

**INSTRUCTION SHEET**  
**APPLICATION FOR ADDING A FIELD TO HAWAII TEACHING LICENSE**  
**VERIFICATION OF SATISFACTORY EXPERIENCE**

Hawai'i Teacher Standards Board (www.htsb.org)

**Please read and follow these instructions as you carefully complete your application.**

**1. PERSONAL INFORMATION.** Type or print in blue ink and record your legal name in capital letters. The Social Security Number (SSN) is required by the *Federal Privacy Act* and *Hawaii Revised Statutes* and is used primarily for the registration and maintenance of the records of all persons who meet qualifications for the Hawaii license. It is routinely used for the (1) evaluation, registration, and maintenance of licensure records; (2) identification and collection of criminal/disciplinary records of applicants for licensure and licensed teachers; and (3) confirmation of licensure status to queries from authorized personnel/agencies. **Disclosure is mandatory. Your application will not be processed without it.** Indicate your present mailing address, etc.

*Important:* You are responsible for submitting in writing any changes to your name (submit required form and documents — download from HTSB website); mail or e-mail addresses; or telephone numbers since these are the only means to contact you when the need arises.

**2. PROFESSIONAL FITNESS.** You are required to answer all questions. If you answer “yes” to any question, you must submit:

- Full explanation on a separate sheet of paper for each circumstance or incident, including the state in which the complaint, lawsuit, investigation or adverse action occurred and the disposition of the matter as well as a relevant explanation of the circumstances;
- Notarized copies of official court records; and
- Two letters of recommendation, addressed to the HTSB, from people who have known you in a professional manner within the last five years. References should include telephone and email contact information.
- Additional documentation may be requested after the evaluation of your documents.

NOTE: You are required to disclose all criminal convictions (misdemeanors and felonies), including convictions based on a plea of “*nolo contendere*” or “*no contest*”. For the purpose of this application, DUI/DWIs must be reported. You do not need to report: 1) Arrests not followed by convictions. 2) Convictions that were annulled or expunged. WARNING: Failure to disclose information or providing false or deceitful answers could lead to denial of your application, adverse action on the license, and/or criminal prosecution.

**3. LICENSE FIELDS.**

**A.** List the number and effective dates appearing on your current Hawaii teaching license.

**B.** The teaching field and level you request to add to your valid Hawaii teaching license must be listed below. Select teaching field(s) according to the content area and level of your SATEP (for Option A) or teaching experience (for Options B and C) from this list:

Agricultural Arts				7 - 12	
Agricultural Arts - Vocational*				7 - 12	
Art		K - 6		7 - 12	K - 12
Business Education				7 - 12	
Computer Education		K - 6		7 - 12	K - 12
Drama/Theatre Arts		K - 6		7 - 12	K - 12
Early Childhood Education	PK - 3				
Elementary Education		K - 6			
English			5 - 9	7 - 12	
Family Consumer Science				7 - 12	
Family Consumer Science - 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
Industrial Arts				7 - 12	
Industrial Technical*				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	
Marketing Education*				7 - 12	
Mathematics			5 - 9	7 - 12	
Music		K - 6		7 - 12	K - 12
Office Education				7 - 12	
Office Education - Vocational*				7 - 12	
Physical Education		K - 6		7 - 12	K - 12
Reading Specialist (SATE)					K - 12
School Counselor		K - 6	5 - 9	7 - 12	K - 12
School Librarian (SATE)					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

\* Trade Experience Requirements: (1) Paid/unpaid experiences must have been completed within ten years of the date of your application for the Hawai'i license; (2) Experiences must be with registered businesses; and (3) Documentation for authorized field must be submitted on official letterhead from authorizing individual(s) with phone number, address and/or e-mail address of the business, and beginning and ending dates clearly noted.

***You are required to have authorizing individual(s) send the documentation to you directly. Total the hours and if you meet the requirements, you may request the additional vocational teaching field. Submit all documentation with this application and include a summary total of the hours verified. NOTE: This option is available to individuals who meet the requirements for the basic field, e.g., Industrial Arts, Family Consumer Science, etc.***

- Agriculture Arts - Vocational: At least two (2) years (3600 hours) of practical agricultural experience.
- Family Consumer Science Vocational: One (1) year (1800 hours) of work experience in the occupation is required, such as: 1 year full time paid work experience in Food Services OR 1 year full time paid work experience in Child Care Services OR a combination of the above occupations to equal 1800 hours.
- Industrial Technical: Minimum of two (2) years (3600 hours) of experience as a skilled worker in an occupation or cluster of occupations or an equivalent state approved endorsement (Motor Vehicle Repair license, journeyman's card, Electrician's license, etc.) relating directly to the technology to be taught.
- Marketing Education: One (1) year (1800 hours) of work experience in distributive occupations. Experience acquired through an organized plan of directed work experience in distributive education conducted as part of a teacher education program may be applied as part of the work experience.
- Office Education-Vocational: One (1) year (1800 hours) of work experience in office occupations. Experience acquired through an organized plan of directed work experience in office education conducted as part of a teacher education program may be applied as part of the work experience.

**4. OPTIONS FOR ADDING A FIELD.** You are to circle the ONE OPTION on the application that you selected and check the required documents you have attached; OR, have already submitted to HTSB ; OR, have requested to be submitted directly to HTSB by the authorized individual(s).

**OPTION A: COMPLETION OF A STATE APPROVED TEACHER EDUCATION (SATE) PROGRAM**

NOTE: Adding School Librarian and Reading Specialist is limited to Option A.

- Official transcript that has the statement: "Completed State Approved Teacher Education Program," including the new field and grade levels, printed on the transcript. If your transcript does not include this information you must submit HTSB Form LA 3009- Institutional Recommendation.

OR

- Download HTSB *Form LA 3009 - Institutional Recommendation* (found on HTSB website) and send it to your IHE because your transcript(s) does not include the state approved program statement. See directions on *Form LA 3009 – Institutional Recommendation*. NOTE: Hawaii applicants are NOT required to submit transcript(s) or *Form LA 3009 - Institutional Recommendation*, because documentation is submitted directly to HTSB by Hawaii's State Approved Teacher Education institutions or agency no later than 6 weeks following the date of your completion of all program requirements.

**OPTION B: TEACHING EXPERIENCE AND COURSEWORK FROM A STATE APPROVED TEACHER EDUCATION PROGRAM**

- HTSB Form AF 3009 - Verification of Satisfactory Experience (found on HTSB website). PLEASE READ THE INSTRUCTIONS CONCERNING AF 3009 AT THE END OF THIS DOCUMENT. Ask that this form be submitted directly to HTSB by an AUTHORIZED PERSON, i.e. superintendent, principal, or headmaster

at the public or approved nonpublic school where your contracted P-12 teaching experience in the new field to be added was evaluated as satisfactory; **AND**

- Official transcript(s) with 18 semester hours of approved coursework from a state approved teacher education program (12 must be upper division or graduate level) in the new field to be added listed.

**NOTE:** The requirement of 18 hours of coursework is subject to change pending approval of the Board's draft rules.

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

- HTSB Form AF 3009 - Verification of Satisfactory Experience (found on HTSB website). PLEASE READ THE INSTRUCTIONS CONCERNING AF 3009 AT THE END OF THIS DOCUMENT. Request submittal directly to HTSB by an AUTHORIZED PERSON, i.e. superintendent, principal, or headmaster at the public or regionally accredited nonpublic school where your contracted P-12 teaching experience in the new field was evaluated as satisfactory.  
**AND**
- Passing Praxis II Subject Tests for the new field to be added. (See Praxis Information Sheet on HTSB website.) If you already listed Code 8620 as a recipient of your scores, list the date on the application for the last subject test that you passed. If you did not list Code 8620 as a recipient of your scores, you must request an official copy from ETS (for a fee); or send us your official copy (include a stamped, self addressed envelope for its return); or send a notarized copy of your passing scores.

5. **FEES.** No fees are currently being assessed.

6. **STATEMENT OF AFFIRMATION.** Complete this section to certify (or declare) under penalty of perjury under the laws of Hawaii that all the statements in your application to add a field to your Hawai'i teaching license are true, complete, and accurate and contain no willful misrepresentation or falsification. **READ CAREFULLY, SIGN AND DATE THE STATEMENT OF AFFIRMATION ON THE LAST PAGE. Incomplete applications and applications without the required signature will NOT be processed.**

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Ask that this form be submitted directly to HTSB by an authorized individual, i.e. superintendent, principal, or headmaster at the public or regionally accredited nonpublic school where your contracted P-12 teaching experience in the new field to be added was evaluated as satisfactory.

**Qualifying professional teaching experience** is defined as four semesters or two years of **satisfactory contracted** P-12 teaching experience in the new field and level to be added to your valid Hawai`i teaching license. The experience in the new field must be equivalent to at least one year of full time teaching. A minimum of two years' experience is required even though you complete one year of full time teaching in the new field during the first year. To qualify **for adding a field to your valid Hawai`i license**, the experience must have been completed during the **five years immediately preceding the date of application**.

**Directions:**

- 1) Download and print copies of this verification form.
- 2) Fill out the **PERSONAL INFORMATION** section (at the top) and sign it.
- 3) Send the form to an **AUTHORIZED OFFICIAL** of each public or state approved school where you completed your qualifying satisfactory professional teaching experience.
- 4) Include a stamped envelope addressed to the Hawai`i Teacher Standards Board at 650 Iwilei Road, Suite 201, Honolulu, HI 96817