

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



Website: www.htsb.org
Email: licensingsection@htsb.org
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 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.

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)

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 30 CREDIT HOURS OF COURSEWORK FROM A STATE APPROVED TEACHER EDUCATION PROGRAM (SATEP), OR THE EQUIVALENT OF A SUBJECT MAJOR FOR 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 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(s)** with 30 credit hours of coursework from a state approved teacher education program (SATEP) or the equivalent of a subject major for the new field listed, **and** a letter from your institution stating that the courses were from either a State Approved Teacher Education Program or the equivalent of a subject major in the field, along with the level you want to add to your license, e.g., 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 the 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.

OPTION D: NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS (NBPTS) CERTIFICATION

- Submit Form AF 1009--Application for Adding A Field.** Teachers who have attained NBPTS certification while teaching in Hawai'i should only submit the "Add a Field" application. Teachers who did not attain NBPTS certification in Hawaii should submit a copy of their NBPTS certificate with the "Add a Field" application.

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 & Engineering Technology				7 - 12	
CTE- Industrial & 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 for the most current information.**

You should select the appropriate Subject Assessment based on the Content Area and Grade Level of the license field you want to add.

License Field	PRAXIS II Subject Assessment Required	Test Code	Qualifying Score
<i>CTE- Natural Resources 7-12</i>	NONE		
<i>CTE- Natural Resources Vocational 7-12</i>	NONE		
<i>Art K-6</i>	Art: Content Knowledge	0133	166
<i>Art 7-12</i>	Art: Content Knowledge	0133	166
<i>Art K-12</i>	Art: Content Knowledge	0133	166
<i>CTE- Business 7-12</i>	Business Education	0101	154
<i>CTE- Business Vocational 7-12</i>	Business Education	0101	154
<i>Drama/ Theatre Arts K-6</i>	NONE		
<i>Drama/Theatre Arts 7-12</i>	NONE		
<i>Drama/Theatre Arts K-12</i>	NONE		
<i>Early Childhood Education PK-3</i>	Education of Young Children	0021	160
<i>Elementary Education K-6</i>	Elementary Education: Content Knowledge	0014	153
<i>English 5-9</i>	Middle School English Language Arts	0049	160
<i>English 7-12</i>	English Language, Literature & Composition: Content Knowledge	0041	164
<i>CTE- Public and Human Services 7-12</i>	Family & Consumer Sciences	0121	153
<i>CTE- Public and Human Services Vocational 7-12</i>	Family & Consumer Sciences	0121	153
<i>Guidance 7-12</i>	NONE		
<i>Hawaiian Language 7-12</i>	NONE		
<i>Hawaiian Language Immersion K-6</i>	NONE		
<i>Hawaiian Language Immersion 7-12</i>	NONE		
<i>Hawaiian Language Immersion K-12</i>	NONE		
<i>Health K-6</i>	Health Education	0550	560
<i>Health 7-12</i>	Health Education	0550	560
<i>Health K-12</i>	Health Education	0550	560
<i>CTE- Industrial and Engineering Technology 7-12</i>	Technology Education	0050	560
<i>CTE- Industrial and Engineering Technology Vocational 7-12</i>	Technology Education	0050	560
LANGUAGES:			
<i>Chinese 7-12</i>	NONE		
<i>Filipino 7-12</i>	NONE		
<i>French 7-12</i>	World Languages: French	5174	162
<i>German 7-12</i>	World Languages: German	5183	163
<i>Japanese 7-12</i>	NONE		
<i>Korean 7-12</i>	NONE		
<i>Latin 7-12</i>	NONE		
<i>Russian 7-12</i>	NONE		
<i>Spanish 7-12</i>	World Languages: Spanish	5195	168

<i>Mathematics 5-9</i>	Middle School Mathematics	0069	143
<i>Mathematics 7-12</i>	Mathematics: Content Knowledge	0061	136
<i>Music K-6</i>	Music: Content Knowledge	0113	139
<i>Music 7-12</i>	Music: Content Knowledge	0113	139
<i>Music K-12</i>	Music: Content Knowledge	0113	139
<i>Physical Education K-6</i>	Physical Education: Content Knowledge	0091	155
<i>Physical Education 7-12</i>	Physical Education: Content Knowledge	0091	155
<i>Physical Education K-12</i>	Physical Education: Content Knowledge	0091	155
<i>Reading K-6</i>	Teaching Reading	0204	159
<i>Reading 7-12</i>	Teaching Reading	0204	159
<i>Reading K-12</i>	Teaching Reading	0204	159
<i>Reading Specialist K-12</i> <i>NOTE: You CANNOT use this test to add the field of Reading Specialist to a license. It should only be used by applicants who have completed a SATEP in Reading SPECIALIST.</i>	Reading Specialist	0300	540
<i>School Counselor K-6</i>	School Guidance & Counseling	0420	580
<i>School Counselor 5 -9</i>	School Guidance & Counseling	0420	580
<i>School Counselor 7-12</i>	School Guidance & Counseling	0420	580
<i>School Counselor K-12</i>	School Guidance & Counseling	0420	580
<i>School Librarian K-12</i> <i>NOTE: You CANNOT use this test to add the field of School Librarian to a license.</i>	Library Media Specialist	0311	148
<i>Science 5-9</i>	Middle School Science	0439	148
<i>Science 7-12</i> Choose <u>one</u> of these:	Physical Science: Content Knowledge	0481	149
	OR Physics: Content Knowledge	OR 0265	153
	OR Biology: Content Knowledge	OR 0235	151
	OR Chemistry: Content Knowledge	OR 0245	154
	OR General Science: Content Knowledge	OR 0435	152
<i>Social Studies 5-9</i>	Middle School Social Studies	0089	152
<i>Social Studies 7-12</i>	Social Studies: Content Knowledge	0081	154

<i>READ CAREFULLY</i> <i>DUAL Programs Consisting of Special Education AND Another License Field</i>	The Praxis Special Education Test Required for your type of Program (i.e., Special Education, SPED Mild/Moderate, SPED Severe/Profound, etc.) AND the Content Test in the other field of your SATEP. Refer to the other license field on this list for additional required content test.		
<i>Special Education PK-3</i>	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>Special Education K-6</i>	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>Special Education 5-9</i>	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>Special Education 7-12</i>	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>Special Education K-12</i>	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>SPED Blind/Visually Impaired PK-3</i>	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>SPED Blind/Visually Impaired K-12</i>	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>SPED Deaf/ Hard of Hearing PK-3</i>	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>SPED Deaf/ Hard of Hearing K-12</i>	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>SPED Mild/Moderate PK-3</i>	Special Education: Core Knowledge and Mild to Moderate Applications	0543	158
<i>SPED Mild/Moderate K-6</i>	Special Education: Core Knowledge and Mild to Moderate Applications	0543	158
<i>SPED Mild/Moderate 5-9</i>	Special Education: Core Knowledge and Mild to Moderate Applications	0543	158
<i>SPED Mild/Moderate 7-12</i>	Special Education: Core Knowledge and Mild to Moderate Applications	0543	158
<i>SPED Mild/Moderate K-12</i>	Special Education: Core Knowledge and Mild to Moderate Applications	0543	158
<i>SPED Orientation and Mobility PK-3</i>	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>SPED Orientation and Mobility K-12</i>	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>SPED Orthopedically Handicapped PK-3</i>	Education of Exceptional Students: Core Content Knowledge	0353	152

<i>SPED Orthopedically Handicapped K-12</i>	Education of Exceptional Students: Core Content Knowledge	0353	152
<i>SPED Severe/Profound PK-3</i>	Special Education: Core Knowledge and Severe to Profound Applications	0545	158
<i>SPED Severe/Profound K-6</i>	Special Education: Core Knowledge and Severe to Profound Applications	0545	158
<i>SPED Severe/Profound 5-9</i>	Special Education: Core Knowledge and Severe to Profound Applications	0545	158
<i>SPED Severe/Profound 7-12</i>	Special Education: Core Knowledge and Severe to Profound Applications	0545	158
<i>SPED Severe/Profound K-12</i>	Special Education: Core Knowledge and Severe to Profound Applications	0545	158
<i>Speech 7-12</i>	NONE		
<i>Teaching English to Speakers of Other Languages PK-3</i>	English to Speakers of Other Languages	0361	140
<i>Teaching English to Speakers of Other Languages 5-9</i>	English to Speakers of Other Languages	0361	140
<i>Teaching English to Speakers of Other Languages K-6</i>	English to Speakers of Other Languages	0361	140
<i>Teaching English to Speakers of Other Languages 7-12</i>	English to Speakers of Other Languages	0361	140
<i>Teaching English to Speakers of Other Languages K-12</i>	English to Speakers of Other Languages	0361	140