



HAWAII TEACHER STANDARDS BOARD

August 1, 2011

Fee Information

Thank you for taking time to read about Hawaii Teacher Standards Board fees. As you may know, HTSB started accepting direct payment of fees on July 1, 2010. Prior to that time, Hawaii Department of Education teachers paid fees through payroll deduction. All others have always paid the entire fee directly to HTSB prior to being licensed.

Because the HTSB wanted to ease the transition to direct payment they provided for a “payment plan” for fees when teachers use the online licensing system for payment. No other state teacher licensing agency and, as far as we know, no other Hawaii state licensing entity offers a payment plan instead of requiring full payment at time of license issuance. Currently, teachers may either pay the full five-year license fee of \$240 or they may make yearly payments of \$48 for the life of the five-year license.

There is a portal administrative fee that is applied for the convenience of being able to file and pay online. HTSB does **not** retain any portion of the portal administrative fee. If you choose you may also pay via certified cashiers check or money order.

Email reminders are sent in advance to remind individuals they have an upcoming payment. HTSB absorbed all portal administrative fees for all teachers making payments between July 1, 2010 and June 30, 2011. On July 1, 2011, individuals were responsible for paying their own administrative fees. Late fees, as described below, were also assessed.

The Board has **not** instituted other fees it is allowed by law to collect: license application processing fee; fee to add a licensing field; and fee to change a name.

Additional information regarding the fee process is below. Full Hawaii Revised Statutes and HTSB Administrative Rules may be found on this webpage.

Authority:

Hawaii Revised Statutes:

§302A-803 Powers and duties of the board.

(a) In addition to establishing standards for the issuance and renewal of licenses and any other powers and duties authorized by law, the board's powers shall also include:

(6) Establishing licensing fees in accordance with chapter 91 and determining the manner by which fees are collected and subsequently deposited into the state treasury and credited to the Hawaii teacher standards board special fund;

(7) Establishing penalties in accordance with chapter 91;

and

(c) The board, in accordance with chapter 92, may also amend licensing-related fees and set or amend other charges related to the performance of its duties.

§302A-805 Teachers; license required; renewals. Beginning July 1, 2002, all new licenses shall be issued by the board. No person shall serve as a half-time or full-time teacher in a public school without first having obtained a license from the board under this subpart. All licenses issued by the board shall be valid only for the fields specified on the licenses and shall be renewable every five years for a standard license and every ten years for an advanced license if the individual continues to:

(1) Satisfy the board's licensing standards and submits verification, in a form specified by the board, that the individual has completed activities specified by the board in fulfillment of each of the teacher performance standards established by the board;

(2) Show evidence of successful teaching in the previous five years through verification by a supervisor, in a form specified by the board;

(3) Meet the professional fitness requirements established by the board;

(4) Satisfy the board's requirements for renewal of licenses; and

(5) Pay all applicable license fees in a timely manner.

The board shall randomly audit a licensee's compliance with paragraph (1) and may establish rules, pursuant to chapter 91, for the random audits.

Teachers whose licenses expire on June 30, 2002, or June 30, 2003, shall be granted an automatic extension of two years.

No person shall be issued a license or teach on an emergency basis in the public schools without having first paid the fees established by the board in accordance with chapter 91.

The failure to timely renew a license, pay all fees in a timely manner, or comply with any other requirement provided by law or administrative rule shall result in the automatic forfeiture of the license. A person with a forfeited license shall not teach at a public school until that person's license is restored. Restoration of a license shall require compliance with the renewal

requirements provided by law or administrative rule and payment of all applicable renewal and late fees. Upon restoration of a person's license, the person may teach at a public school.

Hawaii Administrative Rules:

§8-54-5 Licensing and emergency hire fee. The fee for a license shall be \$48.00 per school year, payable by the licensee. The fee for practicing the profession of teaching as an emergency hire shall be \$48.00 per school year, payable by the emergency hire. The board may suspend a license if a licensee fails to pay the license fees in the manner determined by the board. Fees shall be collected in the manner determined by the board.

§8-54-9 Licensing standards.

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The board may assess a license application processing fee, provided the amount of the fee is set at a regular meeting of the board.

§8-54-14 Schedule of special fees. The board shall, at a regularly scheduled meeting, set the specific amounts of special fees. In setting the amounts, the board shall consider the cost of providing such services as well as the need to sustain its operations through a balanced budget.

<i>Type of Fee</i>	<i>Amount</i>
License application processing fee	No more than \$35
Duplicate license fee	No more than \$25
Adding a licensing field	No more than \$25
Change of name	No more than \$25
IHE Data entry correction fee (license issuance)	No more than \$300 per correction
Late payment of fee charge	No more than \$25

HTSB New Business Items: Distributed after each business meeting to Hawaii DOE and HSTA. Since January 2011, all “NBIs” are posted on www.htsb.org.

New Business Item 09-51 Rev.

Def. 1/28/10

Approved 2/25/10

TITLE: Procedure for Notification and Collection of Late Fees

The Hawaii Teacher Standards Board approves the following procedure for notification and collection of late fees associated with license and permit fees collected via HTSB’s online licensing system for a period of one year following implementation of the online system:

1. When an individual fails to pay their license or permit fee according to the method they selected in their online account at www.htsb.org, an automatic email notification will be sent to the individual that their payment is overdue, that they will be assessed a \$25.00 Late Fee in addition to the license or permit fee, and that they have 30 days to make payment. The license or permit status will be converted from “active” to “in review”.
2. If payment of the outstanding balance is not made within thirty (30) days of the original due date, the license status will be changed to “expired”.

After one year of implementation of HTSB’s online licensing system, if license fee payment is not received on or before the expiration date, the license expires.

New Business Item 10-68 Rev.

App. 5/16/11

TITLE: License and Permit Fee Structure Revision

The Hawaii Teacher Standards Board approves the following revision effective July 1, 2011, to the license and permit fee structure:

1. Licensees with an effective license date July 1, 2011 through June 30, 2016 have one of the following options for payment of their license fees via the automated HTSB checkout system on www.htsb.org using a credit card or eCheck:

OR

- a. Make full payment of the license/renewal fee of \$240.00 at the time of licensure or renewal for the new five-year license period. The licensee will pay the online processing fee.
- b. Make yearly payments of the license/renewal fee of \$48.00 by June 30th of each year of the license. The licensee will pay the online processing fee.

2. Emergency hires with an effective permit date of July 1, 2011 will make full payment of \$48.00 for payment of their one-year emergency hire permit via the automated HTSB checkout system on www.htsb.org using a credit card or eCheck. The licensee will pay the online processing fee.
3. Licensees and permittees with an effective date on or after July 1, 2016 must:
 - a. Make full payment of the license or permit fee at time of license issuance or renewal;
AND
 - b. Use the online system to pay their license and permit fees, including the online processing fee, via the automatic HTSB checkout system on www.htsb.org using a credit card or eCheck.

Note: HTSB does not retain any portion of the online processing fee.