

**HAWAII TEACHER STANDARDS BOARD LICENSE RENEWAL  
VERIFICATION OF SATISFYING HAWAII TEACHER PERFORMANCE STANDARDS DOCUMENTATION**

Name \_\_\_\_\_ Social Security Number XXX-XX- \_\_\_\_\_ Date of Birth  / / \_\_\_\_\_

The table below contains the following:

- The first column lists the ten Hawaii Teacher Performance Standards that must be met through professional growth activities and space for you to record the activity and verification documentation for that standard;
- The second column numerically lists HTSB approved professional growth activities that will be recognized as meeting the Teacher Performance Standards provided the activity links with the licensee’s subject matter field and with teaching and pedagogy. An activity may be used to meet multiple Teacher Performance Standards provided the verification documentation will support such applicability;
- The third column provides examples of documentation to retain to verify completion of the corresponding numbered professional growth activity listed in the second column.

This form is to be used to document your completion of the ten Hawaii Teacher Performance Standards. You are to complete this form before you can answer SECTION 4 of the APPLICATION FOR RENEWAL OF HAWAII TEACHING LICENSE.

Teachers holding a Hawaii teaching license on or before July 1, 2002 may use activities completed since that date. Teachers licensed after July 1, 2002 may use activities completed since the issuance of their first license.

You are to retain this completed form. The HTSB will be randomly auditing teachers annually and in the event you are selected to be audited, you will be required to submit your completed form and the documentation that verifies your completion of the professional growth activities you have listed in the first column at that time.

HTSB Teacher Performance Standards <b>1</b>	Approved Professional Growth Activities <b>2</b>	Examples of Verification Documentation <b>3</b>
<p><b>Standard I:</b> Focuses On the Learner <b>STANDARD STATEMENT I:</b> The effective teacher consistently engages students in appropriate experiences that support their development as independent learners.</p> <p>Activity Completed: _____ (Ex. 1A, from column 2)</p> <p>Documentation: _____ (Ex. Official transcript)</p>	<p>1) Professional development activities sponsored by the agencies listed below that link with the licensee’s subject matter field and with teaching and pedagogy and relate to the Teacher Performance Standards:</p> <p>A. Regionally accredited institutions of higher education provided that completion of the course rendered a grade of “C” or better, or a “P” in Pass/Fail course or “Cr” in a Cr/No Cr course</p> <p>B. National Board for Professional Teaching Standards (NBPTS)</p> <p>C. Professional Development and Educational Research Institute (PDERI)</p> <p>D. American Institute of Research (AIR)</p> <p>E. Educational Testing Service (ETS)</p>	<p><input type="checkbox"/> 1A: Course description <u>and</u> official transcript, original grade slips, or other documentation of course completion <u>and</u> grade issued by the institution</p> <p><input type="checkbox"/> 1B: NBPTS appointment letter verifying committee membership or service as an assessor or support provider</p> <p><input type="checkbox"/> 1 C. – H: Course completion verification, document verifying service as a facilitator, or documentation of service or participation</p>
<p><b>Standard II:</b> Creates and Maintains A Safe and Positive Learning Environment <b>STANDARD STATEMENT II:</b> The effective teacher consistently creates a safe and positive learning environment that encourages social interaction, civic responsibility, active engagement in learning and self-motivation.</p> <p>Activity Completed: _____</p> <p>Documentation: _____</p>		

<p align="center"><b>HTSB Teacher Performance Standards</b></p> <p align="center"><b>1</b></p>	<p align="center"><b>Approved Professional Growth Activities</b></p> <p align="center"><b>2</b></p>	<p align="center"><b>Examples of Verification Documentation</b></p> <p align="center"><b>3</b></p>
<p><b>Standard III: Adapts to Learner Diversity</b>  <b>STANDARD STATEMENT III:</b> The effective teacher consistently provides opportunities that are inclusive and adapted to diverse learners.</p> <p>Activity Completed: _____</p> <p>Documentation: _____</p>	<p>F. National or State Affiliates of specialty professional associations</p> <p>G. Hawaii State Teacher’s Association (HSTA)</p> <p>H. School, district, state, and national educational institutions</p> <p>2) NBPTS certification process                      Note: must be in the subject area of the licensee’s current license field.                      Completion of process = 1 renewal                      Certification = 1 additional renewal                      This can be used to satisfy all ten Teacher Performance Standards</p>	<p><input type="checkbox"/> 2: Official NBPTS notification document dated on or before the licensee’s expiration date</p>
<p><b>Standard IV: Fosters Effective Communication in the Learning Environment</b>  <b>STANDARD STATEMENT IV:</b> The effective teacher consistently enriches communication in the learning environment.</p> <p>Activity Completed: _____</p> <p>Documentation: _____</p>	<p>3) The most recent DOE evaluation form completed by the licensee’s supervisor provided that the licensee was awarded a “Satisfactory” rating in <b>all</b> areas (The DOE PEP-T is a recognized teacher evaluation that can be used to satisfy all ten Teacher Performance Standards)</p>	<p><input type="checkbox"/> 3: The PEP-T must be signed by the Principal within 1 year prior to licensure expiration date, or verification must be submitted from principal or supervisor that the licensee’s evaluation continues to be satisfactory</p>
<p><b>Standard V: Demonstrates Knowledge of Content</b>  <b>STANDARD STATEMENT V:</b> The effective teacher consistently demonstrates competency in content area(s) to develop student knowledge and performance.</p> <p>Activity Completed: _____</p> <p>Documentation: _____</p>	<p>4) The most recent teacher evaluation from the licensee’s employing educational institution with a satisfactory rating in all areas. The evaluation must satisfy one or more of the Teacher Performance Standards.</p>	<p><input type="checkbox"/> 4: The evaluation form must be signed by the Principal within 1 year prior to licensure expiration date, or verification must be submitted from principal or supervisor that the licensee’s evaluation continues to be satisfactory</p>
<p><b>Standard VI: Designs and Provides Meaningful Learning Experiences</b>  <b>STANDARD STATEMENT VI:</b> The effective teacher consistently plans and implements meaningful learning experiences for students.</p> <p>Activity Completed: _____</p> <p>Documentation: _____</p>	<p>5) Service on a formal curriculum development committee organized by a school, district, state, national or international education agency</p> <p>6) Service on a formal professional program or committee organized by a school, district, state, national or international education agency</p>	<p><input type="checkbox"/> 5-7: Meeting minutes, organizational chart, principal verification or other document verifying service</p>
<p><b>Standard VII: Uses Active Student Learning Strategies</b>  <b>STANDARD STATEMENT VII:</b> The effective teacher consistently uses a variety of active learning strategies to develop students’ thinking, problem solving and learning skills.</p> <p>Activity Completed: _____</p> <p>Documentation: _____</p>	<p>7) Service on a formal school governance committee, such as School Community Council (SCC) or Local School Board (LCB)</p> <p>8) Presentation of a professional growth topic to a school-wide, district or state-wide audience</p> <p>9) Attendance at a professional conference/workshop/Institute where the conference program</p>	<p><input type="checkbox"/> 8: Agenda, verification from sponsor or copy of presentation</p> <p><input type="checkbox"/> 9: Original certificate of attendance/completion, letter from Supervisor, copies of exhibits of products</p>

<b>HTSB Teacher Performance Standards</b> <b>1</b>	<b>Approved Professional Growth Activities</b> <b>2</b>	<b>Examples of Verification Documentation</b> <b>3</b>
<p><b>Standard VIII:</b> Uses Assessment Strategies  <b>STANDARD STATEMENT VIII:</b> The effective teacher consistently applies appropriate assessment strategies to evaluate and ensure the continuous intellectual, social, physical and emotional development of the learner.</p> <p>Activity Completed: _____</p> <p>Documentation: _____</p>	<p>contributes to the achievement of the Professional Standard(s)</p> <p>10) Educational publication that contributes to the profession and adds to the body of knowledge in the licensee's specific field that is published by a recognized state or national agency or professional education organization</p> <p>11) Educational Research</p>	<p>developed by the licensee or official program/agenda</p> <p><input type="checkbox"/> 10: Copy of publication or document</p> <p><input type="checkbox"/> 11: Research abstract documenting outcomes of the research, including a bibliography and citations</p>
<p><b>Standard IX:</b> Demonstrates Professionalism  <b>STANDARD STATEMENT IX:</b> The effective teacher continually evaluates the effects of his or her choices and actions and actively seeks opportunities to grow professionally.</p> <p>Activity Completed: _____</p> <p>Documentation: _____</p>	<p>12) Mentoring/Peer Coaching/Field Experience Host/Cooperating Teacher for student teaching that is part of a formal program</p> <p>13) HSTB License and Renewal Review Team Member. NOTE: Service on the HTSB Renewal Pilot Project can be used to satisfy all ten Standards.</p>	<p><input type="checkbox"/> 12: Verification of service from sponsor</p> <p><input type="checkbox"/> 13: Verification of service from HTSB</p> <p><input type="checkbox"/> 14: Verification of participation by the administrator or Chair</p>
<p><b>Standard X:</b> Fosters Parent and School Community Relationships  <b>STANDARD STATEMENT X:</b> The effective teacher establishes and maintains strong working relationships with parents and members of the school community to support student learning.</p> <p>Activity Completed: _____</p> <p>Documentation: _____</p>	<p>14) Active member of an accreditation team for SATE, NCATE, WASC or other regional accreditation body</p> <p>15) Educational travel which is related to the licensee's licensure field or teaching assignment.</p> <p>16) An activity that validates a teacher has established or maintained relationships with parents and school community to support student learning.</p>	<p><input type="checkbox"/> 15: Travel approval form or detailed itinerary, with travel documents, brochures, entry ticket stubs, receipts, etc.</p> <p><input type="checkbox"/> 16: Sample of work or verification of activity illustrating communication or working relationship with parents and school community.</p>

**STATEMENT OF AFFIRMATION: Sign your name in blue ink.**

I certify that the information contained in this form is true and accurate. I understand that misrepresentation or falsification is grounds for the Hawaii Teacher Standards Board to deem me in non-compliance with meeting renewal requirements, that my license status may change and that the Board may impose other disciplinary sanction.

**SIGNATURE OF LICENSEE** \_\_\_\_\_ **DATE** \_\_\_\_\_