



Frequently Asked Questions

Preparation Program Affiliation Agreement (AA)

DOE preparation program website (AA website): <http://bit.ly/HIDOE-AA>

SCHOOL

1. Does the AA apply to individuals not enrolled in a program but instead are volunteering to tutor or work with students?

No. The AA only applies to individuals enrolled in a program that is listed on the AA website. A program coordinator should be coordinating the placement.

2. What if an individual is requesting placement to perform his/her field or clinical experience?

Requests should be initiated by a program coordinator, not the individual. Ask that the individual's program coordinator contact the school.

3. What if a program is requesting placement for a candidate?

Verify that the program is listed on the AA website. If the program is not listed, refer the program to the AA website or its contact information. If the program is listed, placement may be considered but should not exceed the program's expiration date listed on the AA website.

4. If agreeing to a candidate's placement, what forms must the school complete?

The program should provide the school with the following forms to sign prior to the candidate's start date:

- **Exhibit A**, Participating School Partnership Agreement
 - **Attachment A**, Expectations for Preparation Program Candidates' Data Access and Use in Hawaii State Department of Education (HIDOE) Schools
- Copies should be maintained by the school.

5. How long should the school agree to a partnership with a program (Exhibit A)?

Schools may determine the partnership period but it should not exceed the program's expiration date listed on the AA website.

6. Does the AA apply to emergency hires (Code 5) enrolled in a program?

No. These individuals are considered DOE employees and would not require an AA.

CANDIDATE

1. What if my program is not listed on the AA website?

Refer your program coordinator to the AA website for further guidance and assistance.

2. Can I contact a school on my own to request placement?

No. Program information and placement requests should be handled between the program coordinator who is based in Hawaii and the school.

3. How do I know if my degree will be accepted for a Hawaii teaching license?

Contact the Hawaii Teacher Standards Board (HTSB) at: 650 Iwilei Rd, #201, Honolulu, HI 96817, Phone: 808-586-2600, or at: htsb.org. HTSB is responsible for issuing licenses to teachers, school counselors and librarians.

PREPARATION PROGRAM

1. What are the requirements and process to obtain an AA?

Preparation programs must be approved in their home state and agree to the terms and conditions of the AA evidenced by returning a signed AA and all required documents. Upon receipt of a program's signed AA and all required documents, including the Attachment B for out-of-state programs, the processing time would require approximately ten (10) business days.

2. For out-of-state programs, why is Attachment B, *HIDOE Board of Education Policy 204.11, Verification Form*, required and how often must it be submitted to the DOE?

Hawaii DOE Board of Education Policy 204.11 requires that out-of-state programs partner with a state approved teacher education program domiciled in the State of Hawaii to place and supervise candidates, or through a program coordinator based in Hawaii to conduct the placement and supervision of candidates. Attachment B is required in order to verify compliance with policy 204.11 and for final AA processing. Resubmittal of Attachment B is required any time its information changes.

3. Regarding Policy 204.11, what does, "placement" mean?

Placement means that the Hawaii approved program or the Hawaii based program coordinator is responsible for making the initial contact with the school to inquire as to a

candidate's field or clinical experience opportunity. This also includes providing the school with all required AA documents necessary for placement.

4. Is there a list of Hawaii approved programs for out-of-state programs to consider partnering with?

Yes. Hawaii approved programs are listed on the Hawaii Teacher Standards Board (HTSB) website at: htsb.org > Licensing and Permits > Preparation Programs

5. If not partnering with a Hawaii approved program, how many Hawaii based program coordinators must an out-of-state program have?

A minimum of one program coordinator is required throughout a candidate's placement. However, program coordinators must be readily available to travel statewide to all islands as requested by the school in order to support candidates.

6. Are background checks required and if so, how is it conducted?

Background checks are required for field and clinical placement, conducted by the Hawaii DOE. Candidates must report to specified background check locations to be fingerprinted. Programs are required to identify a point-of-contact (POC), responsible for providing candidate information necessary to initiate a background check and coordinate the candidate's fingerprinting session.

7. What reasons may there be for a program to be removed from the AA website?

Reasons may include but not limited to the failure to comply with any of the terms and conditions stated in the AA including Attachment B, HIDOE Board of Education Policy 204.11, Verification Form, for out-of-state programs.