



HAWAI'I TEACHER
STANDARDS BOARD

REFERENCE GUIDE TO
TEACHER LICENSURE

July 2017

650 IWILEI ROAD, SUITE 201
HONOLULU, HAWAII 96817

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AUTHORITY, DUTIES, AND POWERS OF THE HTSB

The Hawai'i Teacher Standards Board was established in 1995 by an act of the State Legislature. The Board's main responsibilities include the following, as outlined in §302A-802 and 803:

- Establishing licensing standards for initial licensure and license renewal for teachers, school counselors and school librarians in public, public charter and non-public schools.
- Issuing and renewing licenses and permits.
- Identifying licensure criteria in Hawai'i Administrative Rules and Board policies in order to issue, renew, forfeit, restore, condition, revoke, suspend and reinstate licenses.
- Reviewing and adopting assessments to verify licensees have basic skills and content expertise.
- Setting license fees to cover the Board's expenses and office operations.
- Developing criteria for Career and Technical permits and programs.
- Pursuing license reciprocity with other jurisdictions.
- Monitoring the professional fitness of teachers, including holding hearings when warranted.
- Reviewing and approving State Approved Teacher Education Programs, both Hawai'i based and those out of state programs which form cohorts in Hawai'i.
- Supporting teacher quality, including Hawai'i's National Board for Professional Teaching Standards informational meetings and support sessions.
- Submitting an annual report to the Governor, Legislature and Superintendent of Schools.

HTSB BOARD COMPOSITION

The Board consists of fifteen uncompensated members specified in Hawai'i Revised Statute §302A-801:

- Six licensed, practicing teachers. Teacher members are customarily nominated by the Hawai'i State Teachers Association and represent all geographical areas of the state and the various grade levels as much as possible, including charter schools.
- Three practicing administrators. Educational Officers are customarily nominated by the Hawai'i Government Employees Association and represent the various school levels as much as possible.
- The Chairperson of the Board of Education, or his/her designee.
- The Superintendent of Schools or his/her designee.
- The Dean of the College of Education at the University of Hawai'i-Manoa, or his/her designee from among member institutions of the Teacher Education Coordinating Committee.
- A representative from the Hawai'i Association of Independent Schools.
- Two members of the public.

As with all state boards, HTSB members are recommended to the Governor, who then submits nominees to the Senate Committee on Education for consideration and confirmation.

MISSION AND VISION

Mission

Our mission is to collaboratively set high teacher licensing and credentialing standards to:

- Provide every child with qualified teachers.
- Promote professionalism and teaching excellence.
- Build public confidence in the teaching profession.
- Provide more accountability to the public.

Vision

The HTSB envisions a highly esteemed public education system with rigorous professional teacher standards that foster student success.

EMPOWERING TEACHERS THROUGH AN INDEPENDENT SCHOOL BOARD

The Hawai'i Teacher Standards Board was created to enable educators to become a self-regulating profession and to adopt high standards for preparation and licensure. These standards and the criteria for licensure support a high quality education for Hawai'i's keiki. An independent board ensures that there is a "firewall" between an educator's employer and licensure. HTSB's focus is on educator preparation and licensure, not employment or P-12 policy. In addition, the board is composed of teachers from all geographic areas of the state, bringing experience and input from the field to licensing and preparation policies. A hallmark of a profession is for the profession to regulate itself, and an independent standards board serves that purpose. Through its work, the HTSB supports well-prepared professional educators from pre-service through their careers.

The National Commission on Teaching and America's Future (NCTAF) considers independent professional standards boards to be critical to maintaining consistent standards that are "not vulnerable to constantly changing politics." Nationally, there are thirteen independent standards boards which collectively license over 670,000 educators and approve 278 preparation programs. HTSB is a member of the National Professional Educator Standards Boards Association (NPESBA).

SIGNIFICANCE OF A LICENSE

An educator's license signifies that the individual meets the standards for practice as established by the Hawai'i Teacher Standards Board, the state's licensing agency. A license is granted based on successful completion of an approved preparation program; meeting valid, reliable and psychometrically sound measures of content expertise; and meeting professional fitness standards to protect the students and uphold the public trust. It enables the licensee to practice their profession as required by state law.

EMPLOYMENT REQUIRMENTS FOR HAWAII PUBLIC SCHOOL TEACHERS

Under Hawai'i law, all Hawai'i Department of Education and Charter School teachers, school librarians and school counselors teaching half time or more, are required to have a current, valid license unless they are an emergency hire in a shortage area or hard to fill school. It is the individual educator's responsibility to maintain their license, including paying the license fee. Licensees who create an account with HTSB's online licensing system will receive a reminder email about renewing their license if they provide an active email address. It is the responsibility of the employer to validate that the teachers they hire are properly licensed. There is a fine of \$500 for both educators and their employer for violation of this law.

HAWAII STATE APPROVED TEACHER EDUCATION PROGRAMS

The Hawai'i Teacher Standards Board is responsible for conducting the state approval reviews of professional education units and their content area programs, which prepare Hawai'i teachers, school counselors, and school librarians to be licensed. All Hawai'i educator preparation programs are nationally accredited by the Council for Accreditation of Educator Preparation (CAEP). Teams composed of licensed P-12 teachers, teacher educators and experts in the teaching field look for evidence that institutions are preparing teacher candidates according to SATE Unit Standards, HTSB Teacher Performance Standards and national standards of the Specialized Professional Associations. Unit Reviews are conducted on site so reviewers can examine evidence that the unit meets standards and interview faculty and candidates to make recommendations to the HTSB about whether the unit and program(s) should be granted State approval. Hawai'i educator preparation programs may be housed in an institution of higher education, a non-profit organization, a school district or a private company. A complete listing may be found on www.htsb.org.

CODE OF ETHICS

Preface

The Hawai'i Teacher Standards Board Code of Ethics supports the vision, core values, and mission of the board in fostering professional standards for teachers, not only with regard to academic rigor, but to include the highest ethical standards of professional conduct which foster commitment to students, the profession, and the community. This code is intended to advance the teaching profession, to guide the professional behavior of P-12 educators in the State of Hawai'i, and to form the basis for disciplinary action taken by the Board, as authorized in Hawai'i Revised Statutes §302A-807.

Principle I: Commitment to Students

Hawai'i P-12 educators shall:

- Provide students with appropriate educational services based on research and accepted best practices;
- Provide services to students in a nondiscriminatory manner;
- Take all reasonable precautions to protect the health, safety and well-being of students;
- Maintain a respectful, professional relationship with students;
- Keep information about students in confidence, unless disclosure is required by law or serves a professional purpose;
- Nurture in students life-long respect and compassion for themselves and others;
- Promote the right and freedom of students to learn, explore ideas, develop learning skills and acquire the necessary knowledge to achieve their full potential;
- Not exploit professional relationships with students for personal gain.

Principle II: Commitment to the Profession

Hawai'i P-12 educators shall:

- Exhibit behaviors which uphold the dignity of the profession;
- Be fair and equitable in their treatment of all members of the profession in a nondiscriminatory manner;
- Keep information about colleagues in confidence, unless disclosure is required by law or serves a compelling professional purpose;
- Continue to study, apply, and advance the professional knowledge base for P-12 educators and maintain a commitment to professional education.

Principle III: Commitment to the Community

Hawai'i P-12 educators shall:

- Distinguish between personal and institutional views in communication to the public;
- Be truthful in representing facts concerning educational matters;
- Decline any gratuity, gift or favor that would impair or influence professional decisions or actions;
- Make information about education research and best practices available to students, parents, colleagues, and the public;
- Be open and honest with students, parents, colleagues, and the public.

PROFESSIONAL STANDARDS

The HTSB adopted new professional standards for teachers, school counselors and school librarians in 2011-2012. The new standards are based on national standards and were reviewed by panels of teachers, counselors, librarians and professional preparation faculty prior to adoption. The standards for teachers are adopted from these professional organizations:

- Teacher standards: Interstate New Teacher Assessment and Support Consortium (InTASC)
- School counselor standards: American School Counselor Association (ASCA)
- School librarian standards: American Library Association and Association of American School Librarians (ALA/AASL)

Standards for Teachers

Standard 1: Learner Development

The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

Standard 2: Learning Differences

The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standard.

Standard 3: Learning Environments

The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.

Standard 4: Content Knowledge

The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content.

Standard 5: Application of Content

The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

Standard 6: Assessment

The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.

Standard 7: Planning for Instruction

The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

Standard 8: Instructional Strategies

The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

Standard 9: Professional Learning and Ethical Practice

The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.

Standard 10: Leadership and Collaboration

The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.

Standards for School Counselors

Standard 1:

The professional school counselor plans, organizes and delivers the school counseling program.

Standard 2:

The professional school counselor is able to implement a school guidance curriculum through the use of effective instructional skills and careful planning of structured group sessions.

Standard 3:

The professional school counselor implements the individual planning component by guiding individuals and groups of students and their parents or guardians through the development of educational and career plans.

Standard 4:

The professional school counselor provides responsive services through the effective use of individual and small-group counseling, consultation and referral skills.

Standard 5:

The professional school counselor provides system support through effective school counseling program management and support for other educational programs.

Standard 6:

The professional school counselor discusses the counseling department management system and the program action plans with the school administrator.

Standard 7:

The professional school counselor collects and analyzes data to guide program direction and emphasis.

Standard 8:

The professional school counselor monitors the students on a regular basis as they progress in school.

Standard 9:

The professional school counselor develops a system for evaluating the results of the counseling program.

Standard 10:

The professional school counselor is an advocate for students, a leader, collaborator, and a systems change agent.

Standards for School Librarians

Standard 1: Teaching for Learning

School librarians are effective teachers who demonstrate knowledge of learners and learning. They model and promote collaborative planning, instruction in multiple literacies, and inquiry-based learning, enabling members of the learning community to become effective users and creators of ideas and information. They design and implement instruction that engages students' interests and develops their ability to inquire, think critically, gain and share knowledge.

Standard 2: Literacy and Reading

School librarians promote reading for learning, personal growth, and enjoyment. They use a variety of strategies to reinforce classroom reading instruction to address the diverse needs and interests of all readers.

Standard 3: Information and Knowledge

School librarians model and promote ethical, equitable access to and use of physical, digital, and virtual collections of resources. They provide a variety of information sources and services that support the needs of the diverse learning community. They use a variety of research strategies to generate knowledge to improve practice in school libraries.

Standard 4: Advocacy and Leadership

School librarians advocate for dynamic school library programs and positive learning environments that focus on student learning and achievement by collaborating and connecting with teachers, administrators, librarians, and the community. They are committed to continuous learning and professional growth and lead professional development activities for other educators. They provide leadership by articulating ways in which school libraries contribute to student achievement.

Standard 5: Program Management and Administration

School librarians plan, develop, implement, and evaluate school library programs, resources, and services in support of the mission of the library program and the school according to the ethics and principles of library science, education, management, and administration.

FUNDING

§302A-806 established the Hawai'i Teacher Standards Board special fund. All money received by the board, including fees, fines, grants, donations or any other revenue, is deposited into this fund and used to pay the expenses of the board, including operational and personnel costs and reimbursements to board members for travel expenses incurred.

ALL LICENSE AND PERMIT APPLICANTS

For all applicants:

1. Application and renewal information may be found on the HTSB website, www.hawaiiteacherstandardsboard.org.
2. If you answer “yes” to any questions in the Professional Fitness section, you will be notified to submit additional documentation.
3. Completion of a state approved Educator Preparation Program (EPP) may be verified in one of the following ways:
 - a. If you completed a state approved EPP in Hawaii since 2002, your institution will verify your teacher education program completion directly to HTSB, and you do not have to submit the Institutional Recommendation.
 - b. If you completed an EPP in Hawaii prior to 2002 or in another state at any time, submit the: HTSB form LA3009 - Educator Preparation Program Recommendation.
 - c. If you completed a non-U.S. EPP, submit an evaluation of your foreign transcript from a transcript evaluation company that is a member of NACES with your application. A listing of companies may be found at <http://www.naces.org/members.html>
4. Transcripts, when required, may be received electronically from your institution, a hard copy may be mailed directly to HTSB, or you may attach a copy to your account. Transcripts must be official.
5. Basic skills and content knowledge, when required, may be verified by any the following:
 - a. Basic skills:
 - i. Basic skills licensure tests in reading, writing, mathematics (if you were licensed out of state you may use those tests to meet this requirement); OR
 - ii. Bachelor’s degree from a regionally accredited institution; OR
 - iii. SAT in reading and mathematics and writing (if test taken after March 2016) Praxis score for writing can be used in lieu of SAT writing score if taken before March 2016; OR
 - iv. ACT in reading and mathematics and writing;
 - b. Content knowledge:
 - i. Licensure test in the content field (if you were licensed out of state you may use those tests to meet this requirement). Content knowledge tests are listed on our website;
 - ii. Content major in the content field from a bachelor’s degree from a regionally accredited institution; OR
 - iii. Thirty credit hours of coursework in the content field from a regionally accredited institution, 15 of which must be upper division courses; OR
 - iv. Advanced degree from a regionally accredited institution (master’s, specialist, doctorate) in the content field; OR
 - v. National Board for Professional Teaching Standards certification in the content field; OR
 - vi. FOR ELEMENTARY EDUCATION K-6 ONLY: A total of thirty six semester hours, including nine semester hours in each of the following four core content areas: language arts, mathematics, science, and social studies. At least three semester hours in each of the core content areas must be upper division level.
6. Pay the license fee using the HTSB online licensing system so your license/permit is immediately activated.

LICENSE AND PERMIT REQUIREMENTS

ADVANCED LICENSE

FOR TEACHERS WHO HOLD A STANDARD LICENSE IN HAWAII OR ANOTHER STATE; HAVE AT LEAST FIVE YEARS OF EXPERIENCE WITHIN THE LAST EIGHT YEARS IN HAWAII OR ANOTHER STATE. SUBMIT:

1. The Advanced License application.
2. Proof of one of the following with your application:

An official transcript verifying you received a master's, specialist or doctoral degree from a regionally accredited institution. This degree must be in an area relevant to the teaching field for which a license is sought or a field that improves the practice of teaching. Examples of a degree that improves the practice of teaching include, but are not limited to: curriculum and instruction; technology; reading; teacher leadership. You may not use a degree that was used to obtain your Standard License.

OR

A copy of your current, valid National Board for Professional Teaching Standards (NBPTS) certificate and, if you hold one, a copy of your current, valid out-of-state teaching license. Hawaii licensed teachers do not need to submit a copy of their Standard License or their NBPTS certificate if it was earned while a Hawaii licensed teacher.

OR

Verification form completed by a school administrator that you are designated as a teacher leader or master teacher by the Hawaii Department of Education, a Hawaii Charter School or a member school of the Hawaii Association of Independent Schools.

3. The Verification of Qualifying Experience for Advanced License form to document five (5) out of your last eight (8) years of satisfactory full-time teaching experience in the state which issued your Standard License.
4. Pay the license fee online.

STANDARD LICENSE

There are multiple routes to obtain the Standard License. Find the category (A – G) that describes your preparation and license background and submit the documents listed for your category.

CATEGORY A: APPLICANTS WHO COMPLETE A STATE APPROVED EDUCATOR PREPARATION PROGRAM (EPP) AND DO NOT HOLD A TEACHING LICENSE IN HAWAII OR ANY OTHER STATE. SUBMIT:

1. The Standard License application online.
2. Verification that you completed a State Approved Educator Preparation Program (EPP).
3. Verification of meeting basic skills and content knowledge.
4. Verification of three (3) out of the last five (5) years of satisfactory full time teaching in Hawaii or another state.

CATEGORY B: APPLICANTS WHO HOLD A VALID TEACHING LICENSE AND A VALID NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS (NBPTS) CERTIFICATE. SUBMIT:

1. The Standard License application online.

2. A copy of your current, valid out of state teaching license and current NBPTS certification with your application.
3. Pay the license fee online.
4. Verification of three (3) out of the last five (5) years of satisfactory full time teaching in Hawaii or another state.

CATEGORY C: APPLICANTS WHO RECEIVED THE MERITORIOUS NEW TEACHER CANDIDATE (MNTC) DESIGNATION ON THEIR VALID OUT OF STATE TEACHING LICENSE. SUBMIT:

1. The Standard License application online.
2. A copy of your current, valid out of state teaching license with the MNTC designation with your application.
3. Pay the license fee online.
4. Verification of three (3) out of the last five (5) years of satisfactory full time teaching in Hawaii or another state.

CATEGORY D: APPLICANTS WHO HOLD A TEACHING LICENSE ISSUED IN ANOTHER STATE FOR THE FIRST TIME SINCE JULY 1, 2006. SUBMIT:

1. The Standard License application online.
2. If your licensing agency does not have a public license lookup, submit HTSB form OS3009.
3. Pay the license fee online.
4. Verification of three (3) out of the last five (5) years of satisfactory full time teaching in Hawaii or another state.

CATEGORY E: APPLICANTS WHO HELD A VALID, UNREVOKED TEACHING LICENSE FROM ANOTHER STATE FOR AT LEAST THREE (3) OF THE LAST FIVE (5) YEARS, SUBMIT:

1. The Standard License application online.
2. If your agency does not have a public license lookup submit HTSB form OS3009.
3. Verification of basic skills and content knowledge expertise.
4. Pay the license fee online.
5. Verification of three (3) out of the last five (5) years of satisfactory full time teaching in Hawaii or another state.

CATEGORY F: APPLICANTS WHO ARE RECOMMENDED BY A HAWAII PREPARATION PROGRAM UNDER AN ALTERNATIVE METHOD FOR PREPARATION, SUBMIT:

1. The Standard License application online.
2. Verification of your preparation program completion, basic skills and content knowledge in the field of your preparation program.
3. Pay the license fee online.
4. Verification of three (3) out of the last five (5) years of satisfactory full time teaching in Hawaii or another state.

CATEGORY G: APPLICANTS WHO COMPLETED A NON-U.S. TEACHER EDUCATION PROGRAM, SUBMIT:

1. The Standard License application online.
2. An evaluation of your foreign transcript from a transcript evaluation company that is a member of NACES with your application. A listing of companies may be found at <http://www.naces.org/members.html>. The evaluation must verify that you completed a teacher preparation program and list the teaching field(s).

3. Verification of basic skills and content knowledge in the field of your preparation program.
4. Verification of three (3) out of the last five (5) years of satisfactory full time teaching in Hawaii or another state.

CAREER AND TECHNICAL EDUCATION LIMITED STANDARD LICENSE

TEACHERS HOLDING THIS LICENSE MAY ONLY BE ASSIGNED TO THE CONTENT FIELD ON THEIR LICENSE AND MAY NOT ADD ANY ADDITIONAL FIELDS TO THE LICENSE. SUBMIT:

1. The Standard License application online.
2. An official transcript showing completion of an associate's degree from a regionally accredited college.
3. Documentation of a minimum of three (3) years of industry experience in the content field.
4. Evidence of one of the following ways to meet content knowledge:
 - a. Content test in the field. OR
 - b. Current valid national industry certification in the content field. OR
 - c. Current valid industry license in the content field. OR
 - d. Thirty (30) hours of coursework in the content field.
5. Evidence of one of the following:
 - a. Fifteen (15) hours of pedagogy coursework from a state approved teacher education program in the grade level of the license; OR
 - b. Twelve (12) hours of pedagogy coursework from a state approved teacher education program in the grade level of the license AND a passing score on the Principles of Learning and Teaching (PLT) in the appropriate grade level of the license.
6. Pay the license fee online.

PROVISIONAL LICENSE

FOR APPLICANTS WHO HAVE NOT BEEN EMPLOYED THREE YEARS FULL-TIME IN THE LAST FIVE YEARS AS A TEACHER OF RECORD. SUBMIT:

1. The Provisional License application.
2. Verification that you completed a State Approved Educator Preparation Program (EPP).
3. Verification of meeting basic skills and content knowledge.
4. Pay the license fee online.

EMERGENCY HIRE PERMIT

A limited duty permit issued to an individual employed by the Hawaii public schools to provide instruction as an emergency hire in a declared shortage area where no licensed teacher is available or the individual is assigned to a school that is identified as hard to staff. Submit:

1. The Emergency Hire Permit application.
2. The Department of Education or a Charter School must verify you are an emergency hire in their school.
3. Pay the fee to practice the profession of teaching each year.

CAREER AND TECHNICAL EDUCATION PERMIT

A limited duty special permit issued to an individual employed by the Hawaii public schools to provide instruction in career and technical education. Submit:

1. The application for Career and Technical Education Special Permit.
2. The Department of Education or a Charter School must submit verification you are a CTE teacher in their school and meet the requirements.
3. Pay the fee to practice the profession of teaching each year.

HAWAIIAN PERMIT

A one-time renewable special permit issued to an individual employed by the Hawaii Department of Education to provide instruction in Hawaiian education.

1. The application for the Hawaiian Permit
2. The Office of Hawaiian Education must submit verification that you qualify for this permit.
3. Pay the fee to practice the profession of teaching each year.

ADD A FIELD

There are five different ways to add a field. **The fields of Teacher Leader, Literacy Specialist and Online Teaching have different requirements, please see our website for details.**

OPTION 1: EDUCATOR PREPARATION PROGRAM (EPP) OPTION

SUBMIT: Verification that you completed an educator preparation program in the new field.

OPTION 2: COURSEWORK OPTION

SUBMIT: Official transcript verifying 30 semester hours of coursework in the new field.

OPTION 3: LICENSURE CONTENT TEST OPTION

SUBMIT: an official copy of your passing licensure content for new field. If you marked code 8620 on your Praxis registration, HTSB will receive your official score report. If you did not, you must submit an official copy to. A list of all license exams are located on the HTSB Licensure Test webpage.

AND FOR OPTIONS 2 AND 3, SUBMIT ONE OF THE FOLLOWING:

Verification of Satisfactory Experience showing you have the equivalent of one (1) year of half time or more contracted P-12 experience in the new field within the last five years of application date (Form AF 3009 found on our forms page). Example: You have been teaching middle level science at least half time for one year and may use that experience to add the field of Science 6-8. NOTE: To add P-12 fields through Options 2 and 3, you must have the equivalent of one year of half time or more contracted P-12 experience in each level: P-6 and 6-12. To add 6-8 fields through options B and C, the experience must be in a school setting in which the nationally accepted middle school standards are followed.

OR

Verification of Satisfactory Experience showing you have three (3) years of contracted experience in the same license grade level span under a Hawaii Standard License or its equivalent in another state (Form AF 3009 found on our forms page). Example: You have been teaching middle level science for three years. You may use this experience to add another middle level field, such as Mathematics 6-8.

OR

Passing scores on the Principles of Learning and Teaching (PLT) in the grade level of the new license field. Example: You want to add the new field of Elementary Education K-6 to your license, so you should take the PLT K-6.

OPTION 4: NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS CERTIFICATION OPTION

SUBMIT: a copy of your current, valid NBPTS certification in the new field (does not apply to Hawaii licensed teachers).

OPTION 5: POSSESS A HAWAII ADVANCED LICENSE AND A CONTENT MAJOR IN THE NEW FIELD OR PASS THE PRAXIS CONTENT TEST IN THE NEW FIELD

SUBMIT ONE OF THE FOLLOWING:

An official copy of your passing licensure content for new field. If you marked code 8620 on your Praxis registration, HTSB will receive your official score report. If you did not, you must submit an official copy to. A lists of tests and passing scores are available on our website.

OR

An official transcript showing a major in the new field.

FEE PAYMENT

All applicants, licensees and permittees are responsible for the license fee or the fee to practice the profession of teaching. Fees for licenses and permits are non-refundable.

The HTSB is authorized under §302A-803 to establish licensing fees in accordance with chapter 91 and determine the manner by which fees are collected into the HTSB special fund. The board collects the license fee from licensees and the fee to practice the profession of teaching from permit holders.

Email reminders are sent in advance to remind individuals they have an upcoming payment.

CURRENT FEES

Application fee - \$25, only payable on your first application to the HTSB.

Add a field - \$25 per field

Permit - \$54 per year.

Provisional License - \$54 per year.

5 year Standard License - \$54 per year.

10 year Advanced License - \$54 per year.

Each payment is subject to a \$2 system fee. This system fee is not retained by HTSB.

FEES may be paid by one of the following methods:

- Pay online. Paper checks, money orders, and cashier's checks will not be accepted.
- Tenured, actively employed DOE teachers who received a satisfactory evaluation will have their fee paid automatically. This does not include Charter school employees.

Payment	License Fee	Processing Fee charged by payment system	Your Total
Annual Payment	\$54.00	\$2.00	\$56.00

HAWAII DEPARTMENT OF EDUCATION FEE PAYMENT FOR TENURED TEACHERS WHO MEET THE CRITERIA

Appendix XVI, Memorandum of Understanding between the State of Hawaii Board of Education and the Hawaii State Teachers Association, provides for payment of the license renewal fee for all tenured teachers, provided the teacher received a “satisfactory”, “effective” or “highly effective” rating in the preceding year of renewal. Your license fee will be paid by the DOE as long you meet the following requirements and follow the procedure outlined below:

Requirements for Annual Fees:

- You are a tenured DOE Bargaining Unit 05 employee.
- You owe an annual license fee payment on or after June 30, 2017.
- You receive a “effective” or “highly effective” rating on your evaluation prior to the year in which your fee is due.
- You hold an active HTSB Standard or Advanced license in good standing, meaning that all license fees you owe up to but not including June 30, 2017, have been paid.
- Annual fees will only be paid per fiscal year. A year will be defined as July 1st to June 30th.

Renewal Payments:

- Your license expires before, on, or after June 30, 2017. You have applied for renewal and requested that HTSB have the DOE pay your renewal fee on or before the date the fee is due.
- You receive a “effective” or “highly effective” rating on your evaluation prior to the year in which your fee is due.
- Should either or both of the above two conditions not be met, the teacher is responsible for payment of the license fee, along with any late fees or penalties that may be assess by the HTSB, and the DOE will not be responsible for the payment.

Refunds for license fees you paid previously are neither refundable by HTSB nor reimbursable by the DOE. This memorandum does not include Charter school teachers.

HTSB CONTACT INFORMATION

LICENSING CLERKS AND SPECIALISTS

Licensing Clerks can answer any general questions about licensing and renewals: 808.586.2600

- Catherine Floyd: 8:15am – 12:15pm catherine.floyd@hawaii.gov
- Hazel Mariano: 12:00pm – 4:00pm hazel.mariano@hawaii.gov

Licensing Specialists can answer specific questions that pertain to the evaluation of applications and renewals.

- Topher Erickson, Ph.D. 808.586.2616
topher.erickson@hawaii.gov
- Christina Simpson, J.D. 808.586.2619
christina.simpson@hawaii.gov

HTSB's Data Manager can answer questions pertaining to login, passwords, and other technical issues:

- Lorrin Toma 808.586.3345
lorrin.toma@hawaii.gov

PROFESSIONAL FITNESS ISSUES

Email: lynn.hammonds@hawaii.gov

OFFICE HOURS

Monday – Friday: 7:45 AM – 4:30 PM, excluding state holidays

PHYSICAL AND MAILING ADDRESS

Hawaii Teacher Standards
Board 650 Iwilei Rd, #201
Honolulu, Hi 96817

PREPARATION PROGRAMS

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ADMINISTRATIVE OFFICE

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Lynn Hammonds, Executive

Director

Jill Agena, Secretary

NEIGHBOR ISLANDS

When calling from neighbor islands on a State of Hawaii telephone line (such as a DOE school), use the HATS system: dial the last five (5) digits of our telephone number for a toll-free call. Ex.: to call the main number, dial 62600. The HATS system does not work from your home or cellular telephone.

LICENSING AND PERMIT REFERENCE DIAGRAMS

Provisional License

Complete Preparation Program

Basic Skills and Content
Knowledge Verification

Professional Fitness

Fee

Standard License EPP Route

Complete Preparation Program

Basic Skills and Content Knowledge
Verification

Professional Fitness

Fee

3 out of last 5 years of
satisfactory full time experience

Standard License NBPTS Route

Current, valid NBPTS certification

Current, valid out of state license

Professional Fitness

Fee

3 out of last 5 years of
satisfactory full time experience

Standard License MNTC Route

Current, valid out of state
license with MNTC designation

Professional Fitness

Fee

3 out of last 5 years of
satisfactory full time experience

Standard License Out of State Route

Current, valid out of state license
first issued since July 1, 2006

Professional Fitness

Fee

3 out of last 5 years of
satisfactory full time experience

Standard License Out of State Route 2

Current, valid out of state license

Basic skills and Content Knowledge
Verification

Professional Fitness

Fee

3 out of last 5 years of
satisfactory full time experience

Standard Limited License: Career and Technical Education

Employed in public school as only as a CTE teacher.
May not add other fields to this license.

ONE of the following methods of meeting content expertise is required: Praxis in the content field, if one exists;

Current valid National Industry Certification in the content area;

Current valid industry license in the content area;

30 hours coursework in the license field.

Professional Fitness

Fee

Advanced License: NBPTS Route

Hold valid NBPTS Certification

Hold valid Standard License in Hawaii or another state

Professional Fitness

Fee

Five out of the last eight years satisfactory experience

Advanced License: Degree Route

Complete Master's Specialist or Doctoral Degree not used for Standard License

Hold valid Standard License in Hawaii or another state

Professional Fitness

Fee

Five out of the last eight years satisfactory experience

Advanced License: Teacher Leader Route

Be designated as Teacher Leader by
Hawaii DOE/Charter School/HAIS School

Hold valid Standard License in Hawaii or
another state for five out of the last eight years

Professional Fitness

Fee

Five out of the last eight years satisfactory
experience

Adding a Field to a Hawaii Standard or Advanced License:

Preparation Program Route

Complete a preparation program in the new field.

Adding a Field to a Hawaii Standard or Advanced License:

Testing Route

Pass the content examination in the new field.

AND

Have one year of half time or more contracted teaching experience in the new field within five years of application date.

OR

Have three years of contracted teaching experience in the grade span of the new field

OR

Pass the PLT in the new grade span.

Adding a Field to a Hawaii Standard or Advanced License:

Coursework Route

Complete 30 hours of coursework in the new field or in a preparation program for the new field.

AND

Have one year of half time or more contracted teaching experience in the new field within five years of application date.

OR

Have three years of contracted teaching experience in the grade span of the new field

OR

Pass the PLT in the new grade span.

Adding a Field to a
Hawaii Advanced
License:

Advanced License
Route

Have a
content
major in
the new
field.

OR

Pass the
licensure
test in the
new field.

Adding a Field to a
Hawaii Standard or
Advanced License:

NBPTS Route

Obtain
NBPTS
certification
in the new
field.

Career and Technical Education Permit

Employed in a public school as a
CTE teacher

Three years satisfactory full-time
experience in field of instruction

Professional Fitness

Fee

Emergency Hire Permit

Hold a Bachelor's Degree

Be employed in a Hawaii public school in a shortage or hard to fill classroom

Professional Fitness

Fee to practice the profession of teaching

Hawaiian Permit

Be verified by the Office of
Hawaiian Education

Be employed in a Hawaii public
school

Professional Fitness

Fee to practice the profession of
teaching