



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT

March 18, 2013

TO: Complex Area Superintendents, Principals, and Registrars

FROM: *Patricia Ann Park*
Patricia Ann Park, Assistant Superintendent

SUBJECT: **Proficiency-Based Equivalent Courses and Procedures for Requesting Proficiency-Based Equivalent Courses**

A chart of Proficiency-Based Equivalent (PBE) Courses is attached to this memo (Attachment A). These courses substantially meet the criteria of a required course. This memo also details procedures for proposing new PBE in the Authorized Courses and Code Numbers (ACCN).

Schools wishing to offer PBE courses may submit proposals for new courses by following the procedures listed in Attachment B and using the forms provided (Attachments C through F). Proposals should focus on an alternative means for students to complete the prescribed course of study which may include practical demonstration of skills and competencies, supervised experience, or other outside school experience. Please note that new PBE course proposals submitted by April 1, 2013 are effective the following school year (2014-2015). Should there be a need to have PBE courses for school year 2013-2014, please contact the appropriate Content Area Specialist/ACCN Specialist in the Office of Curriculum, Instruction and Student Support (OCISS) by April 11, 2013.

A PBE course is a comprehensive experience that a student will take part in and be awarded credit for. Students successfully completing the PBE course will be awarded credit for the course for which the experience was specifically designed. The PBE course must provide a student the experience and opportunity to demonstrate proficiency in a way that comprehensively addressed the breadth, rigor and depth of the course. The PBE course must comprehensively address the standards for the equivalent course.

Please keep a copy of this memo and attachments with your copy of the current ACCN. The current ACCN is found at <http://doe.k12.hi.us/curriculum/accn/index.htm>.

Should you have any questions, please contact Mr. Gregory Harberts, Educational Specialist for Standards Resource Development, at 203-5548 or via Lotus Notes.

PAP:GH:lh

Attachments

c: Superintendent
Deputy Superintendent
Assistant Superintendents
Superintendent's Office Directors
Charter School Administrative Office

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

Proficiency-Based Equivalents

Proficiency-based equivalents are defined as courses substantially meeting the criteria of a required course to be awarded credit.

High School Diploma	Required Course	These courses may replace the required courses
English Language Arts 1(Grade 9)	LCY1010	
English Language Arts 2 (Grade 10)	LCY2010	
English Language Arts (Grade 11)	LCY3010	<p>Any two basic English electives including: LWH5211 Expository Writing 1 LWH5212 Expository Writing 2 LTH5110 World Literature LTH5130 American Literature LTH5150 British Literature</p> <p>Or any single Advanced Placement (AP) English Course from the following: LAY6010 (AP) English LANG AND COMP LAY6100 (AP) LIT AND COMP</p> <p>Or any single International Baccalaureate (IB) English Course including: LIY9045 (IB) English A - Language and Literature HL- Year 1 LIY9000 (IB) Language A1 English Standard Level Part 1 LIY9020 (IB) Language A1 English Higher Level Part 1</p> <p>Or any single Running Start (RS) English Course from the following: ZLS2500 (RS) American Literature ZLS2530 (RS) World Literature ZLS1000 (RS) Composition 1</p>
English Language Arts (Grade 12)	LCY4010	<p>Any two basic English electives including: LWH5211 Expository Writing 1 LWH5212 Expository Writing 2 LH5110 World Literature, LTH5130 American Literature LTH5150 British Literature</p> <p>Or any single (AP) English Course including: LAY6010 (AP) English LANG AND COMP or LAY6100 (AP) LIT AND COMP</p> <p>Or any single (IB) English Course including: LIY9050 (IB) English A - Language and Literature HL- Year 2 LIY9030 (IB) Language A1 English Higher Level Park 2 LIY9010 (IB) English Standard Level Part 2</p> <p>Any single (RS) English Course from the following: ZLS2500 (RS) American Literature ZLS2530 (RS) World Literature ZLS1000 (RS) Composition 1</p>
Expository Writing 1	LWH5211	<p>LWH5212 Expository Writing 2</p> <p>Or Any single (AP) English Course including: LAY6010 (AP) English LANG AND COMP LAY6100 (AP) LIT AND COMP</p> <p>Or any single (IB) English Course including: LIY9045 (IB) English A - Language and Literature LIY9000 (IB) Language A1 English Standards Level Part 1 LIY9050 (IB) English A - Language and Literature LIY9010 (IB) English Standard Level Part 2</p> <p>Or any single (RS) Course from the following: ZLS1000 Running Start Composition 1</p>

High School Diploma	Required Course	This course may replace the required course
Modern History of Hawaii	CHR1100	ZCH2840 (RS): History of the Hawaiian Islands
Participation in a Democracy	CGU1100	CGA6100 (AP) Government and Politics, US. Or ZCG2300 (RS): Introduction to Political Science
US History and Government	CHU1100	ZCH2820 (RS): Intro. To American History from 1865 Or CHA6100 (AP) US History
World History and Culture	CHW1100	CHA6300 (AP) World History Or ZCH1520 (RS): World Civilization Since 1500 Or CHB6150 (IB) History Standard Level Or CHB6131/CHB6141 (IB) History Higher Level 1 & 2
Social Studies 1.0 Credit	1.0 Basic Elective Credit	<p>Any course or combination of courses that equals one credit from the following Advanced Placement (AP), International Baccalaureate (IB), and/or Running Start (RS) Courses:</p> <p>Advanced Placement CGA6100 (AP) Government and Politics, US CGA6200 (AP) Government & Politics, CP CHA6100 (AP) US History CHA6200 (AP) European History CHA6300 (AP) World History CSA2100 (AP) Human Geography I CSA2200 (AP) Human Geography II CSA2300 (AP) Psychology I CSA2400 (AP) Psychology II CSA6200 (AP) Macroeconomics CSA6100 (AP) Microeconomics</p> <p>International Baccalaureate CSB2331 (IB) Psychology Higher Level 1 CSB2341 (IB) Psychology Higher Level 2 CSB2350 (IB) Psychology Standard Level CHB6131 (IB) History Higher Level 1 CHB6141 (IB) History Higher Level 2 CHB6150 (IB) History Standard Level CSD2110 (IB) Geography Standard Level Part 1 CSD2120 (IB) Geography Standard Level Part 2</p> <p>Running Start ZCA1500 (RS): Human Adaptation ZCA2000 (RS): Cultural Anthropology ZCD1000 (RS): Survey of Psychology ZCD1700 (RS): Psychology of Adjustment ZCD2750 (RS): Psychology and the Expressive Arts ZCE1200 (RS): Introduction to Economics ZCE1300 (RS): Principles of Economics (Micro) ZCE1310 (RS): Principles of Economics (Macro) ZCG1510 (RS): Introduction to Women's Studies ZCG2300 (RS): Introduction to Political Science ZCH1000 (RS): Piko Hawaii ZCH1010 (RS): Hawaiian Studies 101 ZCH1040 (RS): Hawaiian Studies 104 ZCH1070 (RS): Hawaii: Center of the Pacific ZCH1510 (RS): World Civilization to 1500 ZCH1520 (RS): World Civilizations since 1500 ZCH2150 (RS): Lawaia I: Kuula Kai ZCH2151 (RS): Lawaia II: Kaneloa ZCH2410 (RS): Civilizations of Asia to 1500 ZCH2420 (RS): Civilizations of Asia from 1500 ZCH2810 (RS): Intro to American History to 1865 ZCH2820 (RS): Intro to American History from 1865 ZCH2840 (RS): History of the Hawaiian Islands ZCH2880 (RS): History of the Pacific Islands ZCP1000 (RS): Intro to Philosophy: Survey of Problems ZCP2400 (RS): Intro to Philosophy: Morals and Society ZCP2500 (RS): Intro to World's Major Religions ZCP3100 (RS): Themes Humanities ZCS1000 (RS): Intro to Sociology</p>

High School Diploma	Required Course	Alternative Courses may replace the required courses
Algebra 1	MAX1150	
Geometry	MGX1150	
Mathematics 1.0 Credit	1.0 Basic Elective Credit	<p>Any single (AP) Mathematics Course including: MCA1040 (AP) Calculus MCA1050 (AP) Statistics</p> <p>Or any single (IB) Mathematics Course including: MIB1210 (IB) Math Standard Level Part 1 MIB1220 (IB) Math Standard Level Part 2 MIB 1110 (IB) Math Studies Part 1 MIB 1120 (IB) Math Studies Part 2</p> <p>Or any single (RS) Mathematics Course including: ZMR1030 (RS): Fundamentals of College Algebra ZMR1150 (RS): Statistics ZMR1350 (RS): Elementary Functions ZMR1400 (RS): Trig & Analytic Geometry ZMR2050 (RS): Calculus 1</p>
Biology 1	SLH2203	<p>SLH8003 (AP) Biology Or SLI8006/SLI8007 (IB) Biology Higher Level Part 1 & 2 (2 credits) Or SLI8004/SLI8005 (IB) Standard Level Part 1 & 2 (2 credits)</p>
Laboratory Sciences 2.0 Credits	2.0 Basic Elective Science Credits, including but not limited to:	<p>Up to any 2 (AP) Laboratory Science Courses including: SPH5003 (AP) Chemistry SIH3903 (AP) Environmental Science SPH7503 (AP) Physics</p> <p>Or up to any 2 (IB) Laboratory Science Courses including: SPI8501/SPI8502 (IB) Chemistry Standard Level Part 1 & 2 (2 credits) SPH750/SPH7502 (IB) Physics Standard Level Part 1 & 2 (2 credits)</p> <p>Or up to any 2 (RS) Laboratory Science Courses including: ZCC1510/ZCC1511 (RS) Elem Survey of Chemistry and Lab (1 credit) ZSA1100 (RS) Survey of Astronomy ZSB1000 (RS) Human Biology (1 credit) ZSB1002 (RS) Human Anatomy and Physiology I (1 credit) ZSB1003/1004(RS) Human Anatomy and Physiology II & Lab(1 credit) ZSB1010/ZSB1011 (RS) General Botany & Lab (1 credit) ZSG1010 (RS) Intro to Geology (1 credit) ZSG1020 (RS) Dynamic Earth (1 credit) ZSG1110/ZSG1111 (RS) Natural Environment and Lab (1 credit) ZSM1300 (RS) General Microbiology ZSZ1010/ZSZ1011 (RS) Principles of Zoology & Lab (1 credit)</p>

High School Diploma	Required Courses	Elective Courses may replace
<p>World Languages 2.0 Credits</p> <p>(If student elects to take two credits in World Language, credits must be consecutive courses in the same language, e.g. 2.0 credits in French, NOT 1.0 credit in French and 1.0 credit in Japanese).</p>	<p>2.0 Sequenced Elective Credits</p>	<p>The following (AP), (IB), and (RS) courses may be taken to replace a World Language course in the <u>same</u> language:</p> <p>Any (AP) courses from the following: WAC6000 (AP) Chinese (1 credit) WEF6000 (AP) French (1 credit) WEG6000 (AP) German (1 credit) WAJ6000 (AP) Japanese (1 credit) WEL6000 (AP) Latin (1 credit) WES6000 (AP) Spanish (1 credit)</p> <p>Or any (IB) Language Courses including: WAC7010 (IB) AB1 Chinese Part 1 WAC7020 (IB) AB1 Chinese Part 2 WAC7030 (IB) Chinese Standard Level Part 1 WAC7040 (IB) Chinese Standard Level Part 2 WAJ7010 (IB) AB 1 Japanese Part 1 WAJ7020 (IB) AB 1 Japanese Part 2 WAJ7030 (IB) Japanese Standard Level Year 1 WAJ7040 (IB) Japanese Standard Level Year 2 WES7010 (IB) AB Initio Spanish Part 1 WES7020 (IB) AB Initio Spanish Part 2 WES7030 (IB) Spanish Standard Level Part 1 WES7040 (IB) Spanish Standard Level Part 2</p> <p>Or any (RS) Language Courses including: ZWP9010 (RS): Elementary Hawaiian I ZWP9020 (RS): Elementary Hawaiian II ZWP2010 (RS): Intermediate Hawaiian I ZWP2020 (RS): Intermediate Hawaiian II ZWA9010 (RS): Elementary Japanese ZWA9020 (RS): Elementary Japanese ZWA2010 (RS): Intermediate Japanese I ZWF9010 (RS): Elementary French I ZWF9020 (RS): Elementary French II ZWS9010 (RS): Elementary Spanish ZWS9020 (RS): Elementary Spanish ZWS2020 (RS): Intermediate Spanish II</p>

High School Diploma	Required	The following courses may replace the required courses
<p>Fine Arts 2.0 Credits</p> <p>(If student elects to take two credits in Fine Arts, credits must be courses in the Fine Arts Discipline.)</p>	2.0 Elective Credits	<p>The following (AP), (IB), and (RS) courses may be taken to replace a Fine Arts course:</p> <p>Any (AP) Fine Arts Courses including: FVA3000 (AP) 2D Design FVA4000 (AP) 3D Design FVA2000 (AP) Art History FVA1000 (AP) Drawing FMM2000 (AP) Music Theory</p> <p>Or any (IB) Fine Arts Courses including: FMM7100 (IB) Music Higher Level Part 1 FMM7200 (IB) Music Higher Level Part 2 FMS7001 (IB) Music Standard Level Part 1 FMS7002 (IB) Music Standard Level Part 2 FTP6000 (IB) Theater Standard Level Year 1 FTP7000 (IB) Theater Standard Level Year 2 FTP8000 (IB) Theater Higher Level Year 1 FTP9000 (IB) Theater Higher Level Year 2 FVI2001 (IB) Art HLP I FVI2002 (IB) Art HLP2 FVI1100 (IB) Art Standard Level Part 1 FVI1200 (IB) Art Standard Level Part 2</p> <p>Or any (RS) Fine Arts Courses including: ZFA1070 (RS) Intro. To Photography ZFA1010 (RS) Intro. To the Visual Arts ZFA1120 (RS) Intro. To Digital Arts ZFA1130 (RS) Intro. To Drawing ZFA1230 (RS) Intro To Painting ZFA1050 (RS) Intro. To Ceramics-Wheel Throwing ZFA1150 (RS) Foundation Studio: 2-D Design Art</p>
<p>Career Technical Education 2.0 Credits in one specified program of study</p> <p>(CTE credits must be within a single Career Pathway excluding Directed Studies or Capstone courses.)</p>	2.0 Sequenced Elective Credits	
Physical Education Lifetime Fitness 0.5 credit	PEP1005	
Physical Education Elective 0.5 credit	0.5 Basic Elective Credit	<p>TJA2025** Air Force JROTC 2PE TJM2025** Marine JROTC 2 PE TJN2025** Navy JROTC 2 PE TJR2025** Army JROTC 2 PE</p> <p>**Successful completion of these courses will enable JROTC students to meet the 0.5 Physical Education basic elective credit requirements for graduation. These semester courses must be taken in conjunction with the corresponding JROTC 2A semester course to meet the second year JROTC requirement. Students not needing the 0.5 Physical Education credit should take the corresponding JROTC 2 year course to receive the 1.0 CTE credit requirement.</p>
Health 0.5 credit	HLE 1000	
Personal Transition Plan	TGG1105	
Electives 6 Credits, may include 1.0 elective credit for Senior Project	6 Elective Credits	<p>Any course or combination of courses that equals six credits from the following Advanced Placement (AP), International Baccalaureate (IB), and/or Running Start (RS) Elective Courses:</p> <p>Up to any 6 Advanced Placement (AP) Courses Or up to any 6 International Baccalaureate (IB) Courses Or up to any 6 Running Start (RS) Courses</p>

PROCEDURES FOR PROFICIENCY-BASED EQUIVALENT COURSES

Schools wishing to offer Proficiency-Based Equivalent (PBE) courses may submit proposals for consideration by following the procedures listed on the following pages. Proficiency-based equivalents are defined as courses substantially meeting the criteria of a required course to be awarded credit. Students successfully completing the proficiency-based equivalent course will be awarded credit for the course for which the experience was specifically designed. The proficiency-based equivalent course must provide a student experience and opportunity to demonstrate proficiency in a way that comprehensively addresses the breadth, rigor and depth of the course. The proficiency-based equivalent must comprehensively address the standards for the course for which it will serve as an equivalent.

Schools submitting proposals should also be prepared to provide copies of syllabi and provide assistance or training to other schools wishing to implement the PBE.

Outside agencies (non-Department of Education) may use the same forms to propose a new proficiency-based equivalent for public school students. Fields which do not apply can be left blank or marked "Not Applicable" (i.e. School name). Outside agencies may contact the person responsible for Authorized Courses and Code Numbers (ACCN) at the Office of Curriculum, Instruction and Students Support (OCISS) for assistance in filling out forms and to receive clarification on necessary supporting documents. OCISS personnel, however, are not available to develop a proficiency-based equivalent for an outside agency.

Any questions may be directed to the OCISS person who is responsible for the ACCN process or the appropriate content educational specialist.

PROCEDURES FOR REQUESTING NEW PROFICIENCY-BASED EQUIVALENTS (PBE) FOR THE AUTHORIZED COURSES AND CODE NUMBERS (ACCN)

Requests for new ACCN courses will be reviewed on an ongoing basis as shown in this timeline.

1.	School prepares and submits Form ACCN-a (Request for New PBE) <i>with all necessary attachments</i> to Complex Area Superintendent.	School	No later than April 1
2.	Complex Area Superintendent makes recommendations and/or comments, signs form, and forwards Form ACCN-a and attachments to the appropriate Content Area Specialist/ACCN Specialist in the Office of Curriculum, Instruction and Student Support (OCISS).	Complex Area Superintendent	April 15
3.	OCISS Content Area Specialist/ACCN Specialist reviews Form ACCN-a and attachments, completes Form ACCN-b (Response to New PBE Request for the ACCN), and routes Form ACCN-b to Assistant Superintendent for signature.	OCISS Content Area Specialist/ACCN Specialist	May 1
4.	Assistant Superintendent reviews, signs and returns Form ACCN-b to OCISS Specialists.	OCISS Assistant Superintendent	May 15
4a.	School and district are notified by Content Area Specialist/ACCN Specialist via signed Form ACCN-b as to whether the PBE: <ul style="list-style-type: none"> • has been approved as a pilot course for a two-year period; • Is not approved; or • Must be revised and resubmitted.* 	OCISS Content Area Specialist/ACCN Specialist	June 1
4b.	Copy of Form ACCN-b is sent to Information Resource Management (IRM) by Content Area Specialist/ACCN Specialist.		
	* If revision and resubmittal is necessary: <ul style="list-style-type: none"> • School resubmits the Form ACCN-a to Complex Area Superintendent with all necessary attachments. • Complex Area Superintendent resubmits the Form ACCN-a with suggested revisions to OCISS Content Area Specialist/ACCN Specialist. • Second review by OCISS Content Area Specialist/ACCN Specialist on Form ACCN-b. • School and district are notified by Content Area Specialist/ACCN Specialist via Form ACCN-b. 	School and Complex Area Superintendent Complex Area Superintendent OCISS Content Area Specialist/ACCN Specialist	June 30 By July 31 By August 15
5.	School prepares/prints registration material with new pilot course listed.	School	September – October
6.	Statewide Student Enrollment System (SSES) On-Line system is updated	Student Information Services/Systems (SIS)	December – January

7.	School pre-registers students for the new PBE.	School	December – January
8.	New PBE is offered and taught. <i>During this time, teachers are encouraged to consult with the principal, Complex Area Superintendent, and OCISS Content Area Specialist for advice or help with implementation or evaluation.</i>	School	Two school years
9.	School prepares and submits FORM ACCN-c (PBE Evaluation) and submits <i>with all necessary attachments</i> to the Complex Area Superintendent at the end of the first school year of the pilot. <ul style="list-style-type: none"> Complex Area Superintendent reviews and forwards to OCISS Content Area Specialist/ACCN Specialist. <i>NOTE: The evaluation is due after the first year of the pilot to meet school registration timelines. The school can continue to offer the course for the second year while the course is evaluated.</i>	School Complex Area Superintendent	No later than June 1 of the first school year of implementation; June 15 of the 2 nd year of implementation.
10.	OCISS Content Area Specialist/ACCN Specialist reviews Form ACCN-c and attachments, completes Form ACCN-d , and forwards form to Assistant Superintendent for signature.	OCISS Content Area Specialist/ACCN Specialist	July 15 of 2 nd year of implementation
11.	Assistant Superintendent reviews, signs, and returns Form ACCN-d to OCISS Content Area Specialist/ACCN Specialist.	OCISS Assistant Superintendent	July 31 of 2 nd year of implementation
12a.	School and Complex Area are notified by OCISS Content Area Specialist/ACCN Specialist via signed Form ACCN-d as to whether the new PBE: <ul style="list-style-type: none"> Will be a permanent PBE. Is not approved. 	OCISS Content Area Specialist/ACCN Specialist	August 15 of 2 nd year of implementation
12b.	Copy of Form ACCN-d is sent to IRM by OCISS Content Area Specialist/ACCN Specialist.		
13.	OCISS Content Area Specialist/ACCN Specialist provides all necessary information for the SESS On-Line System.	OCISS Content Area Specialist/ACCN Specialist	August 31 of the 2 nd year of implementation
14.	All schools are notified of the new PBE course via DOE Memos and Notes.	OCISS Assistant Superintendent	September 15 of the 2 nd year of implementation
*15.	PBE continues to be taught a third year, providing evaluations are submitted by the deadline (see item 10 above). If evaluations are not submitted by the deadline, authorization for the course will be denied for the third and subsequent years.	School OCISS Content Area Specialist/ACCN Specialist	Year 3

NOTE: All steps may be completed earlier than stated in timeline, however, **late** submittals may not be processed.

FORM ACCN-a
NEW COURSE PROFICIENCY-BASED EQUIVALENTS (PBE) REQUEST FOR THE
AUTHORIZED COURSES AND CODE NUMBERS (ACCN)

Please fill in all information below and **attach the course syllabus** before submittal to Complex Area Superintendent.

School:		Phone:	Fax:
Principal's Name:		District:	Date:
Name and Title of Contact Person at School:		Phone, Fax, and E-mail of contact:	
Subject Area:	Title of proposed PBE :	Check one: ___ year ___ quarter ___ semester	
ACCN Course Code for Course for which PBE will be awarded credit	ACCN Course Title		
Effective Date (check one) Note: Approval is for the school to offer the course as a pilot for only the two-year period checked (spring semester requests will be counted from the previous fall). Please follow "Procedures for Requesting New Courses for the Authorized Courses and Code Numbers (ACCN)" ___ Begin--Fall 2 ___; End--Spring 2 ___ ___ Other (specify):			
Rationale for proposed PBE (Explain how the PBE will improve student achievement and in what area(s), give relevant student achievement data that shows need for course, and other reasons)			
Names, titles, organizations of persons involved in developing PBE.			
Principal's Name (printed or typed) and Signature of Approval:			Date:
Complex Area Superintendent's Recommendations and/or comments:			
Complex Area Superintendent's Signature:			Date:

Deadline: No later than April 1 the year prior to course implementation.
(Process takes approximately 18 months)

Send form(s) to: Authorized Courses and Code Numbers (ACCN) Specialist
 Curriculum and Instruction Branch
 475 22nd Avenue, Rm. 219
 Honolulu, Hawaii 96816

PROFICIENCY-BASED EQUIVALENT (PBE) COURSE SYLLABUS

(Attach and submit with FORM ACCN-a)

At a minimum, the syllabus should contain the following items:

1. PBE Title
2. Course Number
3. Grade Level(s) of students who may enroll in the PBE
4. Length of Course—year, semester, quarter (for middle school only)
5. Course status—e.g., required, elective

COURSE CONTENT:

6. List of (a) State Standards (b) grade level or course benchmarks/standards, and (c) other goals and objectives that the course *substantively* addresses. This means that sufficient time, instructional topics, and activities provide appropriate learning opportunities for students to attain proficiency in the benchmark and/or standard. Also, the syllabus must indicate that student proficiency on the benchmarks/standards will be assessed.
7. Course topics—indicate the major topics to be covered.
8. Time frame—indicate the approximate time that will be allowed on each topic.
9. Major instructional activities—provide a brief description of the teaching and learning activities that will assist students in learning the content and skills at a proficient level.
10. Assessments—provide a description of what students will be assessed on, a description of the assessment methods, tasks and criteria.

If possible, link items 6, 7, 8, and 9 by using a table such as the following:

Standard, or Benchmarks for the Course	Topics and amount of time to be allowed for each topic	Major instructional activities	Assessments: What students will be assessed on; include assessment tasks, methods and criteria.

Send form(s) to: Authorized Courses and Code Numbers (ACCN) Specialist
Curriculum and Instruction Branch
475 22nd Avenue, Rm. 219
Honolulu, Hawaii 96816

FORM ACCN-b
RESPONSE TO NEW PROFICIENCY-BASED EQUIVALENT (PBE) COURSE
REQUEST FOR THE ACCN

Name of person completing this report (Educational Specialist for ACCN Content Area):	Date:
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School:	Complex Area:	Date:
Subject Area:	Title of proposed PBE:	Check one: ___ year ___ quarter ___ semester
ACCN Course Code for Course for which PBE will be awarded credit:	HQT Core Subject Area <input type="checkbox"/> LArts <input type="checkbox"/> Hist <input type="checkbox"/> Geog <input type="checkbox"/> Science <input type="checkbox"/> VArts <input type="checkbox"/> WLang <input type="checkbox"/> Econ <input type="checkbox"/> Civics <input type="checkbox"/> Math	

Your PBE Request for the above course:

_____ has been approved as a pilot for a two-year period (see below).

_____ is not approved.

_____ must be revised and resubmitted (original forms are attached).

Reasons, recommended changes, and comments (attach sheets if necessary):

Effective Date: ___ Begin--Fall 2 ___ ; End--Spring 2 ___ ___ Other (specify)

Please note that this approval is only for the two-year period indicated. Form ACCN-c must be submitted by June 1, at the end of the second pilot year, to the Office of Curriculum, Instruction and Student Support (OCISS). Please note that OCISS will not be responsible for late submittals which may result in the school not meeting registration deadline requirements. Please refer to "Procedures for Requesting New Proficiency-Based Equivalent (PBE) Courses for the Authorized Courses and Code Numbers (ACCN)" for timelines.

State Educational Specialist's Typed Name and Signature:	Date:
OCISS Branch Director's Typed Name and Signature:	Date:
OCISS Assistant Superintendent's Typed Name and Signature:	Date:

c: Complex Area Superintendent
 OITS, School Process and Analysis Branch
 OCISS Section Administrators and Branch Directors

Send form(s) to: Authorized Courses and Code Numbers (ACCN) Specialist
 Curriculum and Instruction Branch
 475 22nd Avenue, Rm. 219
 Honolulu, Hawaii 96816

FORM ACCN-c
PILOT (NEW) Proficiency-Based Equivalent (PBE) EVALUATION
 Check one: ___ 1st year (2___ to 2___) ___ 2nd year (2___ to 2___)

School:		Phone:	Fax:	
Principal's Name:		Complex Area:	Date:	
Name and Title of Contact Person at School:		Phone, Fax, and E-mail of contact:		
ACCN Course Title:	ACCN Number:	Check one: ___ year ___ quarter semester	Subject Area:	
ACCN Content Area	HQT Core Subject Area <input type="checkbox"/> LArts <input type="checkbox"/> Hist <input type="checkbox"/> Geog <input type="checkbox"/> Science <input type="checkbox"/> VArts <input type="checkbox"/> WLang <input type="checkbox"/> Econ <input type="checkbox"/> Civics <input type="checkbox"/> Math		License Required : Content _____ Grade Span _____	
Names of teachers who have taught the PBE	No. periods course was taught	No. of students enrolled in course by grade		
		6-8	9-10	11-12

Please attach a narrative which answers the following questions:

1. Describe the conditions that still make the PBE necessary and the reasons why this experience should be made a regular statewide ACCN offering.
2. Please ***attach a final PBE syllabus***. Describe the changes made to the PBE syllabus that was originally submitted. Describe why these changes were made.
3. Describe the extent to which the State Standards and course objectives were met through this course. Attach documentation that serves as evidence of student learning. Quantify and summarize student achievement and other relevant information in this documentation.

Principal's Signature:		Date:
Complex Area Superintendent's Recommendation: ___ Recommend adding PBE to ACCN as a regular course ___ Recommend not approving PBE ___ Other recommendation (please specify) Comments:		
Complex Area Superintendent's Typed Name and Signature:		Date:

*This is due no later than June 1 of the 2nd year of pilot.
 Please submit to the ACCN specialist or appropriate subject area specialist in the
 Office of Curriculum, Instruction and Student Support*

Send form(s) to: Authorized Courses and Code Numbers (ACCN) Specialist
 Curriculum and Instruction Branch
 475 22nd Avenue, Rm. 219
 Honolulu, Hawaii 96816

FORM ACCN-d ACCN COURSE MAINTENANCE FORM

___ New Course Addition ___ Course Deletion ___ Other: _____

Name of person completing report (Educational Specialist for ACCN Content Area):		Date:	
ACCN course title:	ACCN Number:	Check one: ___ year ___ quarter ___ semester	Subject Area:
ACCN Content Area	HQT Core Subject Area <input type="checkbox"/> LArts <input type="checkbox"/> Hist <input type="checkbox"/> Geog <input type="checkbox"/> Science <input type="checkbox"/> VArts <input type="checkbox"/> WLang <input type="checkbox"/> Econ <input type="checkbox"/> Civics <input type="checkbox"/> Math		License Required : Content _____ Grade Span _____
No. of credits: ___ .0 ___ .250 ___ .500 ___ 1.000	Repeatable? ___ Yes ___ No	Prerequisite:	Restriction: _____
School(s) Granted Exception:			Grade Level(s):
			Applicable to school year(s):

The following action is being recommended for the above course:

- ___ The Proficiency-Based Equivalent (PBE) will be included in the ACCN as a permanent course.
- ___ The PBE is not approved for inclusion in the ACCN.

Reasons, recommended improvements, and comments (attach additional sheets if necessary)

State Educational Specialist's Typed Name and Signature:	Date:
OCISS Branch Director's Typed Name and Signature:	Date:
OCISS Assistant Superintendent's Typed Name and Signature:	Date:

c: Complex Area Superintendent
 OITS, School Process and Analysis Branch
 OCISS Section Administrators and Branch Directors

Send form(s) to: Authorized Courses and Code Numbers (ACCN) Specialist
 Curriculum and Instruction Branch
 475 22nd Avenue, Rm. 219
 Honolulu, Hawaii 96816