



ENGAGE, INSPIRE & EMPOWER
STUDENTS

AMERICAN SAMOA DEPARTMENT OF EDUCATION

**TEACHER CERTIFICATION PROGRAM
REGULATIONS
and
RECLASSIFICATION HANDBOOK**

Sixth Revision May 2023

FOREWARD

Director's Message for
Teacher Certification Program Regulations
And Reclassification Handbook
Sixth Revision May 2023

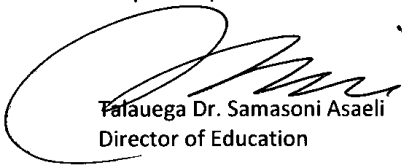
Talofa Lava to Our ASDOE Professionals!

The American Samoa Department of Education's goal is to prepare all students to be ready for college and careers. This goal is exemplified in our vision, mission, and our theme that "Our Students Deserve Our Best", "Fai Mea Sili Mo Fanau A'oga". An important and integral part of this theme is to prepare and certify our instructional personnel to become effective in their professional responsibilities and areas of expertise to positively influence student learning and achievement. In other words, having qualified and effective teachers is crucial to the progress and success of our students. Hence, the importance to continue to train and provide ongoing professional development to allow teachers to implement best practices in the classroom. For our students to excel and become the best that they can be, we must commit and dedicate ourselves to becoming the professionals that we are.

The review and revisions reflected in this handbook is to update and align our policies and procedures to our expectations and current trends in the promotion of the teaching professionals. It is a guide for the teaching personnel to participate in ongoing professional development to expand their knowledge, skills, and experiences as educators.

If we are adamant in our desire to provide the best for our students, then we must pledge ourselves to competence and efficiency. We may not be around to see the influence we have had on our students but we are confident that we have provided them with the tools and skills needed to succeed in life.

Respectfully



Talauega Dr. Samasoni Asaeli
Director of Education

Table of Contents

I.	American Samoa Department of Education	4
A.	<i>Mission of American Samoa Department of Education</i>	4
B.	<i>Governance</i>	4
C.	<i>Governing Policies</i>	4-5
II.	Teacher Certification Categories and Requirements	6
A.	<i>Temporary Teaching Certificate</i>	6
B.	<i>Provisional Teaching Certificate</i>	6-7
C.	<i>Professional Teaching Certificate</i>	7-9
D.	<i>Specialized Areas of Certification</i>	9
III.	Degree Requirements	10
A.	<i>Accreditation of Degrees</i>	10
B.	<i>Evaluation of Degrees</i>	10
IV.	Teacher Certification Test Requirements	11
A.	<i>Certification Tests Adopted by the ASDOE</i>	11
B.	<i>Successful Completion Requirements</i>	11
V.	The Certification Process	12
A.	<i>Policies</i>	12
B.	<i>Procedures</i>	12-13
VI.	Teacher Reclassification	14
A.	<i>Classification Titles and Qualifications</i>	14-16
B.	<i>Process for Reclassification</i>	16
VII.	Disciplinary Action	17
A.	<i>Suspension</i>	17
B.	<i>Revocation of Certification</i>	17
VIII.	Appendices	18
	<i>Appendix I: Professional Code of Ethics for Teachers</i>	18-19
	<i>Appendix II: Glossary</i>	20-21
	<i>Appendix III: Certification and Continuing Education Coursework</i>	22-24
	<i>Appendix IV: ASDOE Teacher Certification Requirements</i>	25-26
	<i>Appendix V: In-service Training programs</i>	27
	<i>Appendix VI: ASDOE Recognized Accrediting Agencies</i>	28
	<i>Appendix VII: Proficiency Exams Adopted by the ASDOE.</i>	29
	<i>Appendix VIII: Teacher Reclassification Matrix- Current and Proposed</i>	30
	<i>Appendix IX: Reclassification Form</i>	31
	<i>Appendix X: Pay Adjustment Form</i>	32
	<i>Appendix XI: Teacher Profile Request Form</i>	33
	<i>Appendix XII: Teacher Intake Form</i>	34
	<i>Appendix XIII: Teacher File Checklist</i>	35
	<i>Appendix XIV: Teacher Certification Categories & Requirements Checklist</i>	36-38

I. AMERICAN SAMOA DEPARTMENT OF EDUCATION (ASDOE)

A. MISSION

It is the mission of the American Samoa Department of Education (ASDOE) to provide highly effective educators, appropriate resources and promote community partnerships to ensure meaningful learning opportunities for all children.

B. GOVERNANCE:

The ASDOE Teacher Certification Program (TCP) was established pursuant to Public Law (PL) No. 20-30, American Samoa Annotated Code. All policies and regulations governing the TCP are derived from this law and are the responsibility of the ASDOE Director of Education through a designated department office.

As enacted by the Legislature of American Samoa: Section 1.16.1001, is amended to read as follow: The Governor shall appoint a three-member Certification Board subject to confirmation by the Legislature which shall oversee the licensing and certification of all teaching personnel within the public school system. The Certification Board is responsible for enforcing the teacher certification program adopted by the Department of Education and set forth in regulations promulgated by the Director of Education as authorized by this title. The Director shall set forth no later than 30 days from the date of this act, the Teacher Certification Regulations to be adopted in accordance with the Administrative Procedure Act.

C. THE GOAL OF THE ASDOE TEACHER CERTIFICATION PROGRAM:

It is the goal of the ASDOE Teacher Certification program that every classroom teacher will achieve the status of being “highly qualified”. A highly qualified teacher is defined as one who:

1. Has been awarded a bachelor degree by an accredited institute of higher education and has completed required certification courses.
2. Has completed a Student Teaching Practicum course offered through an accredited, ASDOE approved institution of higher learning (Applicable to all teachers hired after 2012).
3. Has demonstrated proficiency in content knowledge by passing an ASDOE adopted teacher certification exam; and,
4. Is certified by the ASDOE Teacher Certification Board at a Professional Teacher Certificate (PTC I) level of higher.

D. GOVERNING POLICIES

1. All teachers shall be in possession of a current teaching certificate issued by the ASDOE and approved by the Teacher Certification Board prior to assuming any classroom instructional responsibilities.
2. A valid teaching certificate (issued and approved by the Teacher Certification Board) and a current teacher performance evaluation for every classroom teacher shall be provided to

the American Samoa Government department of Human Resources to be used for annual increment consideration.

3. All newly hired (after August 2012) teachers shall complete the ASDOE Induction/Orientation Program prior to beginning classroom instructional responsibilities.
4. Unless otherwise stated, the ASDOE/Teacher Quality Office shall create and maintain complete and up to date professional profile records of all teachers. These records must include, but not be limited to, official academic credentials (transcripts and degrees) from an accredited Institution of Higher Education (IHE) and evidence of having successfully completed specified proof proficiency exams.
5. The ASDOE shall adhere to guidelines established by the United States Department of Education (ASDOE) by recognizing only seven (7) Regional accrediting agencies for institutions of higher learning and seven (7) National accrediting agencies for degrees and licensing/certification earned
6. Effective August 2020, the ASDOE shall assess fees for the issuance of misplaced and/or lost teacher certificates. (PL No. 20-30, Section 16. 1003).
7. To promote achievement of the status of being highly qualified, effective August, 2016, all who seek employment as a classroom teacher must meet these minimum requirements:
 - a. Have earned at least an Associate of Arts degree in Education;
 - b. Have successfully completed Praxis I-Core exams;
 - c. Have completed all ASDOE Certification coursework.
 - d. Have graduated with a Grade Point Average (GPA) of 2.75 or higher in all Associate and Bachelor degree core content area coursework (ELA, Math, Science, Social Studies and Samoan Studies).
8. The process of reclassifying teachers shall be initiated by a recommendation from the Teacher Quality Office and finalized by the Director of Education.

II. TEACHER CERTIFICATION CATEGORIES AND REQUIREMENTS

The ASDOE teacher certification process adheres to the legal mandates by certifying all teachers in one of three categories. They are:

A. TEMPORARY TEACHING CERTIFICATE

1. Duration Period: Three years, REVIEWED on an individual basis with a limit of one 1year extension. This level of certification is issued to:
 - a. All teachers who have a high school diploma and/or tradesman license and five years of teaching experience (hired prior to August 2010).
 - b. All teachers who have earned an Associate degree but are not enrolled in an institutionally accredited Bachelor degree program (hired prior to August 2013).
 - c. All teachers who are hired on a short-term contract or voluntary basis (hired after August 2012).
2. Extension of Certificate: Shall be granted no more than once. Extension will be for one year.
3. Non Compliance Action:
 - a. If, after one renewal at the Temporary level, there is no evidence of having completed certification requirements or enrollment in a Bachelor degree program, a recommendation for termination may be submitted.
 - b. If, after two years at the Temporary level, there is evidence of an effort to fulfill certification requirements, the decision to extend the Temporary level of Certification will be determined by the Certification Board; or a recommendation for termination may be submitted to the Director of Education.

B. PROVISIONAL TEACHING CERTIFICATE

1. Duration Period: Three years with one renewal allowed, pending successful completion of a Bachelor degree and Praxis I/Core proficiency exams. This level of certification issued to:
 - a. Teachers who are enrolled in and will complete a Master degree and certification coursework within the certification period.
 - b. Teachers who have earned a Bachelor degree in a HTF content area and successfully completion of Praxis I/Core proficiency exams.
 - c. Teachers who have earned a Bachelor degree, but who have not completed required certification coursework and Praxis I/Core proficiency exams.

2. Duration Period: Two years with one renewal allowed for successful completion of a Masters and/or Doctorate degree and Praxis I/Core proficiency exams. This level of certification issued to:
 - a. Teachers who earned a Master degree but who have not completed required certification coursework and Praxis I/Core proficiency exams.
 - b. Teachers who have earned a Doctorate degree but who have not yet completed required certification coursework or Praxis I/Core exam.
3. Extension of Certificate: Granted upon completion of all re-certification requirements. Extension will be for one year.
4. Non Compliance Action
 - a. If, at the end of the second or third year of a provisional level of certification, there is no evidence of completion nor evidence of an effort to certification requirements, the decision to either extend the Provisional level of certification will be determined by the Certification Board; or a recommendation for termination may be determined by the Director of Education.

C. PROFESSIONAL TEACHING CERTIFICATE (PTC)

There are six levels of Professional Teaching Certificates. They are:

1. PTC I - Duration Period: Five years. This level of certification is issued to:
 - a. Teachers who have earned a Bachelor of Arts (BA) or Bachelor of Science (BS) degree with successful completion of Praxis I/Core exams and all Certification coursework; or
 - b. Teachers who have earned a Bachelor in Education (B.Ed.) degree with successful completion of Praxis I/Core exam.
 - c. Recommendation: Required Certification & continuing education coursework completion of Master's degree
2. PTC II - Duration Period: Five years. This level of certification is issued to:
 - a. Teachers who have earned a BA or BS degree and successfully completed the Praxis I/Core exam, all Certification coursework; and Praxis II exams or
 - b. Teachers who have earned a B.Ed. with Certification coursework and passed Praxis I/Core and Praxis II exams.
 - c. Recommendation: Required Certification & continuing education course work completion of Master's degree

3. PTC III - Duration Period: Five years. This level of certification is issued to:
 - a. Teachers who have earned an M.Ed. and have successfully completed the Praxis I/Core proficiency exams and all Certification coursework; or
 - b. Teachers who have earned a MA or MS who have successfully completed all Certification coursework, and Praxis I/Core exams.
 - d. Recommendation: Required Certification and continuing education coursework; Pass Praxis II or NOCTI for CTE teachers
 4. PTC IV – Duration Period: Five years. This level of certification is issued to:
 - a. Teachers who have completed all requirements for the PTC III level of certification (MA/MS/M.Ed., Praxis 1/core & Certification Coursework); and, have successfully completed and Praxis II exams or NOCTI for CTE teachers.
 - b. Recommendation: 80 hours of documented participation and/or presentation or professional development training. Relevant content area continuing Education coursework
 5. PTC V – Duration Period: Five years. This level of certification is issued to:
 - a. Teachers who have earned a Doctorate Degree (Ph.D. or Ed.D.), have successfully completed Praxis I/Core and Certification Coursework.
 - c. Recommendation: 80 hours of documented participation and/or presentation or professional development training. Relevant content area continuing Education coursework
 6. PTC VI – Duration Period: Eight years. This level of certification is issued to:
 - a. Teachers who have completed all requirements for the PTC V level of certification (Ph.D./Ed.D., Praxis 1/core, & certification coursework); and, have successfully completed Praxis II exams or NOCTI for CTE teachers.
 - b. Recommendation: 80 hours of documented participation and/or presentation or professional development training. Relevant content area continuing Education coursework
- Renewal of Professional Certificates shall be granted at the expiration of every certificate for as long as the individual holds the title of Teacher in the American Samoa Department of Education. Renewals will be granted for the same amount of time as the duration of each specific Professional Certificate.

D. SPECIALIZED AREAS OF CERTIFICATION:

In addition to meeting general certification requirements, Early Childhood Education, Special Education and Vocational Education teachers must complete specialized coursework in their respective areas. Refer to Appendix III.

1. ECE
2. Special Education
3. Vocational Education

III. DEGREE REQUIREMENTS

To ensure degree programs meet acceptable levels of quality and address the professional expectations of the classroom teachers, the following criteria has been adopted by the American Samoa Department of Education:

A. ACCREDITATION OF DEGREES

1. All degrees must have institutional accreditation from an IHE that is accredited by one of seven Regional or seven National accrediting agencies that are recognized by the USDOE and endorsed by the ASDOE (See Appendix IV).
2. Coursework and credit hours of degree programs shall adhere to the following ASDOE criteria:
 - a. Enrollment in online and traditional degree programs for in-service shall be limited to two courses per ASDOE academic semester.
 - b. All Bachelor in Education (online and traditional) degree programs must include a student teaching practicum course.

B. EVALUATION OF DEGREES

1. All degrees not earned from an American IHE are to be evaluated prior to employment to determine the US degree equivalency. Educational Credential Evaluators (www.ece.org) is the only agency recognized by the ASDOE to perform this required degree evaluation. All financial responsibilities lie solely to the applicant.
2. Evaluation of coursework offered by University of Hawaii and American Samoa Community College IHE will be performed by the ASDOE to determine the level of completion of certification course requirements.

IV. TEACHER CERTIFICATION TEST REQUIREMENTS

Passing a standardized test is a basic requirement for teacher certification. These tests attempt to measure a teacher's knowledge and skills, and are used to ensure educators have acquired the basic content skills required to teach.

A. CERTIFICATION TESTS ADOPTED BY THE ASDOE

1. Successful completion of the Praxis I/Core and Praxis II exams, adopted by the ASDOE and administered by the Education Testing Service (ETS), are required to determine proficiency in a content area.
2. Any and all test-taking financial obligations are the responsibility of the individual.

B. SUCCESSFUL COMPLETION REQUIREMENTS

1. Praxis I:	Reading	170
	Writing	170
	Mathematics	170

2. Praxis Core:	Reading	156
	Writing	162
	Mathematics	150

3. New cut off score approved by ASDOE based on the following:
 - Study conducted by TQ Office (Feb 2024) using the existing passing scores and the performance data of all ASDOE ESL teachers on the Praxis Core exam to support better with their professional growth and certification journey of ESL educators.
 - **Recommended Passing scores by ETS expert panel after a new study conducted in October 2021. This new cut off score is** for those who need substantial academic support to succeed in an educator preparation program (EPP).
 - Adopted from the ETS recommended passing scale score for those who need substantial academic support (especially for ESL Teachers) and approved by ASDOE on March 13, 2024, are as follows:

Praxis Core:	Reading	142
	Writing	144
	Mathematics	134

4. The ASDOE has adopted specific Praxis II exams to be used to determine proficiency in a content area. Because passing criteria scores vary from one test to another, please refer to the ETS's website (www.ets.org) for the passing criteria of a specific exam.
5. All teacher applicants must successfully complete all three subject area tests of the Praxis I/Core exam within one year of being hired.
6. Praxis I/Core scores do not require renewal unless a newly hired teacher received scores more than ten years prior to employment within the ASDOE; however, Praxis II scores are valid for a period of ten years.

V. THE CERTIFICATION PROCESS

Educational research and scholarly articles clearly support the belief that teacher performance is directly linked to student achievement; the better prepared and effective the teacher is, the more likely student achievement will occur in and out of the classroom. Essentially, the teacher is the primary factor that impacts student learning and achievement.

Consequently, the ASDOE subscribes to this thinking and is committed to raising the bar by providing a pathway to success for all teachers and by ensuring all teachers receive the professional recognition they deserve through certification.

Through the certification process, every effort will be made to provide valid information, guidance and support services to teachers as they pursue their professional goals.

A. POLICIES

1. Teachers who are not pursuing an advanced degree will be required to enroll/engage in continuing educational courses.
2. Teachers must provide proof of completion of required continuing education, regardless of their assigned level of certification, immediately upon completion of coursework.

3. Valid and current stateside teaching licenses/certificates will be reviewed on an individual basis by the ASDOE to determine applicability to the requirements of the ASDOE certification process.
4. The validation of the certification records shall be the sole responsibility of the ASDOE, Teacher Quality Office (TQO).
5. All core content area certification levels 100-200 coursework shall be completed with an academic grade of C or better; all core content area certification levels 300 or higher shall be completed with an academic grade of B or better.

B. PROCEDURES

The process leading to the accurate identification and assignment of a teacher's level of certification is:

1. A thorough review and evaluation of all academic degrees and transcripts;
2. The demonstration of basic content area proficiency by successful completion of the Praxis I/Core and specific content area proficiency by successful completion of an ASDOE adopted Praxis II exams;
3. Documentation of having completed all required certification coursework;
4. Documentation of having completed continuing education for recertification purposes; and,
5. Evaluation by Educational Credential Evaluators (ECE) of foreign degrees, if applicable.
6. Recommendation by Teacher Quality and approval by Teacher Certification Board.

VI. TEACHER RECLASSIFICATION

The purpose of the teacher reclassification is to provide a comprehensive classification structure for teachers while also providing a salary scale compatible with the revised standards.

A. CLASSIFICATION TITLES AND QUALIFICATIONS

1. Associate Degree

a. Teacher Aid III:

- i. Minimum qualifications of a high school diploma or general education degree;
- ii. Duration period of two years with a one-year extension

b. Teacher V:

- i. Certified in a content or specialized area such as ECE, SPED, CTE;
- ii. Duration period of three years with a one-year extension

c. Teacher VI:

- i. Holds an AA/AS degree;
- ii. Duration period of three years with a one-year extension

2. Bachelor Degree

a. Teacher VII:

- i. Holds a BA/BS
- ii. Duration period of three years with a one-year extension

b. Teacher VII-1:

- i. Holds a BA/BS with ASDOE certification coursework or holds a B.Ed.;
- ii. Duration period of three years with a one-year extension

c. Teacher VII-2:

- i. Holds a B.Ed., or BA/BS in a specialized or hard to fill content area;
- ii. Duration period of three years with a one-year extension

d. Teacher IX:

- i. Holds a BA/BS/B.Ed., complete ASDOE certification coursework, and Praxis I/Core;
- ii. Duration period of five years

e. Teacher IX-1:

- i. Holds a B.Ed./BA/BS, complete ASDOE certification coursework, Praxis I/Core and Praxis II;
- ii. Duration period of five years

3. Master Degree

- a. Teacher X:
 - i. Holds a MA/MS degree;
 - ii. Duration period of two years with a one-year extension
- b. Teacher X-1:
 - i. Holds a MEd/MA/MS, complete ASDOE certification coursework;
 - ii. Duration period of two years with a one-year extension
- c. Teacher X-2:
 - i. Holds a MEd/MA/MS in a specialized or hard to fill content area, pass Praxis II or NOCTI
 - ii. Duration period of two years with one-year extension
- d. Teacher XII:
 - i. Holds a MA/MS/MEd complete ASDOE certification coursework, pass Praxis I/Core and Praxis II;
 - ii. Duration period of five years
- e. Teacher XII-1:
 - i. Holds a MA/MS/MEd complete ASDOE certification coursework, pass praxis I/Core, Praxis II or NOCTI;
 - ii. Duration period of five years

4. PhD. Degree

- a. Teacher XIII:
 - i. Holds a Ph.D. degree;
 - ii. Duration period of two years
- b. Teacher XIII-1:
 - i. Holds a Ed.D. Degree;
 - ii. Duration Period of two years
- c. Teacher XIII-2:
 - i. Holds a Ph.D./Ed.D., complete ASDOE certification coursework, pass Praxis I/Core;
 - ii. Duration period of five years
- d. Teacher XIII-3:

- i. Holds a Ph.D./Ed.D., complete ASDOE certification coursework, pass Praxis I/Core, Praxis II or NOCTI for CTE teachers.
- ii. Duration period of eight years

B. PROCESS FOR RECLASSIFICATION

The change of a teacher's classification indicates his/her advancement through the classification scale and is reflected by and adjustment in salary.

1. The recommendation for reclassification is initiated by the ASDOE Teacher Quality Office and is a reflective of academic achievements and/or successful completion of content proficiency exams.
2. The Certification Program Director initiates the Reclassification process once the appropriate documents are submitted. The TQO Assistant Director oversees and confirms the reclassification of all teachers.
3. It is sole the responsibility of all teachers to submit the following documents to the ASDOE Teacher Quality Office to initiate the reclassification process:
 - a. Once a degree from a Higher Institute of Learning is awarded, the teacher submits a copy to the ASDOE Teacher Quality Office.
 - b. An official transcript must accompany the copy of awarded degree.
 - c. A current copy of ASG 303 from the Department of Human Resource must be submitted.
4. Once the reclassification forms are completed, signed, and approved by the TQO Assistant Director:
 - a. Copies are filed for TQO documentation;
 - b. Originals are submitted to the ASDOE Personnel Office;
 - c. All reclassification submissions must be approved by the ASDOE Director.
 - d. The ASDOE Personnel Office submit the documents to the ASG Department of Human Resource for adjustment in salary.
5. The reclassification process takes approximately 10 working days to complete once it leaves the ASDOE Personnel Office.

VII. DISCIPLINARY ACTION

It is expected that teachers will honor and abide by the Professional Code of Ethics for Educators while they are in the employment of the American Samoa Department of Education. In the event that character, performance, attendance or any other factor of misconduct warrants disciplinary action, the ASDOE will comply with the provisions of relevant workplace agreements and the Department of Human Resource (DHR) regulations when managing disciplinary actions of teaching personnel.

A. SUSPENSION:

The following are examples of conduct that may warrant suspension for a minimum of three days without pay:

1. Three documented acts of insubordination.
2. Documented misuse and/or abuse of school property or its resources.
3. Mishandling of school-raised funds.
4. Three documented reprimands.

B. REVOCATION OF CERTIFICATION:

The following are examples of conduct that may warrant revocation of a certificate or license and removal from a classroom assignment:

1. Two consecutive years of unsatisfactory performance evaluations;
2. Knowingly provide false information on an application for certification;
3. Failure to meet all of the requirements of the teaching profession;
4. Willful violation of the Code of Ethics of the American Samoa Teaching Profession.
5. Conviction, finding guilt of, withholding judgement or suspended sentence for felony offenses against children;
6. Conviction, finding guilt of, withholding judgement or suspended sentence for dealing, selling, trafficking, or consumption of controlled substances as defined in the American Samoa code;
7. Abandonment of position.

APPENDIX I
PROFESSIONAL CODE OF ETHICS FOR TEACHERS
(Adapted from the NEA Professional Code of Ethics for Teachers)

PREAMBLE

The American Samoa Department of Education believes that the education profession consists of one education workforce serving the needs of all students and that the term ‘educator’ includes education support professionals.

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one’s colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the inspiration of all educators and provide standards by which to judge conduct.

The remedies specified by the ASDOE and/or its affiliates for the violation of any provision of the Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the ASDOE.

PRINCIPLE I: COMMITMENT TO THE STUDENT

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfilling of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student’s access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student’s progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment disparagement.

6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious belief, family, social or cultural background, or sexual orientation, unfairly:

- a. Exclude any student from participation in any program;
- b. Deny benefits to any student;
- c. Grant any advantage to any student;
- d. Use professional relationships with students for private advantage; or,
- e. Disclose information about student obtained in the course of professional service unless disclosures serves a compelling professional purpose or is required by law.

PRINCIPLE II: COMMITMENT TO THE PROFESSION

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional services.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgement, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfilling of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualification;
2. Shall not misrepresent his/her professional qualifications;
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or relevant attribute;
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position;
5. Shall not assist a non-educator in the authorized practice of teaching;
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law;
7. Shall not knowingly make false or malicious statements about a colleague;
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

(Adopted by the NEA 1975 Representative Assembly)

APPENDIX II

GLOSSARY

This glossary provides an explanation and/or description of terminology used by the American Samoa Department of Education (ASDOE) to clarify elements pertaining to teacher certification and classification.

1. **Certification Levels:** The three categories mandate by local law (PL 20-30) by which all teachers of ASDOE shall be certified and receive authorization to provide classroom instruction. These levels are: Temporary, Provisional, and Professional I-VI.
2. **Hard to Fill Content Area:** Academic content areas of Math, Science, English, Samoan and Social Studies where a shortage of teachers occurs annually.
3. **Certification and Continuing Education Coursework Requirements:** A matrix listing required certification and continuing education courses for teachers as they pursue certification and professional growth.
4. **Teacher Reclassification:** The change of a teacher's classification indicates hi/her advancement through the classification scale and is reflected by an adjustment in salary. The recommendation for reclassification is initiated by the ASDOE Teacher Quality Office and is reflective of academic achievements and/or successful completion of content proficiency exams.
5. **Teacher Recertification:** Upon completion of the stated requirements, the recertifying teachers occurs every two years for the Temporary certificate holder, every five years for the Provisional certificate holder, every five years for the Professional certificate I-V holder, and every eight years for the Professional VI certificate holder. A change in the level of certification renewal is dependent upon the completion of all renewal requirements established by the ASDOE.
6. **Tests of Proficiency Exams:** Effective SY 2014-2015, the ASDOE adopted both Praxis I Series and Praxis II exams to determine one's level of proficiency in a content area, a requirement of the Professional Levels of certification. The exams adopted by the ASDOE and administered through the Educational Testing Services (ETS) are:
 - a. **Praxis I Series Exam:** A series of tests in Reading (170), Writing (170), and Math (170) which are used to determine a teacher's basic levels of competency in these content areas.
 - b. **Praxis II Exam:** The ASDOE has identified and adopted specific Praxis II content area exams to determine proficiency in specific content areas. Passing criteria vary from one exam to another.
 - c. **Praxis I/Core Academic Skills for Educators:** In September 2014, alignment of the Praxis I exam with the Common Core Standards was completed and renamed CORE, commonly referred to as Praxis I/Core exam. While the format of the exam remains the same, the passing scores are as follows-Reading (156), Writing (162), and Math (150).

7. Certification Course Requirements: A list of education courses required at specific levels of certification. A thorough review of completed coursework may determine equivalency to the coursework required for certification.

8. Teacher Performance Evaluation: A teacher evaluation system conducted biannually and includes four weighted components-Classroom Observation (50%), Student Work Samples (20%), Teacher Professional Portfolio (20%), and Teacher Attendance (10%). Data derived from these evaluations is gathered and analyzed to drive decision-making with the goal of improving student achievement.

APPENDIX III

CERTIFICATION AND CONTINUING EDUCATION COURSEWORK

Between the American Samoa Department of Education and the American Samoa Community College Teacher Education Program regarding a partnership to enable ASDOE teachers to obtain ASDOE Teacher Certification for Elementary education and/or an American Samoa's Bachelor of Education degree in Elementary Education.

All courses offered for ASDOE teacher certification requirements, general education courses, and teacher education courses that will lead to an AA Education degree with the emphasis in Elementary Education, and a Bachelor of Elementary Education degree will be taught on the ASCC campus. Online courses taught will meet contact hours via internet connections with instructor (s) according to schedule.

A. TEACHER CERTIFICATION COURSEWORK

1. ED 150: Introduction to Teaching
2. ED 240: Instructional Technology
3. ED 280: Introduction to Multicultural Education
4. ED 300: Foundations of Education
5. ED 301: Educational Psychology
6. ED 305: Foundations of Curriculum and Instruction

The University of Hawaii, Institute of Higher Learning, also offer the following Teacher Certification coursework equivalent to ED 300, ED 301, and ED 305:

1. EDEF 310: Educational Foundation
2. EDEP 311: Psychological Foundation of Education
3. ITE 312: Introduction to Teaching Elementary

B. EARLY CHILDHOOD CERTIFICATION COURSEWORK

1. ECE 141: Curriculum I in Early Childhood Education
2. ECE 142: Curriculum II in Early Childhood Education
3. ECE 150: Introduction to Parenthood Education
4. ECE 151: Guiding and Nurturing Young Children
5. ECE 152: Safety and Health for Young Children
6. ECE 153: Development in Early Childhood Education

C. ASSOCIATE OF ART DEGREE (ELEMENTARY EDUCATION & GENERAL EDUCATION COURSEWORK (100-200 courses)

1. ENG 150: Introduction to Literature
2. ENG 151: Freshman Composition
3. MATH 151: Intermediate Algebra
4. ICT 150: Introduction to Computers
5. HIS 150: American History I or HIS 170: World Civilization I
6. HIS 162: Pacific History
7. PSY 150: Introduction to Psychology

8. SAM 111: Introduction to the Samoan Language or SAM 151/L: Freshman Samoan
9. SPH 153: Introduction to Speech
10. BIO 180/L: Biology I
11. PED (any): Any Physical Education courses
12. ED 150: Introduction to Teaching
13. ED 157: Introduction to Elementary Curriculum & Instruction
14. ED 215: Introduction to Exceptional Children
15. ED 280: Introduction to Multicultural Education
16. MATH 250: College Algebra & Trigonometry
17. PSY 250: Survey of Human Development
18. ENG 250: Sophomore Literature
19. ENG 251: Sophomore Composition

To move on to the Bachelor of Education degree program, the teacher must complete the following coursework:

1. ED 240: Instructional Technology
2. ED 257/L: Elementary School Teachers/Practicum
3. ED 285/L: Teaching Samoan Language & Culture/Practicum

D. BACHELOR IN ELEMENTARY EDUCATION DEGREE COURSEWORK

1. ED 300: Foundations of Education
2. ED 301: Educational Psychology
3. ED 305: Foundation of Curriculum & Instruction
4. ED 312: Teaching Language Arts in Elementary Education
5. ED 319: Children's Literature
6. ED 325: Principles of Child Development-The Samoan Child
7. ED 330/L: Elementary Mathematics Methods & Elementary Mathematics Methods Field Practicum
8. ED 335/L: Elementary Science Methods & Elementary Science Methods Field Practicum
9. ED 340: Tests, Measurements and Assessments
10. ED 350: Health & Fitness Education for Elementary School Teachers
11. ED 410: Elementary Social Studies Methods
12. ED 435: Elementary Creative Dramatics as a Teacher Resource
13. ED440/L: Elementary Samoan Language & Elementary Samoan Language Field Practicum
14. ED 490: Student Teaching Seminar
15. ED 491: Student Teaching Field Work

E. SPECIAL EDUCATION COURSEWORK

1. SPED 404/444: Foundations of Inclusive Education
2. SPED 421: Strategies to Address Reading Difficulties
3. SPED 425: Working with Parents and Professions
4. SPED 400A/461: Assessment of Students with mild Disabilities and Seminar
5. SPED 400C/462: Assessment of Students with Moderate to Severe Disabilities and Seminar

6. SPED 400B/485: Classroom Organization and Management and Seminar
7. SPED 480: Education Technology

APPENDIX IV

ASDOE TEACHER CERTIFICATION REQUIREMENTS

All teachers (newly hired or existing) shall complete the following certification requirements within the allocated certification period in addition to the ASDOE Teacher Induction Program organized by the Teacher Quality Office.

I. Certification Courses Requirements.

- UH ITE 360/ASCC ED 280 (Multicultural Education/Introduction to Bilingual Education).
- UH ITE 403/UHED 310/ASCC ED300 (Seminar in Educational Inquiry or Education in American Society/Foundations of Education)
- UH ITE 380/UHED 311/ASCC ED301 (Managing Classrooms or Psychological Foundations of Education/Introduction to Educational Psychology).

II. Proficiency Examination Requirements.

All teachers (newly hired or existing) shall complete the Praxis 1/Core proficiency examination as a requirement within the allocated certification period.

III. Exemption.

Grandfather Clause: Teachers hired by ASDOE on or before 2002 and are still continuing with the American Samoa Public school system without any interruption in their service are exempted from the following

- all certification coursework.
- the Praxis 1/core proficiency examination

The exempted teachers shall complete a minimum of 10 to 20 professional development workshops, ASDOE training, and/or off-Island workshops towards professional growth.

This exemption is to re-issue the existing teaching certificate issued by the ASDOE and approved by the Teacher Certification Board.

These exempted teachers are not eligible for the following:

- reclassification and pay adjustments.
- the ASDOE-sponsored Bachelor or Master's program eligibility criteria.
- the TTOY program eligibility criteria.

IV. Other Recommendations

Teachers holding Bachelor degrees or higher shall complete the Praxis II subject test or NOCTI for CTE or complete a minimum of two content specified refresher courses organized and conducted by the Teacher Quality Office for content certification.

V. Course Descriptions:

- EDEF 310: Foundations of Education: *Interrelated historical, philosophical, and sociocultural contexts of education with an emphasis on identifying, analyzing, and deliberating on contemporary ethical issues, problems, and applications. Students enrolled in colleges other than the College of Education are asked to confer with the College of Education director of student services before enrolling in 310. A-F only.*
- EDEP 311: Introduction to Educational Psychology: *Psychology applied to education, including cognitive, sociocultural, and multicultural approaches to teaching, learning, development, and research. Develops knowledge and written communication skills through an introduction to classroom, assessment, instruction, motivation, classroom management, and standardized testing. A-F only.*
- ITE 360 Multicultural Perspectives in Education: *Concepts and methods to develop sensitivity and awareness of cultural influences on behaviors related to schooling. Examines intersections of Native Hawaiian culture with Asian and/or Pacific Islanders fostering multicultural respect and understanding through cross-cultural analysis. A-F only.*
- ITE 403 (Alpha) Seminar in Educational Inquiry: *Study and discussion of general school-related topics and issues, e.g., dimensions of elementary and/ or secondary schooling, school governance, curriculum design and development, the student learner, classroom management; (B) service learning; (C) exploratory education; (D) international field study; (E) minor in education. Each alpha is repeatable one time, up to six credits. A-F only.*
- ITE 380 Managing Classrooms (3) COURSES: *Analysis of the factors that contribute to learning in the classroom and the development of teacher behaviors that promote such learning. A-F only.*

APPENDIX V

IN-SERVICE TRAINING PROGRAMS

In-Service Training Program for teachers is a continuous and lifelong process whereby teachers try to develop their personal and professional qualities and to improve their knowledge, skills, and practice, leading to their empowerment, improvement and the development of their organization and their pupils.

I. Teacher Induction Program

The Induction program coaches young and returning teachers on self-reliance through awareness of the social, intellectual, and moral environment and to discover self-potential and confidence. This program trains the teachers to unpack the ASDOE standards and develop lesson plans, classroom management, teaching strategies, assessment and evaluation, and technology integration. All participants shall complete the following requirements during the Teacher Induction Program.

- General Induction program by various divisions
- Specific Induction training program sessions wherein all teachers must complete the following requirements
 - ten contact hours of Unpacking the ASDOE standards and benchmarks.
 - ten contact hours of Lesson Planning.
 - ten contact hours of assessment, grading and record keeping.
 - ten contact hours of Classroom Management and teaching strategies.
 - ten contact hours of technology integration
- Duration:
 - Two-week program before the new school year.
 - Quarterly PD follow-up

II. Tutoring for Praxis Core Proficiency Exam.

The Teacher Quality Office will tutor/prepare the teachers to complete the Praxis Core requirements for the teaching certification processes for each Praxis Core Components:

- Mathematics
- Reading
- Writing
- Duration: 20 contact hours.

III. Content-specified refresher courses (Mathematics and Science only):

The content-specific refresher courses will be an alternative program for Praxis II subject tests for science and mathematics content areas. A teacher must complete at least two content-specific refresher courses in the same subject area to qualify them as equivalent to the praxis II subject test.

- Duration: Ten weeks with a minimum of 60 contact hours.

APPENDIX VI

ASDOE RECOGNIZED ACCREDITING AGENCIES

In its efforts to ensure the quality of education or training offered by institutions of higher education or higher education programs, the ASDOE recognizes programs offered by the following accrediting agencies:

REGIONAL ACCREDITATION AGENCIES

1. Northwest Commission on Colleges and Universities (NWCCU)
2. Higher Learning Commission (HLC)
3. New England Association of Schools and Colleges (NEASC)
4. WASC Senior College and University Commission, Accrediting Commission for Community and Junior Colleges (ACCJC)
5. Western Association of Schools and Colleges, Senior Colleges and University Commission (WASCSCUC)
6. Middle States Commission on Higher Education (MSCHE)
7. Southern Association of Colleges and Schools, Commission on Colleges SACSCOC)

NATIONAL ACCREDITATION AGENCIES

1. Accrediting Commission of Career Schools and Colleges (ACCSC)
2. Accrediting Counsel for Continuing Education and Training (ACCET)
3. Accrediting Counsel for Independent Colleges and Schools (ACICS)
4. Counsel on Occupational EDUCATION
5. New York State Board of regents, and the Commissioner of Education (NYSED)
6. Distance Education Accrediting Commission (DEAC)
7. Transnational Association of Christian Colleges and Schools, Accreditation Commission.

APPENDIX VII

PROFICIENCY EXAMS ADOPTED BY THE ASDOE

The ETS Praxis Series exams are designed to assess subject matter knowledge and other competencies for individuals planning a career in teaching. The ASDOE adopted the Praxis I Series and Praxis II exams to determine a teacher's basic levels of competency, and/or one's level of proficiency in a content area.

1. Praxis I: A series of tests which are used to determine a teacher's basic levels of competency in the following content areas:
 - a. Reading: A passing score of 170
 - b. Writing: A passing score of 170
 - c. Mathematics: A passing score of 170
2. Praxis I/Core: This exam is referred to the alignment of Praxis I exam with the Common Core Standards. The format of the exam remains the same as Praxis I to determine a teacher's basic levels of competency in the following content areas:
 - a. Reading: A passing score of 156
 - b. Writing: A passing score of 162
 - c. Mathematics: A passing score of 150
3. Praxis II: The ASDOE has identified and adopted specific Praxis II content area exams to determine a teacher's level of proficiency in specific content areas. The passing criteria vary from one exam to another (a list of passing scores can be provided upon request).
4. National Occupational Competency Testing Institute (NOCTI): The ASDOE identified and adopted the NOCTI exam to measure and validate a teacher's competency level in knowledge, skills and applications in specific technical areas. NOCTI offer the following exams:
 - a. Written Test: The comprehensive test is administered to determine a teacher's level of competency in a specified trade. The passing criteria vary from one exam to another.
 - b. Performance Test: An opportunity for a teacher to demonstrate hands on skills of specific trade by completing the actual job using tools, materials, and equipment of the occupation. The passing criteria in measuring these skills vary from trade to another.

APPENDIX VIII

TEACHER RECLASSIFICATION MATRIX – CURRENT AND PROPOSED

Associate Degree	Teacher Classification Scale							
	Minimal Qualification	Certification Category	Duration Period (Renewal determined by Certification Board)	Recommendation	Title	Grade	Step	Salary
	High School Diploma or General Education Degree	Temporary Certification	Two (2) year; one (1) year extension	Complete ASCC Certification required course work	TAIII	3	1	\$15,432.00
	Certified in specialized area(s) ECE/SPED/CTE	Temporary Certification	Two (2) year; one (1) year extension	Required Certification and Enrolled in a Degree Program	TV	10	1	\$19,496.00
	AA/AS Degree	Temporary Certification	Three (3) year; one (1) year extension	Required Certification and Enroll in a Bachelor Degree program	TVI	13	1	\$22,195.00
Bachelor Degree	Teacher Classification Scale							
	Minimal Qualification	Certification Category	Duration Period (Renewal determined by Certification Board)	Recommendation	Title	Grade	Step	Salary
	BA/BS	Provisional Certification	Three (3) years; one (1) year extension	Required Certification and Enrolled in a Master's Degree program	TVII	14	12	\$31,560.00
	BA/BS with ASDOE Certification OR BED	Provisional Certification	Three (3) years; one (1) year extension	Required Certification and Enrolled in a Master's Degree program	TVII-I	14	13	\$32,340.00
	BA/BS/BED in specialized or hard to fill area(s)	Provisional Certification	Three (3) years; one (1) year extension	Required Certification and Enroll in a Master's Degree program	TVII-II	14	14	\$33,120.00
	BA/BS/BEd Complete ASDOE Certification requirements	Professional Certification I	Five (5) years	Required Certification & continuing education course work completion of Masters	TIX	15	16	\$35,512.00
	BA/BS/BEd Complete ASDOE Certification requirements and pass Praxis II	Professional Certification II	Five (5) years	Required Certification & continuing education course work completion of Masters	TIX-I	15	19	\$37,852.00
Master Degree	Teacher Classification Scale							
	Minimal Qualification	Certification Category	Duration Period (Renewal determined by Certification Board)	Recommendation	Title	Grade	Step	Salary
	MA/MS Degree	Provisional Certification	Two (2) year; one (1) year extension	Required Certification & Continuing Ed Coursework pass Praxis I/CORE	TX	16	22	\$41,074.00
	MA/MS/MEd	Provisional Certification	Two (2) year; one (1) year extension	Required Certification & Continuing Ed Coursework pass Praxis I/CORE	TX-I	16	23	\$41,854.00
	MA/MS/MEd Specialized or Hard to Fill Area(s)	Provisional Certification	Two (2) year; one (1) year extension	Required Certification and Continuing Ed Coursework Pass Praxis II or NOCTI for CTE teachers	TX-II	16	24	\$42,634.00
	MA/MS/MEd Complete ASDOE Certification Requirements	Professional Certification III	Five (5) years	Required Certification and Continuing Ed Coursework Pass Praxis II or NOCTI for CTE teachers	TXII	19	23	\$44,773.00
	MA/MS/MEd Complete ASDOE Certification Requirements and pass PRAXIS II	Professional Certification IV	Five (5) years	80 hours of documented participation and/or presentation or professional development training. Relevant content area continuing Ed coursework	TXII-I	19	25	\$46,333.00
Doctorate Degree	Teacher Classification Scale							
	Minimal Qualification	Certification Category	Duration Period (Renewal determined by Certification Board)	Recommendation	Title	Grade	Step	Salary
	Ph.D.	Provisional Certification	Two (2) year; one (1) year extension	Required Certification & Continuing Ed Coursework	TXIII	19	30	\$50,233.00
	Ed.D.	Provisional Certification	Two (2) year; one (1) year extension	Required Certification & Continuing Ed Coursework	TXIII-I	20	31	\$52,005.00
	Ph.D., Ed.D. Complete ASDOE Certification requirements	Professional Certification V	Five (5) years	Pass Praxis I/CORE	TXIII-II	20	32	\$52,785.00
	Ph.D., Ed.D. Complete ASDOE Certification requirements and Pass Praxis II	Professional Certification VI	Eight (8) years	80 hours of documented participation and/or presentation or professional development training. Pass Praxis II or NOCTI	TXIII-III	20	34	\$54,345.00

**APPENDIX IX
RECLASSIFICATION FORM**



AMERICAN SAMOA DEPARTMENT OF EDUCATION
Teacher Quality Office
Pago Pago, American Samoa 96799
PH: (684) 633-0341/0342/0344/0347

Reclassification

Applicant Name: _____

Date: _____

Nature of Action: Reclassification

- a. Current Position Title: _____
- b. Recommended Position/Title/Grade/Step: _____

COMMENTS: _____ has fulfilled the following requirements warranting consideration of reclassification to a Teacher _____ position.

A copy of the _____ degree is attached. Academic transcripts have been verified and kept on file at the ASDOE Teacher Quality Office.

Approved by: _____
Assistant Director, TQ

Date

32

**APPENDIX XI
TEACHER PROFILE REQUEST FORM**



AMERICAN SAMOA DEPARTMENT OF EDUCATION

Teacher Quality Office
Pago Pago, American Samoa 96799
Ph: (684) 633-0341/0342/0344/0347

Teacher Information

_____ Date

_____ Name (Last, First, Middle Initial)

_____ Social Security #/Employment ID

_____ Street Address, City, State

_____ Zip Code

_____ Primary phone number & Other phone number

_____ Email Address

Type of Request

☐ Certification

☐ Praxis I Scores

☐ Praxis II Scores

☐ COE Scores

☐ Degree/Certificate/Other

☐ Other

Please describe the nature of action requested (type of information requested in detail).

Person(s) Requesting Teacher Profile:

_____ Print Name

_____ Date

_____ Signature

_____ Date

For Administrative Use Only

_____ Action Taken

_____ Date Issued

_____ Action Taken

_____ Date Issued

_____ **TQO Assistant Director Signature**

_____ Date

Attach additional documentation, if applicable.

APPENDIX XII TEACHER INTAKE FORM

OFFICE OF TEACHER QUALITY TEACHER INTAKE FORM

DATE: _____

NAME: _____ DOB: _____ GENDER: _____

WORK PHONE: _____ CELL PHONE: _____ EMAIL: _____

YEARS OF TEACHING: AS _____ SAMOA _____ HAWAII _____ USA _____ OTHER _____

DIVISION: _____ SCHOOL: _____ CONTENT/GRADE: _____ YEAR: _____

DIVISION: _____ SCHOOL: _____ CONTENT/GRADE: _____ YEAR: _____

DIVISION: _____ SCHOOL: _____ CONTENT/GRADE: _____ YEAR: _____

Associate Degree: _____ Transcript Year: _____ Degree Dated: _____

Field of Study: _____ IHE: _____

Bachelor Degree: _____ Transcript Year: _____ Degree Dated: _____

Field of Study: _____ IHE: _____

Master Degree: _____ Transcript Year: _____ Degree Dated: _____

Field of Study: _____ IHE: _____

DHR 303: Dated received from DHR: _____ Effective Date: _____ Position: _____

PRAXIS I _____ Dates Taken: _____

R W M

CORE _____ Dates Taken: _____

R W M

PRAXIS II _____ Content Area: _____ Score: _____ Date Taken: _____

Certification Status: _____ Expiration Date: _____ # _____

Certification Status: _____ Expiration Date: _____ # _____

Certification Status: _____ Expiration Date: _____ # _____

ASCC Certification Coursework: ASCC 150 _____ ASCC 240 _____ ASCC 280 _____

Certification Coursework: UH 310/ASCC 300 _____ UH 311/ASCC301 _____ UH/ASCC305 _____

NOTES:

APPENDIX XIII TEACHER FILE CHECKLIST



AMERICAN SAMOA DEPARTMENT OF EDUCATION

Teacher Quality Office

Pago Pago, American Samoa 96799

PH: (684) 633-0341/0342/0344/0347

DOCUMENTS	YES	NO	DATE RECEIVED	COMMENTS
Intake				
Current 303 Action				
DEGREE				
PhD/EdD				
Master				
Bachelor				
Associate				
TRANSCRIPT				
PhD/EdD				
Master				
Bachelor				
Associate				
Praxis I				
Praxis II				
Induction Certificate				
Photo ID				
CERTIFICATE				
Temporary				
Provisional				
PTC I				
PTC II				
PTC III				
PTC IV				
PTC V				
PTC VI				

- 1 INTAKE
- 2 303 ACTION
- 3 HIGHEST DEGREE W/TRANSCRIPT
- 4 PRAXIS/CORE
- 5 CERTIFICATION CERTIFICATE
- 6 INDUCTION CERTIFICATE
- 7 PHOTO ID

**APPENDIX XIV
TEACHER CERTIFICATION CATEGORIES
AND REQUIREMENTS CHECKLIST**



American Samoa Department of Education
Teacher Quality Office

Teacher Certification Categories and Requirements Checklist

Name: _____
Position Title: _____
Effective Date: _____

1. TEMPORARY TEACHING CERTIFICATE

Valid: *One Year* (1)

- ☐ High School Diploma and/or Tradesman license
- ☐ Five (5) years of teaching experience
- ☐ Temporary Hire (Short-term contract or voluntary basis)
- ☐ Not enrolled in an institutionally accredited Bachelor's degree program
- ☐ Earned an Associate degree

2. PROVISIONAL TEACHING CERTIFICATE

Valid: *Three Years* (3)

- ☐ Currently enrolled in a Bachelor degree program
- ☐ Earned a Bachelor or Master Degree
- ☐ Earned a Doctor of Philosophy (PhD) degree
- ☐ Need to complete Certification Coursework
- ☐ Need to pass Praxis I Core Exam

3. PROFESSIONAL TEACHING CERTIFICATE I

Valid: *Five Years* (5)

- ☐ Earned a Bachelor of Arts (BA) or Bachelor of Science (BS) Degree
- ☐ Earned a Bachelor of Education (BED)
- ☐ Earned a Master degree
- ☐ Pass Praxis I Core Exam
- ☐ Complete Certification Coursework

4. PROFESSIONAL TEACHING CERTIFICATE II

Valid: *Five Years* (5)

- ☐ Earned a Bachelor of Arts (BA), Bachelor of Science (BS), or Bachelor of Education (BED) degree in a Hard to Fill content area
- ☐ Earned a Master degree in a Hard to fill content area
- ☐ Pass Praxis I Core Exam
- ☐ Complete Certification Coursework

5. PROFESSIONAL TEACHING CERTIFICATE III

Valid: *Five Years* (5)

- ☐ Earned a Bachelor of Arts (BA), Bachelor of Science (BS), or Bachelor of Education (BED) Degree
- ☐ Earned a Master of Education (MEd) Degree and have completed at least 28 credit hours in a content area
- ☐ Earned a Master of Arts (MA) or Master of Science (MS) in a Hard to Fill content area (_____)
- ☐ Earned a Doctor of Philosophy (PhD) degree
- ☐ Complete Certification Coursework
- ☐ Pass Praxis I Core
- ☐ Pass Praxis II Exam in a specific content area (_____)

6. PROFESSIONAL TEACHING CERTIFICATE IV

Valid: *Eight Years* (8)

- ☐ Complete all requirements for the PTC III level of certification
- ☐ Earned a Doctorate or Philosophy (PhD) degree
- ☐ Pass Praxis I Core Exam
- ☐ Pass Praxis II Exam in a specific content area (_____)
- ☐ Five years of effective classroom teaching experience