

TITLE: Official Documents Required for Licensure

In accordance with Hawaii Administrative Rules §8-54-2.2 (b) (1) (c) (1) and the Delegation of Powers to the Executive Director (cited below), the Hawaii Teacher Standards Board requires the submittal of official documents for all applications prior to being issued a license, permit, or certificate.

Hawaii Administrative Rules: §8-54-2.2 Delegation of Powers.

(a)The board delegates authority to the Executive Director to complete the actions set forth in subsections (b) and (c). All delegated actions will be presented to the board at their next regularly scheduled meeting.

(b)The Executive Director is authorized to grant initial licenses, added fields and permits when the following criteria have been met:

- (1) All forms, tests and documentation for meeting licensing and permit requirements have been submitted by the applicant and received by the board's office;
- (2) Forms and documentation are complete;
- (3) There are no professional fitness issues; and
- (4) All fees have been paid.

(c)The Executive Director is further authorized to grant license and permit renewals when the following criteria have been met:

- (1) All forms and documentation for meeting renewal requirements have been submitted by the applicant and received by the board's office;
- (2) Forms and documentation are complete;
- (3) There are no professional fitness issues;
- (4) All fees have been paid. [Eff 10/27/11; am and ren §8.54-2.2 10/30/14) (Auth: HRS §302A-803) (Imp: HRS §§302A-801 to -808)

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Referred to: Teacher Standards Committee