

**Erica Brooks
Revocation**

The Background:

Facts: The State of Hawaii reported that Respondent's Hawaii teaching certificate has been revoked effective September 29, 2016. Respondent forged name and signature on a Hawaii Teacher Standards Board ("HTSB") documents regarding Education Preparation Program Recommendation Form, fabricated names and signatures regarding Employment Verification Form to gain a standard teaching license in Hawaii, and applied to Education Preparation Program Recommendation Form under false pretenses.

Status: Respondent was notified by certified mail of the Board's intent to revoke her educator license based upon these findings, and of her right to a hearing. The certified letter was returned unclaimed. The United States Postal Service notation that a properly addressed certified letter is "unclaimed" is sufficient evidence of the addressee's refusal to accept service and is sufficient legal notice to the addressee. By refusing delivery of the certified mail, Respondent has waived the right to a hearing.

The Recommendation:

Respondent's conduct constitutes grounds for revocation of her educator license pursuant to Board Rule 0520-02-03-.09(2)(e).

The Board staff recommends revocation of Respondent's Tennessee educator license concurrent with her revocation in Hawaii.