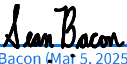


STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

March 10, 2025

TO: All Vice Principals
All Employees with a Hawai'i Initial School Administrator Certificate

FROM: Sean Bacon 
Sean.Bacon (Mar 5, 2025 11:34 HST)
Assistant Superintendent

SUBJECT: Hawai'i Certification Institute for School Leaders Principal Certification
Program 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.

Applications for the Hawai'i Certification Institute for School Leaders (HICISL) Principal Certification Program are being accepted for the School Year (SY) 2025-2026.

The application posting period is from April 1, 2025 to May 1, 2025. All applicants must:

1. Possess a Hawai'i Initial School Administrator Certificate (ISAC) or a current provisional ISAC (ISAC-P);
2. Be in a Department Vice Principal position or working towards securing a Department Vice Principal position (Must be in a Vice Principal position by July 1, 2025, to continue in the program);
3. Have at least one (1) year of satisfactory performance as an administrator, as evidenced on the Annual Performance Evaluation. Ratings of three (3) or better on each component, including the overall rating, are required;
4. Be tenured as a Department Educational Officer by July 1, 2025;
5. Secure a recommendation with evidence from their Principal/Supervisor; and
6. Endorsement from their Complex Area Superintendent/Assistant Superintendent.

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

The Department welcomes applications from all eligible personnel. Applications are considered without regard to a person's race, color, national origin, religion, age, gender, and/or disability. Non-Department applicants will be responsible for all HICISL Program costs (air and ground transportation, lodging, training materials, etc.).

All applicants shall complete the online application and upload all required documents to <https://ehr.k12.hi.us> by Thursday, May 1, 2025 (11:59 p.m.).

Required documents will include the following:

1. Resume or Curriculum Vitae (CV);
2. Principal/Supervisor Recommendation with signature (Attachment 5) and evidence;
3. Commitment Statement (Attachment 6);
4. Annual Performance Evaluation for the past school year (2024-2025);
5. Complex Area Superintendent endorsement (Attachment 7); and
6. Principalship Readiness Video link (Attachment 8).

A virtual informational meeting to address the eligible requirements of the HICISL program will be held on April 3, 2025, from 3:15 - 4:15 p.m. via Zoom. This meeting is optional; register at <http://bit.ly/PrincipalCert-Info25-26>.

Applicants will be notified of their acceptance/non-acceptance to the HICISL Principal Certification Program by June 1, 2025. The mandatory onboarding seminars are scheduled for July 7 - 8, 2025.

Should you have any questions, please contact Laura Ahn, Educational Specialist of Professional Development and Educational Research Institute, at (808) 784-5300 or via email at Laura.Ahn@k12.hi.us.

SB:wh

Attachments

c: Deputy Superintendents
Assistant Superintendents
Complex Area Superintendents
Principals
Leadership Institute