

## 2023-2024 SCHOOL YEAR GUIDELINES FOR RECLASSIFICATION OF TEACHERS

Teachers shall earn 15-semester credits to reclassify to a higher classification. The 15 credits applied for reclassification should be related to the standards-based instruction, aligned to the school's academic plan, and/or directly support the Hawaii State Department of Education's (Department) strategic plan.

Qualifying credits for reclassification may be a combination of Academic credits and/or Department Professional Development (PD) credits offered by the Professional Development Educate, Empower, and Excel (PDE3). Credits designated as "non-PD hours" within PDE3 cannot qualify for reclassification.

Academic credits (semester hours) are university/college credits. Continuing Education Units (CEU) are not acceptable. Academic credits earned through a university/college on July 1, 2021, and after shall be applicable toward reclassification and must be approved by an administrator.

University/college courses completed before July 1, 2021, must follow the criteria outlined in the [2020-2021 School Year Teacher Reclassification Guidelines](#). For example, if 500-level courses in the University of Hawaii system were taken before July 1, 2021, they would fall under the previous teacher reclassification guidelines of being categorized as non-degree courses and, therefore, would not qualify for reclassification credit.

Department PD credits are granted for PD courses 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](#).

Only academic credits and Department PD credits pre-approved by an administrator and started and completed while employed with the Department may be submitted as qualifying credits for reclassification. Courses taken prior to employment do not count toward reclassification.

Teachers can wait until they accumulate 15 credits or may submit credits at any time and have these credits banked toward their next reclassification.

### Procedural Information:

Teachers should seek guidance from their principal/administrator on the courses (academic credits and Department PD credits) they plan to enroll in to ensure the courses meet their school's design plan and instructional needs.

Teachers should receive principal approval before enrolling in any coursework (academic credits and Department PD credits) applied towards reclassification.

### If Submitting Only University/College Credits For Reclassification:

To submit university/college credits, teachers will submit their request on [Form DOE OTM 200-005, Teacher Reclassification/Update Only/Certification/Other Request Form](#), listing the approved university/college coursework they have completed. An official university/college transcript containing the submitted courses should be attached to [Form DOE OTM 200-005](#).

If Submitting Only Department PD Credits For Reclassification:

For the submission of Department PD credits, Form 200-005(PD) must be submitted. Form 200-005(PD) must be downloaded from the [PDE3 website](#) for each PD credit course(s) completed. For 21-Hour Job-Embedded Professional Development PD credits that have not been submitted yet for reclassification, Form 200-005(PD) must be downloaded from the [PDE3 website](#) for each of these PD credits.

If Submitting Both University/College Credits And Department PD Credits For Reclassification:

Teachers will submit [Form DOE OTM 200-005](#) listing the university/college coursework completed and Form 200-005(PD) for each PD credit course submitted for reclassification. An official university/college transcript should be attached to [Form DOE OTM 200-005](#). Only submit new courses (university/college) on [Form DOE OTM 200-005](#) and new Department PD credits on Form 200-005(PD) that you have completed and not previously applied credits.

Public Charter School (PCS) Teachers:

Public Charter School (PCS) teachers are not reclassified through the Department's reclassification program unless the PCS purchases the Department's personnel and payroll services and/or have positions funded by the Department. For more information, refer to the memorandum dated August 10, 2022, Updated Procedural Guidelines for the Reclassification of Public Charter School Teachers. Should you have questions regarding your PCS reclassification procedure, please see your PCS director/administrator.

Form DOE OTM 200-005, DOE OTM 200-005 Instructions for Teacher Reclassification/Update Only/Certification/Other Request Form, Form 200-005(PD):

Refer to the following Department forms and Instructions:

- [Form DOE OTM 200-005](#) - to be submitted when teachers have completed their approved university/college credits and are ready to submit their credits for reclassification. Teachers must list the completed university/college courses on [Form DOE OTM 200-005](#) and attach an official university/college transcript of the completed courses being submitted for reclassification. [Form DOE OTM 200-005](#) will not be accepted as a reclassification request for the reclassification of Department PD credits.
- [DOE OTM 200-005 Instructions for Teacher Reclassification/Update Only/Certification/Other Request Form](#) - refer to these instructions when teachers have completed their approved university/college credits and are ready to submit these credits for reclassification or update only or request for an initial or renewal of their Driver Training and Instructor Certificate or posting another degree.
- [Form 200-005\(PD\)](#) - to be submitted when teachers have completed their approved Department PD credit courses and are ready to submit for reclassification. Teachers must download Form 200-005(PD) from the Department's [PD3 website](#). For more details regarding downloading Form 200-005(PD), please visit the [PDE3 website](#) or contact the Professional Development Branch on their main line at (808) 441-8344.

Important:

The completion date for Department PD credit courses is the Section End Date 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 affect the teacher's effective date of reclassification, refer to Frequently Asked Questions #10 and #12.

Form DOE OTM 200-005 and DOE OTM 200-005 Instructions can be downloaded through the Department's intranet website below. To access these forms and the instructions, you will be required to input your username and password.

<https://hidoe.sharepoint.com/sites/offices-otm/OHR%20Forms/Forms/ListView.aspx>

Submission of Form DOE OTM 200-005 and Form 200-005(PD):

The Form DOE OTM 200-005, Form 200-005(PD), university/college transcript(s), and any additional documents submitted for reclassification review should be forwarded to the Teacher Reclassification Unit. Teacher signature/date and principal signature/date are required on both Form DOE OTM 200-005 and Form 200-005(PD).

The Teacher Reclassification Unit's mailing address is:

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

We will also accept submissions of Form DOE OTM 200-005, Form 200-005(PD), university/college transcripts, and any additional documents electronically via our Teacher Reclassification email. Our email address is [teacher.reclassification@k12.hi.us](mailto:teacher.reclassification@k12.hi.us).

If the forms, transcripts, and documents received are illegible, we will request that the original documents be submitted by mail. University/College campus reports are not acceptable in lieu of transcripts.

Coursework taken for reclassification should be submitted on Form DOE OTM 200-005 (academic credits) or Form 200-005(PD) (Department PD credits) to the Teacher Reclassification Unit on time, as they are subject to the Department's current teacher reclassification requirements at the time of submission.

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 the initial request for reclassification has been completed will signify the start of a new request.

Deadlines to Submit Reclassification Requests:

Reclassification requests for the Fall semester must be received or postmarked to the Teacher Reclassification Unit, Office of Talent Management (OTM), by October 30, 2023. For the Spring semester, reclassification requests must be received or postmarked to the Teacher

Reclassification Unit, OTM, by March 30, 2024. For Maui Island teachers only, your reclassification requests must be received or postmarked to the Teacher Reclassification Unit, OTM, by March 30, 2024.

#### Effective Date of Reclassification:

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

#### Appeal Letter (Reclassification Request Denied)

Teachers may write an appeal letter to the Teacher Reclassification Unit if their reclassification is denied. Please explain why you feel the decision must be revisited in your letter. Also, if you have documents to support your appeal, include them with your letter. Your appeal letter should be submitted to our Teacher Reclassification Unit email address at [teacher.reclassification@k12.hi.us](mailto:teacher.reclassification@k12.hi.us) or our mailing address at:

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

#### General Roles and Responsibilities of Teachers, Principals, and Teacher Reclassification:

The Teacher's responsibility is to check with their principal/administrator that their proposed courses (academic credits and Department PD credits) meet their school's design plan and instructional needs. They need to seek principal/administrator approval for courses they plan to enroll in and use toward reclassification.

Once the courses are completed (academic credits and Department PD credits), teachers should submit Form DOE OTM 200-005 listing the university/college courses and Form 200-005(PD) for the Department PD credits taken to be evaluated for reclassification credit.

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

The Principal/Administrator is responsible for the PD of their teachers through the approval of university/college courses and/or Department-sponsored courses. In approving university/college courses or Department PD credits, principals must ensure that a teacher's proposal satisfies their school's design plan and the Department's requirements for reclassification credit.

The Teacher Reclassification Unit will review Form DOE OTM 200-005 and Form 200-005(PD) to ensure that the university/college courses and Department PD credits meet the Department's current teacher reclassification requirements. The Teacher Reclassification Unit will also process a teacher's request for reclassification, ensuring that Form DOE OTM 200-005 and Form 200-005(PD) are properly completed, and all university/college transcripts submitted are official documents. Only approved courses that follow the Department's guidelines and procedures will be granted reclassification credits.

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 email accounts; hard copies are no longer sent. For more information, please refer to the DOE Memos and Notices memorandum dated June 1, 2021, Electronic Distribution of the Teacher Evaluation of Certification/License and Classification Status (Personnel Form 16B).

(New) Class VIII in 2025-26 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.

Any submission for reclassification to Class VIII will be held for processing and reclassification until the start of the school year 2025-2026.

Regarding SIQ or the equivalency of Sheltered Requirement for Teachers, please contact the Educator Quality Section (EQS) at (808) 441-8499 or via email at [hqt@k12.hi.us](mailto:hqt@k12.hi.us). For 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.