



**SECTION 2: PROFESSIONAL FITNESS All questions must be answered.**

- 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: LICENSE REQUESTED: Enter the license field(s) and level(s) you are requesting. Refer to HTSB website.**

Field _____	Level _____
Field _____	Level _____
Field _____	Level _____

**SECTION 4: PREPARATION AND TESTING: Check the category (A. - F.) that applies to you and submit the required documentation with your application.**

**A.** Applicants who have will complete a State Approved Teacher Education Program (SATEP) prior to applying for a license but do not yet hold a teaching license in any state:

If you completed a State Approved Teacher Education Program in Hawaii prior to 2002 or a SATEP in another state, submit *Form LA3009, Institutional Recommendation* with your application.

**Note:** Hawai'i teacher education candidates from 2002 and later who completed one of Hawaii's State Approved Teacher Education Programs do not submit the Institutional Recommendation as their institution will submit their name directly to HTSB.

_____ Name of Institution	_____ Program Field and Level	_____ Month/Year of Completion
_____ Name of Institution	_____ Program Field and Level	_____ Month/Year of Completion

**B.** Applicants who completed a SATEP and hold a teaching license in another state:

1. If you were licensed for the first time in another state within the last five years, submit a notarized copy of your out of state license with your application.

OR

2. If you were licensed for the first time in another state more than five years ago, submit this application and either:

Send HTSB Form OS3009 to verify licensure, teacher preparation program and tests taken to the agency that issued your out of state license. If the agency confirms that you completed a State Approved Teacher Education Program and that you passed licensure tests in basic skills and content knowledge, you will not have to submit any other documentation. If your state does not confirm that you completed a SATEP, you will have to submit the Institutional Recommendation to HTSB. If your state does not confirm that you passed

licensure tests in basic skills and content knowledge, you will have to take the Hawaii Praxis tests in the missing category and submit official Praxis score reports to HTSB.

OR

Submit a notarized copy of your out of state license, an official transcript that states “completion of a state approved teacher education program including license field(s) and grade level(s)” (if this is not on the transcript, you will have to submit HTSB’s Institutional Recommendation Form), and official copies of basic skills and content licensure tests you took for the license.

- C. Applicants who hold a license in another state, but did NOT complete a State Approved Teacher Education Program and am applying via the Experience Route.**

Submit *HTSB Form 4009 Verification of Qualifying Experience* AND notarized copy of valid teaching certificate/license from another state with your application.

- D. I hold a current, valid NBPTS certificate and a current, valid out of state teaching license.**

NBPTS certified teachers are exempt from submitting evidence of a SATEP or licensure tests. Submit a notarized copy of both your NBPTS certificate and your out of state license with your application.

- E. I hold a current, valid out of state teaching license with the MNTC designation.**

MNTC designated teachers are exempt from submitting evidence of a SATEP or licensure tests. Submit a notarized copy of your out of state license with the MNTC designation with your application.

- F. I completed a non- U.S. teacher education program.**

Include official or notarized copy an evaluation of your foreign transcript which shows you completed a teacher preparation program with your application. The evaluation must be from a member organization of the National Association of Credential Evaluation Services (NACES). You must also pass Hawaii licensure tests in basic skills and in the field of your teacher preparation program. Refer to the Praxis page on our website.

**SECTION: TESTING REQUIREMENTS: Hawaii Praxis Tests OR Out of State Licensure Tests**

Submit official passing Hawaii Praxis score reports for all Praxis tests required for your Hawai`i license with your application. If you indicated HTSB’s score code “8620” when you registered for your Praxis test you are not required to submit another score report. Refer to the chart on [www.htsb.org](http://www.htsb.org).

**NOTE:** Teachers holding current, valid out of state license/certificate may be able to use licensure tests taken for their out of state license if the other state verifies that you passed tests in basic skills, pedagogy and content knowledge. See instructions in Section 4 B of this application.

**NOTE:** Applicants may submit official SAT Reading (score of 530 or more) and SAT Mathematics (score of 560 or more) scores in lieu of the PPST Reading and Mathematics tests. Submit official or notarized copy of your SAT scores with your application. Applicant would still need to submit PPST Writing scores.

**NOTE:** NBPTS certified teachers are exempt from all Praxis requirements.

**NOTE:** MNTC designated teachers are exempt from all Praxis requirements.

**SECTION 6: LICENSE FEE: Submit the fee with your application unless you are applying online.**

License fee of \$240 (two hundred forty dollars) is the last requirement for your initial Hawai`i teaching license. You will be notified by email to pay the five year license fee online at [www.htsb.org](http://www.htsb.org) by eCheck or Credit Card. If you pay online you will have a selection of payment plans.

If you submit a cashier’s check or money order for full payment of the fee, made payable to the Hawai`i Teacher Standards Board (HTSB), your payment will be processed in the order received after it is received in our office.

**SECTION 7: STATEMENT OF AFFIRMATION Print this form and then 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 deny my license or impose other disciplinary sanctions.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **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.**