

Frequently Asked Questions

1. How many credits do I need to reclassify to the next higher class?

It takes 15 credits to reclassify. The credits may consist of a combination of Academic or Hawaii State Department of Education (Department) Professional Development (PD) credits.

2. Do I have to wait until I have 15 credits before I can submit my credits for reclassification? Can I submit my credit periodically as I earn them?

You can wait until you have the 15 credits, or you may submit credits at any time and have these credits banked towards your next reclassification.

3. Do all university courses qualify for reclassification credit?

Academic credits earned through a university or college on July 1, 2021 and after, are applicable toward reclassification as long as they are approved by a principal or administrator prior to enrollment in those courses.

University/college courses completed prior to July 1, 2021 will need to follow the criteria of the [previous teacher reclassification guidelines](#).

For example, if 500 level courses in the University of Hawaii System were taken and completed prior to July 1, 2021, they would fall under the criteria of the previous teacher reclassification guidelines of being categorized as non-degree courses and therefore, would not qualify for reclassification credit.

4. What must I do before I decide to enroll in an Academic or Department PD course?

You should seek guidance and approval from your principal/administrator on the courses you plan to enroll in to see if they meet your school's design plan and your instructional needs.

5. What form do I submit when I have completed taking my university course?

Form [DOE OTM 200-005](#) must be submitted. You will need to list the course(s) you have taken on form, DOE OTM 200-005.

6. What form do I submit when I have completed a Department PD Credit course?

Form 200-005(PD) must be submitted. Form 200-005(PD) can be downloaded from the Professional Development Educate, Empower and Excel ([PDE3](#)) website.

7. Will courses taken prior to employment count towards reclassification?

No, courses taken prior to employment do not count towards reclassification.

8. How many times can I reclassify in one school year?

If you have earned 30 credits it may be possible to reclassify twice in one school year, but you must remain in your new classification for at least one semester before you can be reclassified again.

Teachers on initial appointments shall remain in place for two semesters before they can be reclassified.

9. When does my reclassification take effect?

The effective date of reclassification will start at the beginning of each semester. All credit(s) submitted for reclassification must be completed prior to the semester you are wanting to reclassify for.

Start date of a school's semester will depend on whether a teacher is in a 10-month teacher position, multi-track or a 12-month teacher position.

10. How are the Fall semester October 30th and Spring semester March 30th deadline related to reclassification?

You have until October 30th to submit your reclassification request for the Fall semester and until March 30th to submit your reclassification request for the Spring semester. If you fulfill the criteria for reclassification, you will be retroactively reclassified back to the first day of the Fall semester or the first day of the Spring semester.

11. If my reclassification request is denied is there an appeal process in place?

Yes, you may write an appeal letter to the Teacher Reclassification Unit explaining why you feel that the decision rendered needs to be revisited.

12. Is there any extension to the October 30th and March 30th deadlines if I am unable to download Form 200-005(PD) in time to meet those deadlines?

Yes, the granting of an extension will be based on the reason(s) and/or cause(s) that created this unexpected delay. Generally, extensions are granted if there are technical difficulties with the PDE3 website or if the actual course completion date is delayed due to the re-evaluation of a teacher's portfolios.