

We would like to bring your attention to the following:

1. Prior to placement in the schools, all teacher candidates are required by the Hawai'i Department of Education to submit a Personnel Form 90 and an FBI clearance check. In accordance with state law, you will also need to be finger-printed prior to your fieldwork and student teaching in the public schools. You will be receiving more information from the Special Education department shortly.
2. Professional liability insurance is required. You may obtain liability insurance through the Council for Exceptional Children ([CEC Student Membership](#)). You will receive more information from the Special Education department during your program. We also encourage you to obtain medical insurance.
3. The College of Education (COE) needs your consent to have your social security number released for the following purposes:
 - a. Hawai'i Department of Education—To conduct a fingerprinting and background check required prior to participating in field experience and student teaching in DOE schools;
 - b. Educational Testing Service (ETS)—To match your PRAXIS scores with the COE list of program completers, required for Title II reporting to the federal government;
 - c. Hawai'i Teacher Standards Board—To apply for a Student Teacher Permit (more information below) and to verify that you are a COE program completer eligible for teacher licensure;
 - d. Hawai'i Department of Education—To verify that you are a COE program completer eligible for DOE employment.

Your social security number will not be shared for any other purposes and the privacy of your information will be strictly protected at all times. You may log back into your [Mākālei](#) account and click on “My Profile” to provide your social security number and to give your consent.

You are required to have a social security number prior to your student teaching semester. If you do not have one, please visit this [site](#) to apply as soon as possible.

According to the Hawai'i Teacher Standards Board, an unlicensed individual enrolled in a Hawai'i state approved teacher education program must be issued a Student Teacher Permit to serve as a student teacher. An individual does not require a student teacher permit if they already hold an emergency hire permit. Please contact your College of Education academic advisor for more information.

4. The College of Education (COE) has implemented a laptop computer requirement.