

**HAWAII CERTIFICATION INSTITUTE FOR SCHOOL LEADERS
VICE PRINCIPAL CERTIFICATION PROGRAM
2025 APPLICATION PROCEDURE
FOR PROGRAM YEAR 2026-2027**

The Hawaii Certification Institute for School Leaders (HICISL) Program is intended for Principal certification with Vice Principal (VP) certification as the first step. Applicants should consider:

1. Commitment to attend all events on the Schedule of Events SY 2026-2027 (Attachment 2);
2. Program information on the Residency Information for SY 2026-2027 (Attachment 3); and
3. Readiness based on the HICISL VP Certification Program Look-Fors (Attachment 4).

All complete applications submitted properly to Electronic Human Resources System (eHR) by the due date will be reviewed for proficiency. Incomplete applications or emailed applications will not be considered. Applicants will be notified of next steps in late September.

All applicants must meet qualifications for one of the tracks as of the date of the application submission.

TRACK A

(DEPARTMENT APPLICANTS WITH 2 OR MORE YEARS OF DEPARTMENT EMPLOYMENT)

- Is a tenured certificated teacher* or is a current Department employee with at least two (2) years of Department employment;
- With four (4) or more years of K-12 teaching experience as a full-time licensed public school teacher; and
- Satisfactory performance evaluations.

* The definition of “teacher” includes those eligible to be a member of the Hawaii State Teachers Association Bargaining Unit 05, such as counselors, registrars, and librarians;

TRACK B

(NON-DEPARTMENT* APPLICANTS OR DEPARTMENT APPLICANTS WITH LESS THAN 2 YEARS OF DEPARTMENT EMPLOYMENT)

- Non-Department individuals or Department employees with less than 2 years of Department employment;
- With four (4) or more years of K-12 teaching experience as a full-time licensed public school teacher;
- With a K-12 school administrator license or Master’s Degree in Educational Administration/Educational Leadership; and
- Satisfactory performance evaluations.

* Non-Department individuals are solely responsible for travel, lodging, and ground transportation expenses. Upon successful completion of all screening requirements, Track B candidates must be assigned to a vacant Vice Principal position to actively continue in the HICISL VP Program.

INSTRUCTIONS FOR ALL APPLICANTS IN DEPARTMENT eHR

1. Review the application packet with current and/or most recent Principal/Supervisor to assess readiness for school administration;
2. Obtain Principal rating, evidence, and recommendation on the Leadership Potential Form (Attachment 5). If the applicant is not a school-based teacher, the supervisory Educational Officer will serve the role as the Principal. If the working relationship is less than six (6) months or the Principal is not a certified school administrator, the applicant must have an

additional form completed by his/her former Principal. If the former Principal is not available, the Complex Area Superintendent (CAS) may assign an Educational Officer knowledgeable about the applicant to complete the additional form;

3. Complete the required components of the Aspiring Leader Portfolio (ALP) (Attachment 6);
4. Open the HICISL application on eHR: <https://ehr.k12.hi.us>. Department employees must log in with their Department account. If an employee does not log in, a non-Department application will be started and may be withdrawn for not meeting the external Track B requirements;
5. Follow the instructions and complete all of the questions on the application. All information should be corrected and accurately completed on each tab. The system will automatically withdraw any application that does not meet the requirements;
6. Upload and submit all required documents by Monday, August 18, 2025 (11:59 p.m.). Only complete applications submitted through eHR by the due date will be reviewed. All documents submitted will become the property of PDERI and will not be returned to the applicant.
 - a. Leadership Potential Form (Attachment 5) with Principal's signature (CAS/Director/AS signature, if applicable);
 - b. Aspiring Leader Portfolio (ALP) components (Attachment 6);
 - c. Satisfactory evaluations for the last two (2) years (not needed for tenured teachers evaluated in EES); and
 - d. State issued Administrator License or official transcripts of a Master's degree in Educational Administration/Leadership from an accredited university. All transcripts will be reviewed. The required HICISL certification coursework may be waived upon review of transcripts and advanced degree course descriptions (if applicable).

INSTRUCTIONS FOR PRINCIPAL/SUPERVISOR (TRACK A AND B APPLICANTS)

Principals/Supervisors are uniquely aware of the complex demands of school leadership. The Principal's/Supervisor's honest assessment regarding the applicant's leadership potential is vital.

1. Utilize the HICISL VP Certification Program Look-Fors (Attachment 4) to guide discussion around dispositions, knowledge, and skills, and potential leadership responsibilities of a school administrator, and create a plan to address specific growth areas;
2. Honestly complete the Leadership Potential Form (Attachment 5) with the applicant. Gather information, discuss evidence, explain the rationale for the rating, provide recommendations for development, sign the form, and return it to the applicant; and
3. Department employees: Inform the Complex Area Superintendent* (CAS) of the applicant and discuss the recommendation. Coordinate a meeting with the CAS and applicant to facilitate CAS approval and signature on the Leadership Potential Form (Attachment 5).

*State level supervisors may provide approval and signature on the Leadership Potential Form.

INSTRUCTIONS FOR COMPLEX AREA SUPERINTENDENTS* (for Department employee only):

State office Administrators, Directors, or Assistant Superintendents for state level EO applicants. CAS recommendation is required for all Department employees. The Principal/Supervisor will contact their respective CAS* to coordinate a meeting with the applicant.

1. Meet with the applicant to review the application or seek additional information;
2. Designate a practicing Educational Officer familiar with the applicant to complete the Leadership Potential Form (Attachment 5) as an additional recommendation or in place of a Principal/Supervisor who may not be available;
3. Acknowledge approval of the Principal/Supervisor's ratings on the Leadership Potential Form with a signature (Attachment 5); and
4. Requests assistance from the HICISL Educational Specialists, as needed. Approval in eHR is no longer required.