

HAWAII CERTIFICATION INSTITUTE FOR SCHOOL LEADERS
 PRINCIPAL CERTIFICATION PROGRAM
 APPLICATION PROCEDURE
 SCHOOL YEAR 2025-2026

The Hawai'i State Department of Education (Department) seeks tenured school leaders who possess a Hawai'i Initial School Administrator Certificate (ISAC) and are interested in obtaining their Professional School Administrator Certificate (PSAC). This one (1) year program is designed to prepare vice principals for principalship. Interested applicants must possess a professional commitment to public education and promote equity and excellence to empower students for community, career, and college success; is or will be tenured in the Department by July 1, 2025; have at least one (1) year of satisfactory performance as demonstrated in their Annual Performance Evaluation by having received ratings of three (3) or better on each component including the overall rating; and are recommended by their Principal/Supervisor; and endorsed by their Complex Area Superintendent (CAS)/Assistant Superintendent (AS).

The decision to apply to the Hawai'i Certification Institute for School Leaders (HICISL) Principal Certification Program should be made based on:

1. A commitment to high-quality service/leadership in the Department;
2. A commitment to successfully meet all Department expectations of a highly effective leader and the requirements of the HICISL Principal Certification Program;
3. Understanding the implication of the information explained on the Information for School Year (SY) 2025-2026 (Attachment 3); and
4. Demonstration of Principal readiness as discussed with the current Principal/Supervisor and Complex Area Superintendent (CAS)/Assistant Superintendent (AS). The HICISL Principal Certification Program Look Fors (Attachment 4) should be used as a guide for these discussions.

All completed applications submitted by the due date will be reviewed.

INSTRUCTIONS FOR PRINCIPAL/SUPERVISOR

The Principal/Supervisor assessment regarding the applicant's full scope of school and leadership is vital in determining whether or not the applicant is ready to enter the HICISL Principal Certification Program and prepare for the Principalship.

Principal/Supervisor:

1. Uses the HICISL Principal Certification Program Look Fors (Attachment 4) as a guide to discuss the applicant's principalship readiness regarding knowledge, skills, and dispositions of a Department leader;
2. Completes the Principal/Supervisor Recommendation form (Attachment 5) and discusses it with the applicant;
3. Reviews/Discusses applicant's Commitment Statement (Attachment 6);
4. Reviews/Discusses applicant's Principal Readiness video (Attachment 8); and
5. Informs the CAS/AS of the applicant and shares/discusses the Principal/Supervisor; Recommendation form (Attachment 5).

INSTRUCTIONS FOR COMPLEX AREA SUPERINTENDENT/ASSISTANT
SUPERINTENDENT

The CAS/AS endorsement is required to finalize the Department employee's application.

CAS/AS:

1. Requests a meeting with the applicant to review/discuss the Principal/Supervisor Recommendation form (Attachment 5), the applicant's Commitment Statement (Attachment 6) and the applicant's Principal Readiness video (attachment 8). Seeks additional information from the Principal/Supervisor as needed;
2. Reviews the applicant's documents and makes the final decision on whether or not to endorse based on principal readiness;
3. Completes CAS/AS endorsement sheet (Attachment 7); and
4. Requests assistance from the Professional Development and Educational Research Institute (PDERI) Administrator, as needed.