 16B. See page 4 for more details.

E. The Teacher Reclassification Unit will process each request for reclassification/update to the extent possible at the time of submission (e.g., a teacher submits a combination of Academic and PD credits but does not include official transcripts in their request. Due to the missing transcript, the Teacher Reclassification Unit can only process the PD credits.)

F. The Teacher Reclassification Unit will notify the teacher if information is missing or incomplete. The requested information must be received before the reclassification deadline to be applied to the current semester. Requests received after the deadline will be applied to the following semester.

Reclassification Forms

Form DOE OTM 200-005 is to be submitted after the teacher has completed their approved university/college credit.

- Teachers must list each completed course on Form DOE OTM 200-005 and attach a copy of their official university/college transcript with their Form DOE OTM 200-005.

- Form DOE OTM 200-005 is not to be used for Department PD credits.

- The DOE OTM 200-005 Instructions can be downloaded through the Department's intranet website. To access these forms and instructions, teacher will need to input their username and password.

*Form DOE OTM 200-005(a) is no longer required for academic credits that started and completed after July 1, 2021. Teachers submitting academic credits earned prior to July 1, 2021, will need to submit Form DOE OTM 200-005(a) along with Form DOE OTM 200-005.

Form 200-005(PD) is to be submitted after teachers have completed a Department PD course.

- Form 200-005(PD) is available to download after completing a course.

- The completion date for a Department PD course is the Section End Date listed on Form 200-005(PD).

- For more information and/or assistance downloading Form 200-005(PD), please contact the Personnel Development Branch on their main line at (808) 441-8344.

Important: The teacher's signature/date and the principal's signature/date are both required on Form DOE OTM 200-005 and Form 200-005(PD). Forms submitted with missing signatures will not be accepted and will be returned for appropriate action.

Submission of Forms, Transcripts, and Documents

Legible copies of reclassification forms, transcripts*, and documents may be submitted by mail or email.

- The Teacher Reclassification Unit's mailing address is:

  Hawai'i State Department of Education
  Office of Talent Management
  Teacher Reclassification Unit
  P.O. Box 2360
  Honolulu, HI 96804

- The Teacher Reclassification Unit's email address is:

  teacher.reclassification@k12.hi.us

*University/College campus reports are not acceptable in lieu of official transcripts.

Deadlines to Submit Reclassification Requests

Reclassification requests for the Fall semester must be received or postmarked to the Office of Talent Management (OTM), Teacher Reclassification Unit, by October 30th of the current school year.

Reclassification requests for the Spring semester must be received or postmarked to the OTM, Teacher Reclassification Unit, by March 30th of the current school year.

Effective Date of Reclassification

Academic and/or Department PD credits submitted for a classification change 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.

- The start date of a school's semester will depend on whether a teacher is in a 10-month teacher position, a Multi-Track position, or a 12-month teacher position.

Time-in-Class Requirement for Reclassification

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

- Teachers shall serve a minimum of one semester of time-in-class for each reclassification.

- Teachers may be granted up to two reclassifications per school year, provided credit requirements are met. For example, if you have earned 30 credits, it may be possible to reclassify twice in one school year; however, you must remain in your new classification for at least one semester before you can be reclassified again.

Personnel Form 16B, Evaluation of Certification/License and Classification Status

Credits evaluated and accepted for reclassification will appear on the teacher's Personnel Form 16B. Effective June 1, 2021, Personnel Form 16B is distributed to current, in-service teachers via their Department-issued email; hard copies are no longer sent.

For more information, please refer to the memorandum dated June 1, 2021, Electronic Distribution of the Teacher Evaluation of Certification/License and Classification Status (Personnel Form 16B).

Class VIII in 2025-2026 SY

Reclassification from Class VII to Class VIII requires the following:

1. Teachers shall earn 15 Professional Development (PD) credits and/or Academic credits earned after July 1, 2023, to move from Class VII to Class VIII; and

2. The Completion of six (6) credits of Sheltered Instruction Qualification (SIQ) or Equivalency of Sheltered Instruction Requirement for Teachers.

    a. These SIQ or Equivalency of Sheltered Instruction Requirement for Teachers credits may have been earned before July 2023; and

    b. The SIQ or Equivalency of Sheltered Instruction Requirement for Teachers credits may be used for reclassification to Class VIII as long as those credits were not previously used for reclassification and meet all other credit requirements for reclassification.

For more information regarding SIQ, please refer to the memorandum dated 9/11/2023, Clarification on the Teaching English to Speakers of Other Languages Sheltered Instruction Qualification Requirement, New Option, and Professional Development Opportunities.

For questions regarding SIQ or the Equivalency of Sheltered Instruction Requirement for Teachers, please contact the Educator Quality Section at (808) 441-8499 or via email at hqt@k12.hi.us.

Appeal Letter (Reclassification Request Denied)

Teachers may write an appeal letter to the Teacher Reclassification Unit if their reclassification is denied. Please explain in your letter why you feel the decision must be revisited. Documents to support your appeal should be included in your letter.

Your appeal letter should be submitted to the Teacher Reclassification Unit via email at teacher.reclassification@k12.hi.us or mailed to the following address:

Hawai‘i State Department of Education
Office of Talent Management
Teacher Reclassification Unit
P.O. Box 2360
Honolulu, HI 96804