

HAWAI'I CERTIFICATION INSTITUTE FOR SCHOOL LEADERS PROGRAM 2025 RESIDENCY RELATED INFORMATION FOR PROGRAM YEAR 2026-2027

12-month Employees: All Vice Principals (VP), including Hawai'i Certification Institute for School Leaders (HICISL) VP Interns, are 12-month employees in the Hawai'i Government Employees Association (HGEA) Bargaining Unit (BU) 06. Current 10-month and 12-month employees should consider adjustments to work hours, payroll, benefits, and union eligibility when changing to a 12-month administrator in BU 06.

Non-Hawai'i State Department of Education (Department) Employees: Non-Department and Charter School applicants are solely responsible for travel, lodging, and ground transportation expenses for HICISL screening activities, including but not limited to the face-to-face interview, Pre-Sessions, Summer Institute, and Post-Sessions.

Residency: Upon successfully completing all summer HICISL requirements, candidates receive a Temporary School Administrator Certificate (TSAC) and participate in a residency for authentic opportunities to demonstrate leadership as a Hawai'i public school administrator.

- Candidates who are current Department school level employees are assigned to VP Intern positions and do not earn HSTA BU 05 service credit. Placement may be in a complex area outside of the candidate's current HSTA BU 05 position.
- Candidates who are other current Department employees or non-Department employees must be selected by a school Principal, approved by the Complex Area Superintendent, and assigned to a vacant VP position by July 1, 2025, to receive residency credit and continue in the HICISL certification program. Candidates new to the Department must complete a Department application at the conclusion of SI.

Residency is one full school year. Satisfactory performance evaluations are required for certification. All VP Interns must earn an Initial School Administrator Certificate in order to apply to and attain a VP position.

Coursework: University coursework is concurrent to the HICISL program and should not be completed during the school day. Candidates are solely responsible for registering, successfully completing, and paying for university courses. Candidates should prepare for out-of-pocket expenses required for tuition. There are seven (7) university courses required for HICISL administrator certification. Four (4) courses must be completed for an Initial School Administrator Certificate (ISAC). Candidates may enroll in courses from one of the Professional Development and Educational Research Institute (PDERI)'s university partners or any accredited university. Consult with a HICISL Specialist prior to registering with universities that are not currently partnering with PDERI. When available, tuition reimbursements may be offered.

Reapplying for the HICISL program: Candidates who are not invited to a residency, decline a residency, or do not demonstrate proficiency during residency should seek opportunities to develop readiness for school administration with a mentor prior to reapplying.

Release from the HICISL program: School administrators are held accountable to the highest standards of respect, ethics, and moral conduct at all times. Integrity and professional behavior are expected of HICISL candidates. Should a candidate be dismissed from the program due to unethical conduct, the candidate will not be eligible to reapply for the HICISL 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 consist of all weekdays, except holidays.