

INSTRUCTION SHEET
APPLICATION FOR PROVISIONAL 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.
- 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 another state, including expiration date(s).

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 - Voc				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 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

4. TEACHER EDUCATION DEGREE/PROGRAM

- A. 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*. **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 Hawai`i’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](mailto:MAILTO:EVAL@ECE.ORG). Applications are available from ECE or ECE’s website. Submit the original or notarized ECE *Evaluation Report* with your application.

5. PRAXIS RECORD or VERIFICATION OF MAJOR

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 Hawai`i’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.

Applicants completing a State Approved Teacher Education Program (SATEP) in another state may submit an official score report or notarized copy verifying they passed the subject area examination(s) validated as a licensure test by the state agency in the state where they completed their SATEP.

In the event that there is no validated subject area examination(s) for the subject area license being pursued, the applicant may submit evidence of a major in the subject area documented by an official transcript from a regionally accredited institution.

6. FEES

License fee of \$144* (one hundred forty-four 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 provisional 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.

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 PA 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.
- FOR TEACHERS TRAINED OR LICENSED IN THE U.S.:
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.
EXCEPTION: 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.
- FOR NON-U.S. TRAINED CANDIDATES:
Evaluation Report from Educational Credential Evaluators, Inc.
- 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.
OR
- Official passing score report of out of state licensure test(s)
OR
- Official transcript showing subject area major in the field in which you are requesting licensure.
- Large self-addressed envelope with adequate postage if you want your original transcript(s) 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.