

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



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 Phone: (808) 586-2603
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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 4 that you want to add to your existing teaching license.
 SECTION 4: Select one option from A, B,C, D or E, 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 the issuance of your current Hawaii license:

- 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 the HTSB website 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.

Name of Institution	Program Field and Level	Month/Year of Completion
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OPTION B: TEACHING EXPERIENCE AND 30 HOURS OF COURSEWORK FROM A STATE APPROVED TEACHER EDUCATION PROGRAM IN THE NEW FIELD OR THE EQUIVALENT OF A SUBJECT MAJOR IN THE NEW FIELD

- 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 the equivalent of one year of half time or more contracted P-12 experience in the new field within the last five years of application date. **NOTE:** To add P-12 fields through Options B and C, you must have the equivalent of one year of half time or more contracted P-12 experience in *each* level: P-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 30 hours of courses in the new field, ex. Elementary Education K-6. You must submit the official transcript 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 the equivalent of one year of half time or more contracted P-12 experience in the new field within the last five years of application date. **NOTE:** To add P-12 fields through Options B and C, you must have the equivalent of one year of half time or more contracted P-12 experience in *each* level: P-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 and passing scores on the HTSB website.

OPTION D: NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS CERTIFICATION

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

OPTION E: POSSESS AN ADVANCED LICENSE OR NBPTS CERTIFICATION AND A CONTENT MAJOR OR PASS THE PRAXIS CONTENT TEST IN THE NEW FIELD

Submit a copy of your Advanced License or NBPTS certification (does not apply to Hawaii licensed teachers).

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 and passing scores on the HTSB website.

OR

Submit official transcript showing a major in the new field. You must submit the official transcript in your application packet.

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 _____

- Information on application is subject to release pursuant to the Freedom of Information Act.
- Once submitted, applications become the property of the Hawaii Teacher Standards Board.