

April 2010

# HTSB License Renewal

Hawai`i Teacher Standards Board/ 808-586-2600

## HTSB Renewal Process

The Hawai`i Teacher Standards Board has recently revised the license renewal process to be more aligned with statutory requirements.

Teachers with a license expiring prior to July 1, 2010 must submit an application for an extension of their license prior to the expiration date, if they have not already done so. Teachers who fail to extend their license must then apply for an initial license.

All teachers with a license expiring July 1, 2010 or after must apply for a five-year renewal to maintain their teaching license. It is recommended that licensees submit the HTSB Renewal Application up to six months prior to expiration of their current license.

Until the online renewal system is available, teachers should submit their renewal application to HTSB in hard copy. Once the online renewal system is operational, teachers will receive a postcard at their school announcing that the online system is available for their use.

There are three forms to complete for the renewal process:

1. HTSB Form RA 4010: Verification of Experience for Renewal
2. HTSB Form RA 5010: Verification of Satisfying Hawai`i Teacher Performance Standards Documentation
3. HTSB Form RA1010: Application for Renewal of Hawai`i Teaching License

Teachers must complete the Verification of Experience for Renewal and Verification of Satisfying Hawai`i Teacher Performance Standards forms before submitting the Renewal Application to HTSB.

For Form RA 5010, teachers holding a valid Hawaii teaching license on or before July 1, 2002 may use activities completed since that date. Teachers licensed by HTSB after July 1, 2002 may use activities completed since the issuance of their first license.

Form RA 1010 is the only form to be submitted to HTSB. Teachers should retain a copy of all forms and supporting documentation, including verification documentation relating to Form RA 5010. In the event a teacher is selected for a random audit, all documentation will be required to be submitted to HTSB.

Information about renewal and forms are available at [www.htsb.org](http://www.htsb.org).