

INSTRUCTION SHEET

APPLICATION FOR ADDING A FIELD TO HAWAII TEACHING LICENSE

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 black 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 a 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 from people who have known you in a professional manner within the last five years.
 - 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 HISTORY. The teaching field you request to add to your valid Hawaii teaching license must be listed below:

Agricultural Arts 7-12
Agricultural Arts - Vocational 7-12*
Art K-12
Art K-6
Art 7-12
Business Education 7-12
Computer Education K-12
Computer Education K-6
Computer Education 7-12
Drama/Theatre Arts K-12
Drama/Theatre Arts K-6
Drama/Theatre Arts 7-12
Early Childhood Education PK-3
Elementary Education K-6
English 7-12
English/Language Arts 5-9
Family Consumer Science 7-12
Family Consumer Sci - Vocational 7-12*
Guidance 7-12
Hawaiian Language 7-12
Hawaiian Language Immersion K-12
Hawaiian Language Immersion K-6
Hawaiian Language Immersion 7-12
Hawaiian Studies 7-12
Health K-12
Health K-6
Health 7-12

Health and Physical Education K-12
Health and Physical Education K-6
Health and Physical Education 7-12
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 7-12
Mathematics 5-9
Middle School 5-9
Music K-12
Music K-6
Music 7-12
Office Education 7-12
Office Education - Vocational 7-12*
Physical Education K-12
Physical Education K-6
Physical Education 7-12
Reading K-12

Reading K-6
Reading 5-9
Reading 7-12
School Counselor K-12
School Counselor K-6
School Counselor 7-12
School Librarian K-12
Science 7-12
Science 5-9
Social Studies 7-12
Social Studies 5-9
Special Education K-12
Special Education K-6
Special Education 7-12
Special Education PK-3
SPED - Blind K-12
SPED - Deaf K-12
SPED - Deaf/Blind K-12
SPED - Hearing Impaired K-12
SPED - Mild/Moderate K-12
SPED - Mild/Moderate K-6
SPED - Mild/Moderate 7-12
SPED - Orientation and Mobility K-12
SPED - Orthopedically Handicapped K-12
SPED - Severe/Profound K-12
SPED - Severe/Profound K-6
SPED - Severe/Profound 7-12

SPED - Visually Impaired K-12
Speech 7-12
Speech and Hearing K-12
Speech and Hearing PK-3

Teaching English as a Second Language K-12
Teaching English as a Second Language K-6

Teaching English as a Second Language 7-12

* **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.

- **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.
- **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.

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 are attaching; OR, already submitted; OR, requested for submittal directly to HTSB from the authorized individual(s).

OPTION A: Completion of a State Approved Teacher Education (SATE) Program

NOTE: Adding School Librarian is limited to Option A.

NUMBER OF DOCUMENTS REQUIRED: 1-2

- **Official transcript** that has the statement: "Completed State Approved Teacher Education Program," including the new field and grade levels, printed on the transcript. If needed, submit, with your official transcript, a copy of your valid or expired license (front and back) issued by the state where you completed your program provided the new field to be added and grade levels are listed. **OTHERWISE, you must submit HTSB Form LA 3005 - Institutional Recommendation** (described below).

OR

- Download HTSB Form LA 3005 - *Institutional Recommendation* (found on HTSB website) and give it to your IHE because your transcript(s) does not include the state approved program statement, registrar's signature and official seal or stamp (in lieu of official transcripts). See directions on Form LA 3005 – *Institutional Recommendation*. NOTE: Hawaii applicants are NOT required to submit transcript(s) or Form LA 3005 - *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 PROGRAM OF COURSEWORK

NUMBER OF DOCUMENT REQUIRED: 4

- **HTSB Form AF 3005 - Verification of Satisfactory Experience** (found on HTSB website). 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 (12 must be upper division or graduate level) in the new field to be added listed; **AND**

- List of approved courses that are documented on your official transcript. List the courses in the order in which they are posted on your transcript and according to the following categories: College/University, Sem/Year, Course No., Title of Course, Sem Hours, Upper Div/Grad Level. Include a separate list, official transcript, and official letter (see the following requirement) for courses completed at different universities;
- **AND**
- Official letter from university academic/program/content area advisor or certification officer verifying your state approved program of coursework for new field INCLUDING notation about the level of the courses, e.g., upper division or graduate level. REQUIRED WITH APPLICATION, UNLESS the NEW FIELD to be added is posted on your out-of-state certificate/license issued by the state where the university is located. CONDITION: The issue date of the out-of-state license must be after the completion date of the coursework.
- **OR,**
- Out-of-State Certificate/License (NOTARIZED copy) with the new field you are requesting to add to your Hawaii license listed on it. See the condition stated in the preceding item.

OPTION C: TEACHING EXPERIENCE AND PRAXIS II SUBJECT TESTS

NUMBER OF DOCUMENTS REQUIRED: 2

- HTSB Form AF 3005 - Verification of Satisfactory Experience (found on HTSB website). Request submittal 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 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 application or processing fees will be assessed at this time.
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.**