

# Appendix J

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## On-The-Job-Training Approval Form Institute for Teacher Education – Secondary Program College of Education

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### PART A: CRITERIA FOR ON-THE-JOB TRAINING

**Students Employed as Teachers.** When there is a shortage of licensed teachers in Hawaii, students enrolled in teacher preparation programs may be employed as classroom teachers. These students may petition the Chair of the Secondary Teacher Education Program to have their current fulltime employment situation serve as their practicum and/or student teaching placement, *provided that their employment meets the following criteria:*

- Required Minimum Teaching Assignment: *3 periods per day* (2 blocks per day in schools that follow a block schedule) in a regular education classroom in the content subject for which licensure is being sought
- Assigned “Buddy” Teacher: It is recommended a tenured, full-time teacher who is licensed in the area for which the student seeks certification; provide support and guidance in the absence of the regular mentor teacher. This teacher will serve as teaching buddy for the OP or Student Teacher. (*Pursuant to HSTA contract, Teacher Mentors will NOT evaluate the student teacher/OP.*)
- Written Verification of Teaching Assignment: Written verification of the teaching assignment must be obtained from the school principal, indicating the following:
  - Employment in the area of licensure for at least three periods of regular education (except in the case of Special Education or ESL certification) instruction per day for student teaching.
  - Guarantee that said employment in content area will continue for the duration of the OP and/or Student Teaching semester.

Permission is dependent upon the teaching assignment and qualifications of the individual and availability of a qualified onsite mentor. The Chair of the Education makes the final decision after consultation with the school principal and content faculty.

### PART B: PERMISSIONS

Name of Teacher Candidate \_\_\_\_\_  
Name of School \_\_\_\_\_  
Teaching Content Licensure \_\_\_\_\_  
Term of Hire \_\_\_\_\_

The University of Hawai‘i at Mānoa Teacher Candidate listed above has been hired to serve as an emergency teacher at this school for the time period listed above.

_____ Teacher Candidate’s Name	_____ Teacher Candidate’s Signature	_____ Date
_____ Principal’s Name	_____ Principal’s Signature	_____ Date

PART C: SCHEDULE AND CONTACT INFORMATION

**Teacher Candidate Teaching Schedule**

Building: \_\_\_\_\_

Room: \_\_\_\_\_

Phone: \_\_\_\_\_ ext \_\_\_\_\_

**Teaching Line**

Period	Days & Times	Subject
1		
2		
3		
4		
5		
6		
7		

Additional Comments: