

**DEPARTMENT OF EDUCATION  
NOTICE TO INSTITUTE OF HIGHER EDUCATION TRAINEES  
REGARDING PLACEMENT IN THE PUBLIC SCHOOLS**

The Hawaii State Department of Education (DOE) employees and institute of higher education trainees who work and train in close proximity to students in the public schools shall be of reputable and responsible character.

Under §302A-601.5, Hawaii Revised Statutes, and 8-7, Hawaii Administrative Rules, the DOE is authorized to conduct an Employee Background Check (EBC), which includes criminal and employment history, for new employees and Institute of Higher Education (IHE) trainees who are placed in public schools to work and train in close proximity to students.

IHE trainees are required to complete the following screening procedures prior to placement:

- DOE Personnel Form 90, Employment Suitability Check for Department of Education Employees, and related screening requirements.
- Fingerprinting for the FBI Criminal History Check (and related screening requirements).

Placement at a DOE school will not begin if it is determined that there is:

- Intentional or unintentional failure to declare, conceal or to falsify requested information.
- Failure to cooperate fully with the fingerprinting and screening procedures, or
- If it is determined by the DOE that there is a criminal history record, employment history or background involving:
  - *Violence, alcohol, drug abuse, sex offense,*
  - *Offense involving children, and*
  - *Questionable ability to responsibly manage, supervise, control or interact with children* which indicates a risk to the health, safety and/or well being of children.

Individuals with concerns in any of these areas are encouraged to contact the respective DOE Personnel Regional Office regarding the likelihood of difficulties with placement in the public schools as an IHE trainee.

PROCEDURES:

1. Obtain and fully complete Personnel Form 90. (Available from your College of Education representative.)
2. Schedule an appointment for fingerprinting at the nearest DOE district personnel office. (Refer below to office sites, and scheduled days and times for fingerprinting.)
3. When appearing for scheduled fingerprinting, bring a picture identification, your social security card, and your completed Personnel Form 90.
4. On the Personnel Form 90, in the Position Title space, write "IHE Trainee – UH, UOP, BYUH, or Chaminade", and in the School or Office space, indicate the school you will be training at.

(Revised – April 27, 2004)

DOE District Offices/Scheduled Days and Times for Fingerprinting

<b>District Office</b>	<b>Days</b>	<b>Times</b>
Honolulu District Office 4967 Kilauea Avenue Honolulu, HI 96816 Telephone: 733-4871	Tuesdays and Thursdays	2:00 – 3:45 p.m.
Central District Office Mililani Technology Park Leilehua Building 300 Kahelu Avenue, Suite 50 Mililani, HI 96789 Telephone: 627-7475	Tuesdays and Thursdays	9:45 - 11:00 a.m. 1:00 - 3:00 p.m.
Leeward District Office Kakuhihewa Building 601 Kamokila Blvd, Room 418 Kapolei, HI 96707 Telephone: 692-8007	Tuesdays and Thursdays	1:00 – 4:00 p.m.
Windward District Office 46-169 Kamehameha Hwy Kaneohe, HI 96744 Telephone: 233-5703 ext 275	Mondays through Fridays	9:00 a.m. – 4:00 p.m.
Hawaii District Office 75 Aupuni Street, Room 203 Hilo, HI 96720-4235 Telephone: 933-3310	Tuesdays through Thursdays	9:00 – 10:00 a.m.
Mau District Office 54 High Street, 4 <sup>th</sup> Floor Wailuku, HI 96793 Telephone: 984-8003	Mondays through Thursdays  Fridays	1:30 – 4:30 p.m.  8:30 – 11:30 a.m.
Kauai District Office 3060 Eiwa Street Lihue, HI 96766 Telephone: 274-3507	Wednesdays	1:00 – 4:00 p.m.