

Revised October 28, 2020

Frequently Asked Questions

1. How many credits do I need to reclassify to the next higher class?

It takes 15 credits to reclassify. The credits may consist of a combination of Academic or Department of Education (DOE) Professional Development (PD) Credits.

2. Do I have to wait until I have 15 credits before I can submit my credits for reclassification? Can I submit my credit periodically as I earn them?

The majority of teachers will wait until they have the 15 credits, but you may submit credits any time and have these credits banked towards your next reclassification.

3. Do all university courses qualify for reclassification credit?

Non-degree courses would not qualify. The course needs to be part of a course requirement in a program of study leading to a degree.

For example, 500 level courses in the University of Hawaii System are categorized as non-degree courses and therefore would not qualify for reclassification credit.

4. What must I do before I decide to enroll in an Academic or DOE PD course?

You must get the approval of your principal/designee and have DOE OTM 200-005(a) form completed prior to your enrollment in any course.

5. What form do I submit when I have completed taking my university course?

Form DOE OTM 200-005 must be submitted. You will need to list the course you have taken on this form.

6. What form do I submit when I have completed a DOE PD Credit course?

Form 200-005(PD) must be submitted. Form 200-005(PD) can be downloaded from the PDE3 website.

7. Will courses taken prior to employment count towards reclassification?

No, but those courses could qualify towards a higher initial classification. The Teacher Recruitment Unit would be making that determination.

8. How many times can I reclassify in one school year?

If you have earned 30 credits it may be possible to reclassify twice in one school year, but you must remain in your new classification for at least one semester before you can be reclassified again.

9. When does my reclassification take effect?

The effective date of reclassification will start at the beginning of each semester. All credit(s) submitted for reclassification must be completed prior to the semester you are wanting to reclassify for.

10. How are the Fall semester October 30th and Spring semester March 30th deadline related to reclassification?

If you qualify for reclassification for the Fall semester, you have until October 30th to submit your reclassification request to the Teacher Reclassification Unit. If you fulfill the criteria for reclassification, you will be retroactively reclassified back to the first day of the Fall semester. That same explanation would also apply with the Spring semester and the March 30th deadline date. Meeting the reclassification criteria would allow you to be retroactively reclassified back to the first day of the Spring semester.

11. If my reclassification request is denied is there an appeal process in place?

Yes, you may write an appeal letter to the Teacher Reclassification Unit explaining why you feel that the decision rendered needs to be revisited.

12. Is there any extension to the October 30th and March 30th deadlines if I am unable to download Form 200-005(PD) in time to meet those deadlines?

Yes, the granting of an extension will be based on the reason(s) and/or cause(s) that created this unexpected delay. Generally, extensions are granted if there are technical difficulties with the PDE3 website or if the actual course completion date is delayed due to the re-evaluation of a teacher's portfolios.