

Hawai'i Teacher Standards Board
650 Iwilei Road, Suite 201
Honolulu, HI 96817
Attention: Licensing Section



www.htsb.org
Email: licensingsection@htsb.org
Phone: (808) 586-2603
Fax: (808) 586-2606

ADDING A FIELD TO AN EXISTING HAWAII TEACHING LICENSE

GENERAL INFORMATION & INSTRUCTIONS - ADDING A FIELD TO AN EXISTING HAWAII LICENSE

SECTIONS 1-2: All questions must be answered.
SECTION 3: You must list the field(s) from the table on Page 3 that you want to add to your existing teaching license.
SECTION 4: Select one option from A, B or C and submit the required documents listed for that option.
SECTION 5: You must sign and date your application for it to be accepted.

Submit your application and all supporting documents to the Hawaii Teacher Standards Board at the address shown above. HTSB cannot process your application until ALL documents are submitted.

- Have you remembered to:
[ ] Complete all information on this application and supporting documents.
[ ] Sign and date this application and any supporting documents requiring a signature.
[ ] Make a copy of this application and the supporting documents for your records.

1. PERSONAL INFORMATION All questions must be answered. Use BLUE ink. Return this form to HTSB at the address above.

Social Security Number - - Date of Birth MM / DD / YYYY

Print name in CAPITAL LETTERS.

(LAST NAME) (FIRST NAME) (MIDDLE INITIAL)

Former/Maiden Name(s), if applicable:

(LAST NAME) (FIRST NAME) (MIDDLE INITIAL)
Mailing Address City State Zip Code

Home Phone OR Cell Phone

Non-Lotus Notes E-mail Address

If employed provide the name of the school or education office:
Are you employed by the Hawai'i Department of Education? YES NO

2. PROFESSIONAL FITNESS: You must answer all questions. Since July 1, 2002:

- [ ] YES [ ] NO Have you ever had a professional license or professional certificate sanctioned or disciplined by receiving a letter of censure, warning, reprimand, fine, probation or any other restriction or special condition?
[ ] YES [ ] NO Have you ever been denied a professional license or certificate even if the certificate or license was later issued with conditions or limitations?
[ ] YES [ ] NO Have you ever had a professional license or certificate suspended or revoked?
[ ] YES [ ] NO Have you ever surrendered or relinquished a professional license or certificate during or following an investigation into allegations of misconduct?

- YES  NO Do you have any current investigative or disciplinary action pending against a professional license or certificate or against an application for a professional license or certificate?
- YES  NO Have you ever been dismissed or resigned employment during or following an investigation into allegations of misconduct?
- YES  NO Have you been convicted or pled "nolo contendere" (no contest) to a felony or misdemeanor?
- YES  NO Have you ever had any civil judgment or other court order entered against you resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior toward other persons?

If you answered "yes" to any of the above questions, additional documentation may be requested after review of your renewal application.

**SECTION 3. FIELD(S) YOU ARE REQUESTING TO BE ADDED TO YOUR LICENSE:** List the new field(s) from page 3 that you are requesting.

Add Teaching Field: \_\_\_\_\_ Grade Level: \_\_\_\_\_ (Pk-3; K-6, 5-9, 7-12, K-12)

Add Teaching Field: \_\_\_\_\_ Grade Level: \_\_\_\_\_ (Pk-3; K-6, 5-9, 7-12, K-12)

**SECTION 4: OPTIONS FOR ADDING A FIELD:** Select only one option below and submit all required documents with your application.

**OPTION A: COMPLETE A STATE APPROVED TEACHER EDUCATION PROGRAM (SATEP)**

- Submit *Form LA 3009 - Institutional Recommendation* from the HTSB Website. If you completed a Hawaii SATEP since 2002 you do not have to submit an Institutional Recommendation as your institution will report program completion directly to HTSB for you.

**OPTION B: TEACHING EXPERIENCE AND 18 HOURS OF COURSEWORK FROM A STATE APPROVED TEACHER EDUCATION PROGRAM (Current HTSB Rules are being revised to require 30 hours of coursework.)**

- Submit *Form AF 3009 - Verification of Satisfactory Experience*. Complete the top portion of this form, give it to your school principal or district personnel officer to fill out and return the form to HTSB. You must have at least four semesters of satisfactory, contracted experience which total at least one full year of experience in the new field. **NOTE:** To add K-12 fields through Options B and C, you must have at least four semesters of satisfactory, contracted experience which total at least one full year of experience in *each* level: K-6 and 7-12. To add 5-9 fields through options B and C, the experience must be in a school setting in which the nationally accepted middle school standards are followed.
- AND*
- Submit official transcript with 18 hours of courses for new field listed **and** a letter from your institution stating that the courses were from a State Approved Teacher Education Program in the field and level you want to add to your license, ex. Elementary Education K-6. You must submit the official transcript and letter in your application packet.

**OPTION C: TEACHING EXPERIENCE AND PRAXIS II SUBJECT TESTS**

- Submit *Form AF 3009 - Verification of Satisfactory Experience*. Complete the top portion of this form, give it to your school principal or district personnel officer to fill out and return the form to HTSB. You must have at least four semesters of satisfactory, contracted experience which total at least one full year of experience in the new field. **NOTE:** To add K-12 fields through Options B and C, you must have at least four semesters of satisfactory, contracted experience which total at least one full year of experience in *each* level: K-6 and 7-12. To add 5-9 fields through options B and C, the experience must be in a school setting in which the nationally accepted middle school standards are followed.
- AND*
- Submit an official copy of your Passing Praxis II Subject Test 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 or notarized copy to HTSB in your application packet. Refer to the table of Praxis tests on Page 4.

**SECTION 5: STATEMENT OF AFFIRMATION Sign your name in blue ink.**

I certify that the statements contained in this application are true and correct. I understand that misrepresentation or falsification is grounds for Board refusal to approve my application or impose other disciplinary sanctions.

SIGNATURE OF LICENSEE \_\_\_\_\_ DATE \_\_\_\_\_

## HTSB License Fields

CTE- Natural Resources				7 - 12	
CTE- Natural Resources Vocational				7 - 12	
Art		K - 6		7 - 12	K - 12
CTE- Business				7 - 12	
CTE- Business Vocational				7 - 12	
CTE- Arts and Communication				7 - 12	
CTE- Arts and Communication Vocational				7 - 12	
Drama/Theatre Arts				7 - 12	
Early Childhood Education	PK - 3				
Elementary Education		K - 6			
English			5 - 9	7 - 12	
CTE- Public and Human Services				7 - 12	
CTE- Public and Human Services Vocational				7 - 12	
Guidance				7 - 12	
Hawaiian Language				7 - 12	
Hawaiian Language Immersion	PK - 3	K - 6		7 - 12	K - 12
Hawaiian Studies				7 - 12	
Health		K - 6		7 - 12	K - 12
CTE- Industrial and Engineering Technology				7 - 12	
CTE- Industrial and Engineering Technology Vocational				7 - 12	
Languages - Chinese				7 - 12	
Languages - Filipino				7 - 12	
Languages - French				7 - 12	
Languages - German				7 - 12	
Languages - Japanese				7 - 12	
Languages - Korean				7 - 12	
Languages - Latin				7 - 12	
Languages - Russian				7 - 12	
Languages - Spanish				7 - 12	
Mathematics			5 - 9	7 - 12	
Music		K - 6		7 - 12	K - 12
Physical Education		K - 6		7 - 12	K - 12
Reading		K - 6		7 - 12	K - 12
Reading Specialist (Add by "Option A" ONLY)					K - 12
School Counselor		K - 6	5 - 9	7 - 12	K - 12
School Librarian (Add by "Option A" ONLY)					K - 12
Science			5 - 9	7 - 12	
Social Studies			5 - 9	7 - 12	
Special Education	PK - 3	K - 6	5 - 9	7 - 12	K - 12
SPED – Blind/Visually Impaired	PK - 3				K - 12
SPED – Deaf/Hard of Hearing	PK - 3				K - 12
SPED - Mild/Moderate	PK - 3	K - 6	5 - 9	7 - 12	K - 12
SPED - Orientation and Mobility	PK - 3				K - 12
SPED - Orthopedically Handicapped	PK - 3				K - 12
SPED - Severe/Profound	PK - 3	K - 6	5 - 9	7 - 12	K - 12
Speech				7 - 12	
TESOL	PK - 3	K - 6	5 - 9	7 - 12	K - 12

**HAWAII PRAXIS TESTS**

**NOTE: Praxis requirements change periodically. Refer to the Praxis list on [www.htsb.org](http://www.htsb.org) for the most current information.**

Licensure Area	PPST Required	Test Code	Qualifying Score
ALL LICENSURE AREAS	PPST Reading PPST Writing PPST Mathematics	10710 OR 5710 20720 OR 5720 10730 OR 5730	172* 171* 173*
* NOTE: Hawaii utilizes a composite score. Please refer to <a href="http://htsb.org/html/details/licensing/praxiscompositescore.html">http://htsb.org/html/details/licensing/praxiscompositescore.html</a> for an explanation of this.			

You should select the appropriate PLT and Subject Assessment(s) based on the Content Area and Grade Level of the State Approved Teacher Education Program you completed. This may not be the content area and grade level you are currently teaching if you are assigned to teach outside of your preparation field.

License Field	PRAXIS II PLT Required	Test Code	Qualifying Score	PRAXIS II Subject Assessment Required	Test Code	Qualifying Score
<i>CTE- Natural Resources 7-12</i>	PLT 7-12	0524	157	NONE		
<i>CTE- Natural Resources Vocational 7-12</i>	PLT 7-12	0524	157	NONE		
<i>Art K-6</i>	PLT K-6	0522	163	Art: Content Knowledge	0133	166
<i>Art 7-12</i>	PLT 7-12	0524	157	Art: Content Knowledge	0133	166
<i>Art K-12</i>	PLT K-6 OR PLT 5-9 OR PLT 7-12	0522 OR 0523 OR 0524	163 157 157	Art: Content Knowledge	0133	166
<i>CTE- Business 7-12</i>	PLT 7-12	0524	157	Business Education	0101	154
<i>CTE- Business Vocational 7-12</i>	PLT 7-12	0524	157	Business Education	0101	154
<i>Drama/ Theatre Arts K-6</i>	PLT K-6	0522	163	NONE		
<i>Drama/Theatre Arts 7-12</i>	PLT 7-12	0524	157	NONE		
<i>Drama/Theatre Arts K-12</i>	PLT K-6 OR PLT 5-9 OR PLT 7-12	0522 OR 0523 OR 0524	163 157 157	NONE		
<i>Early Childhood Education PK-3</i>	PLT Early Childhood	0521	158	Education of Young Children	0021	160
<i>Elementary Education K-6</i>	PLT K-6	0522	163	Elementary Education: Content Knowledge	0014	153
<i>English 5-9</i>	PLT 5-9	0523	157	Middle School English Language Arts	0049	160
<i>English 7-12</i>	PLT 7-12	0524	157	English Language, Literature & Composition: Content Knowledge	0041	164
<i>CTE- Public and Human Services 7-12</i>	PLT 7-12	0524	157	Family & Consumer Sciences	0121	153
<i>CTE- Public and Human Services Vocational 7-12</i>	PLT 7-12	0524	157	Family & Consumer Sciences	0121	153
<i>Guidance 7-12</i>	PLT 7-12	0524	157	NONE		
<i>Hawaiian Language 7-12</i>	PLT 7-12	0524	157	NONE		

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<i>Hawaiian Language Immersion K-6</i>	PLT K-6	0522	163	NONE		
<i>Hawaiian Language Immersion 7-12</i>	PLT 7-12	0524	157	NONE		
<i>Hawaiian Language Immersion K-12</i>	PLT K-6 OR PLT 5-9 OR PLT 7-12	0522 OR 0523 OR 0524	163 157 157	NONE		
<i>Hawaiian Studies 7-12</i>	PLT 7-12	0524	157	Social Studies: Content Knowledge	0081	154
<i>Health K-6</i>	PLT K-6	0522	163	Health Education	0550	560
<i>Health 7-12</i>	PLT 7-12	0524	157	Health Education	0550	560
<i>Health K-12</i>	PLT K-6 OR PLT 5-9 OR PLT 7-12	0522 OR 0523 OR 0524	163 157 157	Health Education	0550	560
<i>CTE- Industrial and Engineering Technology 7-12</i>	PLT 7-12	0524	157	Technology Education	0050	560
<i>CTE- Industrial and Engineering Technology Vocational 7-12</i>	PLT 7-12	0524	157	Technology Education	0050	560
<b>LANGUAGES:</b>						
<i>Chinese 7-12</i>	PLT 7-12	0524	157	NONE		
<i>Filipino 7-12</i>	PLT 7-12	0524	157	NONE		
<i>French 7-12</i>	PLT 7-12	0524	157	World Languages: French	5174	162
<i>German 7-12</i>	PLT 7-12	0524	157	World Languages: German	5183	163
<i>Japanese 7-12</i>	PLT 7-12	0524	157	NONE		
<i>Korean 7-12</i>	PLT 7-12	0524	157	NONE		
<i>Latin 7-12</i>	PLT 7-12	0524	157	NONE		
<i>Russian 7-12</i>	PLT 7-12	0524	157	NONE		
<i>Spanish 7-12</i>	PLT 7-12	0524	157	World Languages: Spanish	5195	168
<i>Mathematics 5-9</i>	PLT 5-9	0523	157	Middle School Mathematics	0069	143
<i>Mathematics 7-12</i>	PLT 7-12	0524	157	Mathematics: Content Knowledge	0061	136
<i>Music K-6</i>	PLT K-6	0522	163	Music: Content Knowledge	0113	139
<i>Music 7-12</i>	PLT 7-12	0524	157	Music: Content Knowledge	0113	139
<i>Music K-12</i>	PLT K-6 OR PLT 5-9 OR PLT 7-12	OR 0522 OR 0523 OR 0524	163 157 157	Music: Content Knowledge	0113	139
<i>Physical Education K-6</i>	PLT K-6	0522	163	Physical Education: Content Knowledge	0091	155
<i>Physical Education 7-12</i>	PLT 7-12	0524	157	Physical Education: Content Knowledge	0091	155
<i>Physical Education K-12</i>	PLT K-6 OR PLT 5-9 OR PLT 7-12	0522 OR 0523 OR 0524	163 157 157	Physical Education: Content Knowledge	0091	155
<i>Reading K-6</i>	PLT K-6	0522	163	Teaching Reading	0204	159
<i>Reading 7-12</i>	PLT 7-12	0524	157	Teaching Reading	0204	159

Reading K-12	PLT K-6 OR PLT 5-9 OR PLT 7-12	0522 OR 0523 OR 0524	163  157  157	Teaching Reading	0204	159
Reading Specialist K-12 <i>NOTE: You CANNOT use this test to <u>add the field</u> of Reading Specialist to a license. It should only be used by applicants who have completed a SATEP in Reading SPECIALIST.</i>	PLT K-6 OR PLT 5-9 OR PLT 7-12	0522 OR 0523 OR 0524	163  157  157	Reading Specialist	0300	540
School Counselor K-6	PLT K-6	0522	163	School Guidance & Counseling	0420	580
School Counselor 5-9	PLT 5-9	0523	157	School Guidance & Counseling	0420	580
School Counselor 7-12	PLT 7-12	0524	157	School Guidance & Counseling	0420	580
School Counselor K-12	PLT K-6 OR PLT 5-9 OR PLT 7-12	0522 OR 0523 OR 0524	163  157  157	School Guidance & Counseling	0420	580
School Librarian K-12 <i>NOTE: You CANNOT use this test to <u>add the field</u> of School Librarian to a license.</i>	PLT K-6 OR PLT 5-9 OR PLT 7-12	0522 OR 0523 OR 0524	163  157  157	Library Media Specialist	0311	148
Science 5-9	PLT 5-9	0523	157	Middle School Science	0439	148
Science 7-12	PLT 7-12	0524	157	Choose <u>ONE</u> of these:  Physical Science: Content Knowledge  OR Physics: Content Knowledge  OR Biology: Content Knowledge  OR Chemistry: Content Knowledge  OR General Science: Content Knowledge	0481  OR 0265  OR 0235  OR 0245  OR 0435	149  153  151  154  152
Social Studies 5-9	PLT 5-9	0523	157	Middle School Social Studies	0089	152
Social Studies 7-12	PLT 7-12	0524	157	Social Studies: Content Knowledge	0081	154

<p><i>READ CAREFULLY</i></p> <p><i>DUAL Programs Consisting of Special Education AND Another License Field</i></p>	<p>PLT should match the grade level of your program.</p>			<p>The Praxis Special Education Test Required for your type of Program (Example: Special Education, SPED Mild/Moderate, SPED Severe/Profound, etc.)</p> <p><u>AND</u></p> <p>The Content Test in the other field of your SATEP</p> <p>Refer to the other license field on this list for additional required content test.</p>		
<p><i>Special Education PK-3</i></p>	<p>PLT Early Childhood</p>	<p>0521</p>	<p>158</p>	<p>Education of Exceptional Students: Core Content Knowledge</p>	<p>0353</p>	<p>152</p>
<p><i>Special Education K-6</i></p>	<p>PLT K-6</p>	<p>0522</p>	<p>163</p>	<p>Education of Exceptional Students: Core Content Knowledge</p>	<p>0353</p>	<p>152</p>
<p><i>Special Education 5-9</i></p>	<p>PLT 5-9</p>	<p>0523</p>	<p>157</p>	<p>Education of Exceptional Students: Core Content Knowledge</p>	<p>0353</p>	<p>152</p>
<p><i>Special Education 7-12</i></p>	<p>PLT 7-12</p>	<p>0524</p>	<p>157</p>	<p>Education of Exceptional Students: Core Content Knowledge</p>	<p>0353</p>	<p>152</p>
<p><i>Special Education K-12</i></p>	<p>PLT K-6 OR PLT 5-9 OR PLT 7-12</p>	<p>0522 OR 0523 OR 0524</p>	<p>163  157  157</p>	<p>Education of Exceptional Students: Core Content Knowledge</p>	<p>0353</p>	<p>152</p>
<p><i>SPED Blind/Visually Impaired PK-3</i></p>	<p>PLT Early Childhood</p>	<p>0521</p>	<p>158</p>	<p>Education of Exceptional Students: Core Content Knowledge</p>	<p>0353</p>	<p>152</p>
<p><i>SPED Blind/Visually Impaired K-12</i></p>	<p>PLT K-6 OR PLT 5-9 OR PLT 7-12</p>	<p>0522 OR 0523 OR 0524</p>	<p>163  157  157</p>	<p>Education of Exceptional Students: Core Content Knowledge</p>	<p>0353</p>	<p>152</p>
<p><i>SPED Deaf/ Hard of Hearing PK-3</i></p>	<p>PLT Early Childhood</p>	<p>0521</p>	<p>158</p>	<p>Education of Exceptional Students: Core Content Knowledge</p>	<p>0353</p>	<p>152</p>
<p><i>SPED Deaf/ Hard of Hearing K-12</i></p>	<p>PLT K-6 OR PLT 5-9 OR PLT 7-12</p>	<p>0522 OR 0523 OR 0524</p>	<p>163  157  157</p>	<p>Education of Exceptional Students: Core Content Knowledge</p>	<p>0353</p>	<p>152</p>
<p><i>SPED Mild/Moderate PK-3</i></p>	<p>PLT Early Childhood</p>	<p>0521</p>	<p>158</p>	<p>Special Education: Core Knowledge and Mild to Moderate Applications</p>	<p>0543</p>	<p>158</p>
<p><i>SPED Mild/Moderate K-6</i></p>	<p>PLT K-6</p>	<p>0522</p>	<p>163</p>	<p>Special Education: Core Knowledge and Mild to Moderate Applications</p>	<p>0543</p>	<p>158</p>

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<i>SPED Mild/Moderate 5-9</i>	PLT 5-9	0523	157	Special Education: Core Knowledge and Mild to Moderate Applications	0543	158
<i>SPED Mild/Moderate 7-12</i>	PLT 7-12	0524	157	Special Education: Core Knowledge and Mild to Moderate Applications	0543	158
<i>SPED Mild/Moderate K-12</i>	PLT K-6 OR PLT 5-9 OR PLT 7-12	0522 OR 0523 OR 0524	163 157 157	Special Education: Core Knowledge and Mild to Moderate Applications	0543	158
<i>SPED Orientation and Mobility PK-3</i>	PLT Early Childhood	0521	158	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>SPED Orientation and Mobility K-12</i>	PLT K-6 OR PLT 5-9 OR PLT 7-12	0522 OR 0523 OR 0524	163 157 157	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>SPED Orthopedically Handicapped PK-3</i>	PLT Early Childhood	0521	158	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>SPED Orthopedically Handicapped K-12</i>	PLT K-6 OR PLT 5-9 OR PLT 7-12	0522 OR 0523 OR 0524	163 157 157	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>SPED Severe/Profound PK-3</i>	PLT Early Childhood	0521	158	Special Education: Core Knowledge and Severe to Profound Applications	0545	158
<i>SPED Severe/Profound K-6</i>	PLT K-6	0522	163	Special Education: Core Knowledge and Severe to Profound Applications	0545	158
<i>SPED Severe/Profound 5-9</i>	PLT 5-9	0523	157	Special Education: Core Knowledge and Severe to Profound Applications	0545	158
<i>SPED Severe/Profound 7-12</i>	PLT 7-12	0524	157	Special Education: Core Knowledge and Severe to Profound Applications	0545	158
<i>SPED Severe/Profound K-12</i>	PLT K-6 OR PLT 5-9 OR PLT 7-12	0522 OR 0523 OR 0524	163 157 157	Special Education: Core Knowledge and Severe to Profound Applications	0545	158
<i>Speech 7-12</i>	PLT 7-12	0524	157	NONE		
<i>Teaching English to Speakers of Other Languages PK-3</i>	PLT Early Childhood	0521	158	English to Speakers of Other Languages	0361	140
<i>Teaching English to Speakers of Other Languages 5-9</i>	PLT 5-9	0523	157	English to Speakers of Other Languages	0361	140
<i>Teaching English to Speakers of Other Languages K-6</i>	PLT K-6	0522	163	English to Speakers of Other Languages	0361	140

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<i>Teaching English to Speakers of Other Languages 7-12</i>	PLT 7-12	0524	157	English to Speakers of Other Languages	0361	140
<i>Teaching English to Speakers of Other Languages K-12</i>	PLT K-6	0522	163	English to Speakers of Other Languages	0361	140
	OR	OR				
	PLT 5-9	0523	157			
	OR	OR				
	PLT 7-12	0524	157			