

HAWAI'I CERTIFICATION INSTITUTE FOR SCHOOL LEADERS  
PRINCIPAL CERTIFICATION PROGRAM  
INFORMATION FOR SCHOOL YEAR 2025-2026

**Coursework:** There are seven (7) university courses that are required for Principal Certification.

Seven (7) university courses must be completed by the end of the Hawai'i Certification Institute for School Leaders (HICISL) Principal Certification Program. Professional Development and Educational Research Institute (PDERI) will provide reimbursement for the university coursework passed with a satisfactory grade of "B" or better based on the availability of funds. Candidates have the option of pursuing coursework from one (1) of the HICISL's university partners or any accredited university. Candidates should consult with the HICISL Administrator prior to registering for courses from universities that are not currently partnering with the HICISL Program.

**Non-Hawai'i State Department of Education (Department) Employees:** Non-Department applicants are solely responsible for their travel, lodging, and ground transportation expenses for the HICISL Principal Certification Program activities, including but not limited to the onboarding and HICISL seminars.

**Reapplying for the HICISL Principal Certification Program:** If an applicant is not accepted into the HICISL Principal Certification Program, it is recommended that the applicant seek out leadership opportunities to continue developing his/her readiness for school principalship prior to reapplying and after meeting with PDERI staff.

**Release from the HICISL Principal Certification Program:** Preparation for the principalship requires individuals to be held accountable to the highest standards of respectful, ethical, and moral conduct at all times. Integrity, exhibited through professional behavior and actions, is expected of individuals committed to serving in Hawai'i's public schools. Should a candidate be dismissed from the program due to unethical conduct, the candidate will not be eligible to reapply for the HICISL Principal Certification Program in the future.

**Appeals:** An applicant may appeal a decision to the Assistant Superintendent of the Office of Talent Management or designee within twenty (20) working days of the action, which shall be deemed the date the decision is mailed. All time limits herein shall consist of all weekdays, Monday through Fridays, except holidays.