

Educator Preparation Program Review Process

Add a Teaching Field Program

(Hawaii Revised Statute [§302A-803\(a\)\(13-14\)](#); Hawaii Administrative Rules [§8-54-20-25](#))



HAWAII TEACHER
STANDARDS BOARD

(As of 02/2026)

1

Letter of Intent

- The Educator Preparation Program (EPP) shall read the directions and learn the Letter of Intent (LOI) application process to become a Hawaii Teacher Standards Board (HTSB) approved Add a Teaching Field (ATF) licensure program.
- The EPP will incur any fees according to HAR §8-54-2.4.
- The fee is to be paid within 30 calendar days upon HTSB's receipt of the LOI.
- The EPP may seek assistance from the HTSB Executive Director or designee.
- The EPP submits a completed LOI application to the HTSB Executive Director.
- EPPs are recommended to submit the LOI application at least 6 weeks before the next designated HTSB Board meeting.
- HTSB staff may request that the EPP revise and resubmit the LOI application.
- Upon completion, the LOI application is submitted as a New Business Item (NBI).

2

HTSB Board Approval of Letter of Intent

- The NBI is initially read at the Teacher Education Committee (TEC), and committee members may offer revisions or seek clarification.
- The TEC shall recommend, not recommend, or defer the NBI to the full HTSB Board members at the General Business Meeting.
- At the General Business Meeting, the full HTSB Board will vote to approve, deny, defer, or offer revisions to the NBI.

3

EPP ATF Program Development

- The EPP has two years from the NBI approval date to develop the ATF program.
- The EPP is not allowed to advertise the ATF program until approved by the Board.
- The EPP is required to use the HTSB ATF application template and abide by the NBI.
- The EPP will submit the application to the HTSB Executive Director. The HTSB Executive Director or staff may request revisions or seek clarification.
- If two years have commenced and the ATF program is not developed, the EPP must submit a new LOI application for Board approval.

4

HTSB Program Review

- A Program Review Committee (PRC) will convene to evaluate the ATF program.
- The PRC may take a minimum of six weeks to review the ATF program.
- The PRC may request for the EPP to provide clarification or to revise and resubmit evidence.
- The PRC will submit recommendations to the TEC **when** the EPP application has met the requirements.

5

HTSB Board Approval of Licensure Program

- The NBI will be posted on a designated HTSB Board Agendas.
- The NBI is initially read at the TEC, and committee members may offer revisions or seek clarification.
- The TEC shall recommend, not recommend, or defer the NBI to the full HTSB Board members at the General Business Meeting.
- At the General Business Meeting, the full HTSB Board will vote to approve, deny, defer, or offer revisions to the NBI.
- Upon Board approval, the ATF program will be designated as a Hawaii approved program and may start implementation according to the NBI.