



**STATE OF HAWAI'I**

**HAWAI'I TEACHER STANDARDS BOARD**

650 IWILEI ROAD, SUITE 268

HONOLULU, HAWAI'I 96817

DATE: March 7, 2023

TO: HTSB Approved Educator Preparation Providers (EPP)

FROM: Felicia Villalobos, Executive Director

SUBJECT: Data Correction Error and Program Review Fees

Effective April 1, 2023, HTSB will resume assessing the Data Correction Error and Program Review Fees as outlined in Hawai'i Administrative Rules (HAR) §8-54-2.4 (e).

A Data Correction Error Fee of \$300 will be assessed per data entry correction. These errors may include, but are not limited to, incorrect or missing information reported to HTSB on HTSB's Program Completer Import form, Student Teacher Import form, or any other document requesting information. (e.g., First and Last name, Teaching Field, Grade Level, Social Security Number, Birth Date, Student Teaching /Internship Beginning Date, Student Teaching /Internship Placement, Cooperating Teacher Name).

Program Review Fees will be assessed for the following reviews:

- \$500 Registration Fee for Out of State Education Preparation Providers operating in Hawaii
- \$500 Review fee for each license field
- \$1,000 State Review fee for units

All fees must be paid within 30 days of notification and will be deposited into the General Fund.

Please contact Felicia Villalobos at [felicia.villalobos@hawaii.gov](mailto:felicia.villalobos@hawaii.gov) if you have any questions regarding this notification.

Sincerely,

A handwritten signature in cursive script that reads "Felicia Villalobos".

Felicia Villalobos  
HTSB Executive Director