

## **2021-2022 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 design plan, and directly support the Hawaii State Department of Education's (Department) initiatives.

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. All academic credits earned through a university/college shall be applicable toward reclassification and must be approved by an administrator.

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

Only academic credits and Department PD credits which have been pre-approved by an administrator and started and completed while employed with the Department may be submitted as qualifying credits for 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) that will be applied towards reclassification.

#### If submitting only university/college credits for reclassification:

For the submission of 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. Official university/college transcript containing the courses being submitted 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 of the PD credit course(s) completed. For 21 Hours 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 of the PD credit courses being submitted for

reclassification. 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 memorandum dated July 13, 2021, "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, Form 200-005(PD)**

*\*New change:* Effective 2021-2022 School Year, only one form, DOE OTM 200-005, will be utilized for the submission of reclassification request of university/college credits.

Refer to the following **Department forms and Instructions:**

- [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 of submitted to 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 PDE3 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" 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 affect the teacher's effective date of reclassification, refer to Frequently Asked Questions #10 and #12.

[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 Forms DOE OTM 200-005 and Form 200-005(PD)**

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

The Teacher Reclassification Unit mailing address is:

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

We will also accept submission of forms, DOE OTM 200-005, Form 200-005(PD), university/college transcripts and any additional documents electronically via our Teacher Reclassification email address. 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.

Coursework taken for reclassification should be submitted on 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.

**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 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, 2021**. For the Spring semester, reclassification requests must be received or postmarked to the Teacher Reclassification Unit, OTM, by **March 30, 2022**.

### **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 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 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 of Teachers, Principals and Teacher Reclassification**

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

Once the courses are completed (academic credits and Department PD credits), teachers should submit 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, 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 conduct a review of 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 DOE OTM 200-005 and Form 200-005(PD) are properly completed and all university/college transcripts submitted are official documents.

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

Credits that have been 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 \(Personnel Form 16B\)"](#).