

Learning Opportunities

LEARNING OPPORTUNITY ANNOUNCEMENTS

8/17/15- Update: Several users have reported difficulty viewing their transcripts. The vendors are aware and working on a resolution. We apologize for the inconvenience.

"We are experiencing difficulty with printing the form 200-005PD. We apologize for any inconvenience. Please try printing again at a later time."

Learning opportunities include both PD Credit courses and non-PD Credit workshops and trainings. Please review the credit type prior to registering for courses. Only PD Credit courses listed and offered on the PDFs are eligible for Teacher Reclassification. If approval is obtained from the participants Principal on the Form 200-005(a), prior to registering for the course. For more information regarding the Teacher Reclassification requirements and process, please refer to the Teacher Reclassification Forms content channel below.

TEACHER RECLASSIFICATION FORMS

View the current memo (dated August 18, 2014) and the Guidelines for Reclassification:

- [Memo](#)
- [Guidelines for Reclassification](#)

For questions regarding the guidelines, please contact Wilfred K. Keola Jr., Personnel Specialist, at (808) 586-3649 or the Teacher Reclassification Unit via Lotus notes at Teacher_Reclassification@notes.k12.hi.us.

Form 200-005(a):

- Teachers must receive principal/designee approval for coursework (academic credit as well as DOE Professional Development (PD) credit) that will be applied towards reclassification. Preapproved courses must be listed on Form 200-005(a), *Approval of Courses for Teacher Reclassification*. Approval must be granted by the principal/designee prior to the teacher's enrollment in these courses.
- The principal/designee must clearly indicate on Form 200-005(a), Form 200-005, *Teacher Reclassification/Certification/Other Request Form* and on Form 200-005(PD), *Teacher's Request Reclassification/Update* (formerly known as Form 201PD) whether the teacher's coursework will be designated as Strategic Planned Aligned (SPA) credits.
- Courses taken without prior approval and not listed on Form 200-005(a) will not qualify as accountable credits for reclassification.
- Only courses taken while currently employed with the DOE may be submitted as qualifying credits for reclassification.

[Download DOE OHR 200-005\(a\)](#)

Form 200-005:

- To be completed by teachers submitting university/college courses for reclassification credits. Original official transcripts, containing the courses to be evaluated, must accompany Form 200-005. Principals should complete their portion of Form 200-005 to determine whether the course(s) qualifies as SPA credits.

[Download DOE OHR 200-005](#)

Form 200-005(PD), formerly known as 201PD:

Teachers who have completed DOE Professional Development (PD) credits must submit Form 200-005(PD) in order to receive reclassification credit for their coursework. The Principal will determine whether course(s) qualifies as SPA credits. To generate a Form 200-005(PD):

- On the Learning Opportunities tab, under My Courses, click on My Transcript
- Click on the PD Credit tab
- Click on the Actions button
- Click on the 200-005(PD) link

Course Search

Learning Opportunities

Browse or search the course catalog.

Search

[Advanced Search](#) [Show All](#)

MY COURSES

You currently have an outstanding balance.

- [Central District LMW Mentor Professional Learning Communities 2015-2016](#)
Section: Mentor Forum #2
- [Central District LMW Mentor Professional Learning Communities 2015-2016](#)
Section: Mentor Forum #3
- [Central District LMW Mentor Professional Learning Communities 2015-2016](#)
Section: Mentor Forum #4
- [My Transcript](#)
- [Learning Opportunity](#)

Competencies & Assessments

Competencies

[Denleison](#)

[InTASC Standards](#)

RECOMMENDED TRAINING

You currently have no recommended courses.

My Surveys

[Central District LMW Mentor Professional Learning Communities 2015-2016 - Session Evaluation](#)
Complete this evaluation below only if you attended this session.

[Start Survey](#) [Details](#)

[Central District: Leilehua, Mililani, Waiāluā Induction & Mentoring Program Mentor Professional Learning Communities 2014-2015 - Session Evaluation](#)
Complete this evaluation below only if you attended this session.

[Start Survey](#) [Details](#)

[NTE - PLS 6: Yr. 2 - Advancing Instruction to Support Language Development - Central/PW/NW - Session Evaluation](#)
Complete this evaluation below only if you attended this session.

[Start Survey](#) [Details](#)

[Central District: Leilehua, Mililani, Waiāluā Induction & Mentoring Program Mentor Professional Learning Communities 2014-2015 - Session Evaluation](#)
Complete this evaluation below only if you attended this session.

[Start Survey](#) [Details](#)

[Central District: Leilehua, Mililani, Waiāluā Induction & Mentoring Program Mentor Professional Learning Communities 2014-2015 - Session Evaluation](#)
Complete this evaluation below only if you attended this session.

[Start Survey](#) [Details](#)

[Show All](#)



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF HUMAN RESOURCES

August 18, 2014

**CIRCULATE & POST
ANNUAL MEMO**

TO: Principals (All)
Teachers

FROM: Amy S. Kunz, Acting Senior Assistant Superintendent

SUBJECT: **Guidelines for Approval of Academic/Professional Development Credits for
Teacher Reclassification School Year 2014 -2015**

Teacher reclassification guidelines were established to ensure that teachers enroll in courses that would impact their school's improvement efforts for student learning and the performance in their respective subject of teaching assignment. The guidelines that govern teacher reclassification credits are specific in nature, yet provide the flexibility to encompass a diverse spectrum of coursework. Two sets of guidelines are attached: 1) Guidelines for Reclassification and 2) Guidelines and Procedures for Teachers Requesting to Enroll in a Graduate Degree Program.

Should you have any questions regarding the guidelines, please contact Wilfred K. Keola Jr., Personnel Specialist, at 586-3649 or the Teacher Reclassification Unit via lotus notes at Teacher_Reclassification@notes.k12.hi.us.

ASK:WK:sy

Attachments

c: Board of Education
Kathryn Matayoshi, Superintendent
Complex Area Superintendents
Certificated Personnel Regional Officers
Public Charter Schools Program Office
Hawaii State Teachers Association
Hawaii Government Employees Association
Hawaii Teacher Standards Board
OHR - Certificated Personnel Unit

Guidelines for Reclassification

Reclassification of Teachers (Time-in-Class Requirement)

Teachers on an initial Department of Education (DOE) appointment must remain in the entry-level class for two semesters prior to eligibility for reclassification. After the initial classification:

- Teachers must serve a minimum of one semester time-in-class for each reclassification.
- Teachers may be granted up to two reclassifications per school year, provided credit requirements are met.

Reclassification of Teachers (Guidelines)

Teachers must earn 15 semester credits in order to reclassify to a higher classification. Seven credits of the 15 credits applied for reclassification must be related to Standards Based Instruction, aligned to the school's strategic plan. These seven credits will be designated as Strategic Planned Aligned (SPA) credits. In addition:

- Teachers must receive principal/designee approval for coursework (academic credit as well as DOE Professional Development [PD] credit) that will be applied towards reclassification. Preapproved courses must be listed on Form 200-005(a), *Approval of Courses for Teacher Reclassification*. Approval must be granted by the principal/designee prior to the teacher's enrollment in these courses.
- The principal/designee must clearly indicate on Form 200-005(a); Form 200-005, *Teacher Reclassification/Certification/Other Request Form* and on Form 200-005(PD), *Teacher's Request Reclassification/Update* (formerly known as Form 201PD) whether the teacher's coursework will be designated as SPA credits. Failure to do so may compromise the teacher's effective date of reclassification.
- Courses taken without prior approval and not listed on Form 200-005(a) will not qualify as acceptable credits for reclassification.
- Only courses taken while employed with the DOE may be submitted as qualifying credits for reclassification.

Reclassification of Teachers (Qualifying Credits)

Qualifying credits for reclassification may be a combination of ***Academic Credits*** and/or ***DOE PD Credits***.

Academic Credits are university credits that are a part of coursework requirements for a program of study leading to a degree at an accredited college or university recognized by the DOE. Programs of study that culminate in a certificate or are part of a continuing education program will not be accepted for reclassification.

In addition:

- Academic credits approved for reclassification must be in education (excluding education administration) and/or in the teacher's area of preparation and/or in the subject of the teacher's teaching assignment.
- Academic credits that have been designated by the DOE as Special Interest Area courses may be submitted for reclassification credit. These include academic credits in Technology, Science, Math, English as a Second Language, and Special Education.

DOE PD Credits are granted for PD courses which have been reviewed and approved by the DOE's Professional Development Support Unit. All PD credit courses applicable for reclassification credit are listed on the PDE3 website below:

<https://pde3.k12.hi.us>

Graduate Degree Program (Masters and Doctorate Programs)

Teachers who plan on enrolling in a Masters or Doctorate Degree Program must ensure that their graduate degree program will satisfy the DOE's teacher reclassification guidelines. Subsequently, it is highly recommended that teachers, after receiving the approval of their principal, submit their proposal to the Teacher Reclassification Unit for further review and approval.

Guidelines and Procedures for Teachers Requesting to Enroll in a Graduate Degree Program, are attached.

Reclassification of Teachers (Procedures)

Once courses have been preapproved on Form 200-005(a) and completed, there are two DOE forms that are utilized to submit a request for reclassification or update.

- **Form 200-005** - to be completed by teachers submitting university/college courses for reclassification credits. Original official transcripts, containing the courses to be evaluated, must accompany Form 200-005. Principals should complete their portion of Form 200-005 to determine whether the course(s) qualifies as SPA credits.
- **Form 200-005(PD)** - to be completed by teachers submitting PD credits from the DOE's PDE3 website. Principals should complete their portion of Form 200-005(PD) to determine whether the course qualifies as SPA credits. This form is available for download on the PDE3 website.

Important: The most current version of Form 200-005(a) and Form 200-005 must be used when submitting credits for reclassification. Outdated forms will not be accepted and may delay your request for reclassification. Forms can be downloaded through the DOE's Intranet website below. In order to access these forms you will be required to input your user name and password.

<http://intranet.hawaiipublicschools.org/offices/ohr>

Coursework taken for reclassification or update should be submitted to the Teacher Reclassification Unit in a timely manner, as they are subject to the DOE's current teacher reclassification requirements at the time of submittal.

Important: The Teacher Reclassification Unit will process each request for reclassification/update to the extent possible. Any additional documents, forms, and/or transcripts submitted after the initial request for reclassification/update has been completed, will signify the start of a new timeline and will be processed accordingly.

Reclassification of Teachers (Deadlines and Effective Date)

A reclassification request for the fall semester must be received or postmarked to the Teacher Reclassification Unit, Office of Human Resources (OHR), by **October 30, 2014**. For the spring semester, reclassification requests must be received or postmarked to Teacher Reclassification Unit, OHR, by **March 30, 2015**.

In addition:

- Credits submitted for a change in classification must be completed prior to the effective date of reclassification.
- The beginning of a school semester shall be the effective date of reclassification.

Reclassification of Teachers (Roles and Responsibilities)

Teachers are primarily responsible to list on Form 200-005(a) all courses (academic and DOE PD credits) that will be submitted for reclassification credit towards salary advancement. For proposed enrollment in university courses and/or graduate degree programs, teachers should submit evidence of verification like graduate program write up, course(s) descriptions, and other relevant information that would assist the principal/designee in determining whether a course or graduate degree program qualifies for reclassification credit. Any questions or concerns regarding this matter should be reconciled with the Teacher Reclassification Unit prior to registration as university courses and/or graduate degree programs that are not in compliance with the DOE's established criteria for "academic credit" will not be granted reclassification credit.

Please Note: Teachers are the record-keepers of all documents utilized in the reclassification process. This includes keeping a copy of all DOE reclassification forms Form 200-005(a) and Form 200-005; university transcripts; Form 16B, *Position Request Form*; and all letters of correspondence received and/or sent to the Teacher Reclassification Unit.

Principals are responsible for the PD of their teachers through the approval of university and/or DOE sponsored courses. In approving university courses, principals must ensure that a teacher's proposed university course(s) satisfies the DOE's requirements for reclassification credit. Any questions or concerns regarding this matter should be reconciled with the Teacher Reclassification Unit prior to the approval and signing of Form 200-005(a), as university courses not in compliance with the DOE's established criteria will not be granted reclassification credit.

Please Note: Principals are encouraged to call or e-mail the Personnel Specialist of the Teacher Reclassification Unit regarding issues of course approval or proposals by teachers to enroll in a Masters or Doctorate degree program. This safeguard was initiated to alleviate

problems that may occur when a university course or proposed graduate degree program contained compliance concerns with the DOE's teacher reclassification guidelines.

Teacher Reclassification Unit will assist teachers and principals with any course or graduate degree compliance concerns. They will also review Form 200-005(a) to ensure that the approval process is followed and the proposed university courses and/or graduate degree program meets the DOE's current teacher reclassification requirements. The Teacher Reclassification Unit will also process a teacher's request for reclassification ensuring that Form 200-005 is properly completed and that all university transcripts submitted are official original documents. Only approved courses that are in compliance with the DOE's Guidelines and Procedures will be granted reclassification credits.



APPROVAL OF COURSES FOR TEACHER RECLASSIFICATION
FOR DEPARTMENT OF EDUCATION AND PUBLIC CHARTER SCHOOL TEACHERS
School Year 2015 - 2016

DOE OHR 200-005(a)
Last Revised: 08/11/2015
 Former DOE Form(s): 201a
DEPARTMENT OF EDUCATION
Office of Human Resources
Reclassification Unit
 P O Box 2160 Honolulu, HI 96804

1. Name: _____ 2. Employee ID: _____
 Last First M.I.
 3. School: _____ 4. District: _____

See document "DOE OHR 200-005(a) Ins" for information and instructions. This form must be submitted with the "Teacher Request Form Reclassification/Certification/Other" (DOE OHR 200-005) when requesting change in classification or update.

5. My Area of Preparation is _____
6. My Subject of Teaching Assignment is: _____ **Initial**
7. My proposed university/college course(s) qualify as "academic credits" as they are part of coursework requirements for a program of study leading to a degree. Yes _____
8. My proposed "academic credits" are *in education (excluding educational administration)* and/or in my area of preparation and/or in my subject of teaching assignment. Yes _____
9. The university/college is accredited by one of the following six Accreditation Agencies, recognized by the Department of Education. Yes _____

1) Middle States Assoc of Colleges/Schools, Commission on Higher Ed (MSA-CHE), 2) North Central Assoc of Colleges/School, The Higher Learning Commission (NCA-IILC), 3) Northwest Commission of Colleges/Universities (NWCCU), 4) New England Association of School Colleges, Commission in Institutions of Higher Ed (NEASC-CHE), 5) Southern Association of Colleges/Schools, Commission on Colleges (SACS), 6) Western Association of Schools/Colleges, Accred Commission for Senior Coll/Univ (WASC-ACSCU)

10. To be completed by teacher						11. To be completed by principal/director	
Course Alpha & No.	Course Title	Semester Credits	University/ College/PD Credits	Accred. Agency	Semester/ Year	Strategic Plan Aligned? (YES/NO)	Initial & Date (MM/DD/YYYY)
						YES / NO	
						YES / NO	
						YES / NO	
						YES / NO	
						YES / NO	
						YES / NO	

I have verified that the proposed university course(s) qualify as academic credits as they are part of coursework requirements for a program of study leading to a degree from an accredited university. In addition, I have also verified that the proposed academic credits are in education (except educational administration) and/or in my area of preparation and/or in my subject of teaching assignment.

*Teacher signature: _____ Date: _____
 MM/DD/YYYY

I have confirmed that the proposed university course(s) qualify as academic credits as they are part of coursework requirements for a program of study leading to a degree from an accredited university. In addition, I have also confirmed that the proposed academic credits are in education (except educational administration) and/or in their area of preparation and/or in their subject of teaching assignment.

*Principal/Director signature: _____ Date: _____
 MM/DD/YYYY

* If this form is submitted without the teacher's and principal's/director's signatures, the form will be returned with no action taken.



TEACHER RECLASSIFICATION/CERTIFICATION/OTHER REQUEST FORM

DOE OHR 200-005

Last Revised: 08/11/2015
Former DOE Form(s): 201

DEPARTMENT OF EDUCATION
Office of Human Resources
Reclassification Unit
P.O. Box 2360 Honolulu, HI 96804

NOTE: RECLASSIFICATION UNIT WILL PROCESS EACH REQUEST FOR RECLASSIFICATION/UPDATE TO THE **EXTENT POSSIBLE AT THE TIME OF REQUEST**. IF APPLICABLE, PLEASE SUBMIT VERIFYING LEGIBLE AND OFFICIAL DOCUMENTATION WITH THIS FORM. ANY ADDITIONAL DOCUMENTS AND/OR TRANSCRIPTS SUBMITTED AFTER THE INITIAL REQUEST FOR RECLASSIFICATION/UPDATE HAS BEEN COMPLETE **WILL BE PROCESSED AS A NEW REQUEST**.

I. EMPLOYEE INFORMATION

Name: _____ Employee ID: _____
Last First M.I.
School: _____ District: _____

II. TYPE OF REQUEST

- Reclassification* Certification Other, please explain:
- Teacher (SATEP**): Class From _____ To _____ Driver Education Certificate
- Teacher (NO SATEP**): Class From _____ To _____
- Update Only
- * Must meet DOE Reclassification guidelines to move class
** SATEP - State Approved Teacher Education Program

III. ACADEMIC CREDITS: (University credits that are part of course work requirements for a program of study leading to a degree at an accredited University/College)

SESSION/ SEMESTER/ YEAR	COURSE ALPHA & NO.	COLLEGE/UNIVERSITY NAME	TITLE OF COURSE	SEMESTER CREDIT	To be completed by principal	
					STRATEGIC PLAN ALIGNED? (YES/NO)	PRINCIPAL TO INITIAL IF STRATEGIC PLAN ALIGNED
					YES / NO	
					YES / NO	
					YES / NO	
					YES / NO	
					YES / NO	

IV. AUTHORIZATION

I have verified that the "academic credits" meet the Department's current teacher reclassification guidelines.

***Teacher Signature: _____

Date: _____

MM/DD/YYYY

I have confirmed that the "academic credits" meet the Department's current teacher reclassification guidelines.

***Principal Signature: _____

Date: _____

MM/DD/YYYY

***Without proper signatures above, this form will be returned with no action taken.

FOR OHR, RECLASSIFICATION UNIT USE ONLY