

INSTRUCTION SHEET
APPLICATION FOR STANDARD HAWAII TEACHING LICENSE

Hawaii Teacher Standards Board (www.htsb.org)

HTSB cannot complete the processing of your license application until you meet all requirements

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

1. PERSONAL INFORMATION. Type or print in blue ink 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 of 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 on required form with supporting 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. *Note:* Reporting ethnic status is optional; data is used for statistical purposes only. Check **ONLY ONE** (1) category.

2. PROFESSIONAL FITNESS. You are required to answer all questions. Blank answers will delay the processing of your application. 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 relevant explanation of the circumstances); and
- Notarized copies of official court records; and
- Two letters of recommendation addressed to the Hawaii Teacher Standards Board from people who have known you on a professional basis within the last five years. References should include their 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 arrests not followed by convictions.

WARNING: Failure to disclose information or providing false or deceitful answers can lead to denial of your application, adverse action on the license, and/or criminal prosecution.

3. LICENSE HISTORY

A. List any teaching license you hold/have held from Hawaii or another state, including expiration date(s). Submit a notarized copy of your current, valid out of state teaching license. **If** you did not complete a State Approved Teacher Education (SATE) program or if you completed an alternative certification/licensure program, you may request consideration for the initial Hawaii license via the “experience route”. Follow the directions in Item 4(E).

B. Select Teaching Field and Grade Level for Licensure from the following list:

Teaching Field	Grade Levels				
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		K - 6		7 - 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.

- **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.
- C. NBPTS certified applicants must submit notarized copy of valid NBPTS certificate and notarized copy of state teaching certificate/license to be accepted under this condition. *NOTE: NBPTS certified teacher is exempt from all Praxis assessments.*
- D. MNTC designated applicants must submit notarized copy of state teaching certificate/license with MNTC designation to be accepted under this condition. *NOTE: MNTC designated teacher is exempt from all Praxis assessments.*

4. TEACHER EDUCATION DEGREE/PROGRAM OR EXPERIENCE ROUTE

- A. If your Institution of Higher Education (IHE) is NOT regionally accredited or is NOT a four-year degree granting university/college, your teacher education program must be state approved in the home state of the IHE AND you may ONLY apply via the “experience route” with a valid out-of-state license and qualifying teaching experience in that state. See Item 4(E) below for more information. Regional accreditation bodies are WASC, SACS, NCA, NWCCU, NEASC, and MSA. If needed, check your transcript or the university’s website for the regional accreditation information.
- B. Submit your official transcript that has the statement: “Completed State Approved Teacher Education Program,” including the teaching field in which you did your student teaching and grade levels printed on the transcript. **IF YOUR TRANSCRIPT DOES NOT INCLUDE THIS LANGUAGE**, you must submit *HTSB form LA 3009 - Institutional Recommendation* (described below).

OR

- C. Request that the university where you completed your teacher education program submit directly to HTSB the *HTSB Form LA 3009-Institutional Recommendation*. Complete the top portion of the form, sign and date it, and send it to your institution with a stamped envelope addressed to the HTSB. **EXCEPTION:** Hawai`i state approved teacher education program completers (since 2002) are NOT required to submit transcript(s) or *HTSB Form LA 3009-Institutional Recommendation*. Documentation will be submitted directly to HTSB by Hawaii’s approved teacher education institutions and agencies no later than 6 weeks following the date of your completion of all program requirements.
- D. Applicants with degree(s) conferred by non-U.S. four-year degree granting Institutions of Higher Education (IHEs) must have their transcript(s) evaluated by **Educational Credential Evaluators, Inc.**, P.O. Box 514080, Milwaukee, WI 53203-3480. Phone: (414) 289-3412; website: www.ece.org; e-mail: <mailto:EVAL@ece.org>. Applications are available from ECE or ECE’s website. Submit the original or notarized *ECE Evaluation Report* with your application.
- E. Experience Route – If you did not complete a state approved teacher education program at a university or are required to apply under the experience route [See 4(A) above], HTSB may consider your application if (1) you had or now have a valid certificate/license for the teaching field(s) for which you are seeking the initial Hawai`i license and (2) you provide documentation of satisfactory contracted K-12 qualifying experience (at least a semester in length per experience), under the certificate/license in the state which issued the license, for at least three years during the seven years immediately preceding the date when you submit your application to HTSB. You must complete page 1, *HTSB Form LA 4009-Verification of Qualifying Experience*, and send it with a stamped envelope (addressed to HTSB) to the superintendent, principal, or headmaster of the school where you completed the contracted K-12 experience. You must include, with your application, **notarized copies** of your out-of-state certificate(s)/license(s) that you held during the time periods of the qualifying experiences. **The interpretation of any special codes used on the certificate/license must be attached.** If the certificate/license is not available, attach notarized documentation from the

state certifying authority verifying the type(s), field(s), and validity of dates of the certification/license.

- F. If you hold a National Board Professional Teaching Standards Certificate, you do not need to submit verification of a SATEP.
- G. If you hold a current, valid license with Meritorious New Teacher Candidate designation you do not need to submit verification of a SATEP.
- H. If you hold a current, valid license from another state and completed a SATEP in that state you should submit HTSB Form Confirmation of Licensure and Certification Tests Taken to verify completion of you SATEP.

5. PRAXIS RECORD

See Praxis Information Sheet on HTSB website for the Praxis tests required for licensure in Hawai'i. ONLY Praxis tests with the exact code, title, and cut score at or above Hawaii's passing score may be accepted by HTSB. Official score reports from Educational Testing Service (ETS) are required. If, whenever you registered to take a Praxis test, you used Code 8620 as a recipient of your score(s), HTSB will have received an official copy directly from ETS. However, if you did not list Code 8620 as a recipient, you may request an official copy from ETS (for a fee); or send us your official copy (include a stamped, self-addressed envelope for its return, if desired); or send a notarized copy of your passing Praxis score reports.

If you hold a National Board Professional Teaching Standards Certificate, you do not need to take any Praxis Tests.

If you hold a current, valid license with Meritorious New Teacher Candidate designation you do not need to take any Praxis Tests.

If you hold a current, valid license from another state and passed licensure tests in that state you should submit HTSB Form Confirmation of Licensure and Certification Tests Taken to verify tests in basic skills, pedagogy and content knowledge. For any tests not taken, you must submit the appropriate Hawaii Praxis scores.

If you took the Scholastic Aptitude Test (SAT) in April 1995 or later you may use the following tests in lieu of the PPST Reading and Mathematics by submitting an original or notarized copy of your SAT results showing the following scores:

SAT Reading: must have a score of 530 or higher

SAT Mathematics: must have a score of 560 or higher

6. FEES

License fee of \$240* (two hundred forty dollars) is the last requirement for your initial Hawai'i teaching license. When you are notified you may send a personal check, cashier's check or money order made payable to the Hawai'i Teacher Standards Board (HTSB). Do not send payment until notified. Checks dishonored by your bank will result in a service fee and the effective date of your license will be rescinded.

*NOTE: If you accept a teaching contract with the Hawai'i Department of Education, you must send to HTSB a copy of your first paycheck stub showing the license fee deduction (LF 2.00) to initiate the reimbursement for any remaining fees that will be handled through payroll deduction as mandated by law. If you take a Leave Without Pay or resign from the DOE, you must contact HTSB to pay the remaining fees so your license will not be suspended for non-payment of fees. It is your responsibility to pay for any remaining license fees that may be due to HTSB. Upon your return from a Leave Without Pay (LWOP), please submit a copy of your first pay stub showing the license fee deduction

(LF 2.00). This will ensure that we can process a reimbursement if one is warranted and ensure the validity of your license.

7. STATEMENT OF AFFIRMATION

Complete this section to certify (or declare) under penalty of perjury under the laws of Hawai'i that all the statements in your application for the initial 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. Applications without the required original signature will NOT be processed.

PLEASE NOTE: ONLY THE ORIGINAL COMPLETED APPLICATION IS ACCEPTABLE. THE EFFECTIVE DATE OF YOUR LICENSE IS BASED ON THE DATE UPON WHICH YOU MEET ALL LICENSING REQUIREMENTS – YOUR SUBMITTAL OF A COMPLETED APPLICATION, DOCUMENTATION OF YOUR STATE APPROVED TEACHER EDUCATION PROGRAM, OFFICIAL PASSING PRAXIS SCORES, PASSING THE PROFESSIONAL FITNESS CLEARANCE, AND THE PAYMENT OF THE LICENSE FEES.

IMPORTANT – READ AND UNDERSTAND BEFORE CONTINUING: Hawaii allows teachers who hold an out-of-state license/credential to obtain the initial Hawaii teaching license provided s/he has all of the following:

- a) A valid, unrevoked, standard professional license from another state; *the out of state license must be valid, current, and a standard or professional license. Provision, temporary, conditional or other non-standard licenses do not qualify;* and
- b) Completed a state-approved teacher education program; and
- c) Passed all tests required by the state which issued the valid license being used to apply; and
- d) Passed, tests in content knowledge, basic skills and pedagogy.

These instructions and HTSB Form OS 3009 are for the applicants described above. If you do not meet the above criteria, do not complete Sections 8 and 9 of this application.

8. OUT OF STATE LICENSE HISTORY

If you currently hold a teaching license from another state, check YES. Please indicate the issuing state and expiration date of the license. You must include a notarized copy of your valid teaching license when submitting your application. Please include any information about any codes that may be on your license. Please indicate the current subject area and grade level in which you are licensed. Attach additional sheets if necessary.

9. CONFIRMATION OF LICENSURE AND CERTIFICATION TESTS TAKEN

Hawaii will accept content area, basic skills, and pedagogy tests completed in other states if the tests are required for comparable certification in that state. The applicant should complete the information in Part I then forward the form to the licensing authority of the state where the test was completed. Licensing date is dependent upon timely receipt of your Form Confirmation of Licensure and Certification Tests Taken. Please be proactive in encouraging your out of state agency to send your form to HTSB. Please note that in order to apply using your out of state license and tests taken in that state you must meet all of the following criteria:

- a) Currently hold a valid, unrevoked, standard professional license from another state;
- b) Completed a state-approved teacher education program; and
- c) Passed all tests required by the state which issued the valid license being used to apply; and
- d) Passed, tests in content knowledge, basic skills and pedagogy.

LICENSE APPLICATION CHECKLIST

All required materials must accompany your application before an evaluation will commence. **Incomplete applications will not be processed. Applicants are responsible for submitting all required materials.**

Use the following checklist to be sure you included all required items with your signed application.

- Original Application LA 1009, with all questions answered AND your required signature.
- FOR PROFESSIONAL FITNESS “YES” ANSWERS:
Required explanation, official court records, and 2 letters of recommendation for Professional Fitness “Yes” answer(s). Other documentation may be requested after the evaluation of your records and supporting documents is completed.
- VERIFICATION OF STATE APPROVED TEACHER EDUCATION PROGRAM:

HTSB Form LA 3009-Institutional Recommendation

OR

Official teacher education program transcript(s) with the statement “Completed a state approved teacher education program” (including teaching field and levels) printed on the transcript. If your transcript does not have this statement you must submit Form LA 3009.

EXCEPTIONS:

Hawai`i State Approved Teacher Education program completers are NOT required to submit transcript(s) or the *HTSB Form LA 3009-Institutional Recommendation* to HTSB. Documentation will be submitted directly to HTSB by the Hawaii teacher education institutions and agencies no later than six weeks after program completion.

OR

National Board for Professional Teaching Standards (NBPTS) Certified teachers do not have to submit verification of their teacher education program.

OR

Meritorious New Teacher Candidate designated teachers do not have to submit verification of their teacher education program.

OR

Teachers holding a current, valid teaching license from another state do not have to submit verification of their teacher education program if their state agency verifies they completed a SATEP on HTSB Confirmation of Licensure and Tests Taken.

- ONLY if applying for the Hawai`i teaching license via the “experience route” when a teacher did not complete a SATEP, submit notarized copy of valid teaching certificate/license held in other states *and HTSB Form LA 4009-Verification of Qualifying Experience.*
- FOR NON-U.S. TRAINED CANDIDATES:
Evaluation Report from Educational Credential Evaluators, Inc.,
- FOR NBPTS CERTIFIED TEACHERS
Notarized copy of valid National Board for Professional Teaching Standards Certificate
AND
Notarized copy of valid out of state license/certificate.
- FOR TEACHERS HOLDING A VALID OUT OF STATE LICENSE:

Notarized copy of your valid, out of state license
AND
HTSB Form OS 3009, Conformation of Licensure and Certification Tests Taken
- OFFICIAL PASSING PRAXIS SCORE REPORTS. If you listed Code 8620, HTSB will automatically receive your scores. If not, Contact ETS-Praxis and request for Official scores to be sent to Code 8620.

EXCEPTIONS:

National Board for Professional Teaching Standards (NBPTS) Certified teachers do not have to submit Praxis scores.

OR

Meritorious New Teacher Candidate designated teachers do not have to submit Praxis scores.

OR

Teachers holding a current, valid teaching license from another state do not have to submit Praxis scores if their state agency verifies they passed basic skills, pedagogy and content knowledge tests on HTSB Confirmation of Licensure and Tests Taken.

- Large self-addressed envelope with adequate postage if you want your original transcript(s), license and/or your official PRAXIS score report returned to you. HTSB will only store electronic formats. Hard copies will be shredded and not available for duplication.

- When you are notified you may send a personal check, cashier's check or money order made payable to the Hawai'i Teacher Standards Board (HTSB). Do not send payment until notified.