



INSTITUTIONAL RECOMMENDATION

DEPARTMENT OF EDUCATION
Office of Human Resources
Teacher Recruitment/Reclassification Units
680 Iwilei Road, Suite 490 Honolulu, HI 96817

(Not Applicable to Hawaii Institutions of Higher Education)

Name: _____
Last First M.I.

Other Names Used: _____

Last 4 digits of SSN: _____

THE FOLLOWING INFORMATION SHOULD BE PROVIDED BY THE REGISTRAR, THE DEAN OF EDUCATION OR THE TEACHER CERTIFICATION OFFICER OF THE INSTITUTION WHERE THE PROGRAM WAS COMPLETED. AUTHENTIC SIGNATURE IS REQUIRED.

Please check the appropriate box(es):

1. Satisfactorily completed a traditional state-approved teacher/counselor/librarian preparation program in the following area(s):

Date Program Completed: _____

a. Satisfactorily Completed Student Teaching, Practicum and/or Internship:

Subject: _____ Grade Level(s): _____

School: _____ Dates: _____

b. Teaching Experience used in lieu of Student Teaching, Practicum and/or Internship:

From: _____ To: _____ School: _____
MM/DD/YYYY MM/DD/YYYY

Subject: _____ Grade Level(s): _____

From: _____ To: _____ School: _____
MM/DD/YYYY MM/DD/YYYY

Subject: _____ Grade Level(s): _____

2. Did not complete a traditional state-approved teacher/counselor/librarian preparation program

3. Did not complete required certificate/licensure requirements (tests, coursework, etc.)

4. Completed an Alternative Teacher/Counselor/Librarian Certification Program

Area of Preparation: _____ Date of Completion: _____
MM/DD/YYYY

Teacher Education Program is State Approved: Yes No

I hereby certify that the information provided above is correct according to our records.

Signature: _____ Date: _____
MM/DD/YYYY

Name: _____ Title: _____
Last First M.I.

Institution Name: _____ Tel#: _____

Institution Address: _____ Fax #: _____

City: _____ State: _____ Zip: _____ Email Address: _____

NOTE: MUST INCLUDE SCHOOL SEAL OR GRADUATED COLORED SIGNATURE

Please return this form directly to: HAWAII STATE DEPARTMENT OF EDUCATION
OFFICE OF HUMAN RESOURCES
680 IWILEI ROAD, SUITE 490
HONOLULU, HI 96817
Attention: Teacher Recruitment/Reclassification Units

