

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



Contact: www.htsb.org or
licensing@htsb.org
 Phone: (808) 586-2616
 Fax: (808) 586-2606

ADDING A FILED THROUGH OPTIONS B OR C
VERIFICATION OF SATISFACTORY EXPERIENCE

Qualifying professional teaching experience is defined as four semesters or two years of **satisfactory contracted** K-12 teaching experience in the new field to be added to your valid Hawai'i teaching license. The experience in the new field must be equivalent to at least one year of full time teaching over the two year period, e.g. for schools with six periods a day, the minimum number of periods a day – if completing the requirement in 2 years – is 2 periods. A minimum of two years' experience is required even though you complete one year of full time teaching in the new field during the first year. To qualify **for adding a field to your valid Hawai'i license**, the experience must have been completed during the **five years immediately preceding the date of application**.

Directions: 1) Make copies of this verification form to send to an **AUTHORIZED OFFICIAL** of each public or state approved school where you completed your qualifying satisfactory professional teaching experience. 2) Sign Section 1, and send the entire form to the authorized official. 3) Include a stamped envelope addressed to the Hawai'i Teacher Standards Board (address above).

1. PERSONAL INFORMATION

Social Security Number _____ **Date of Birth** ____/____/____

Note: This disclosure of the social security number is necessary for ensuring the identity of the applicant for criminal history record clearance & license verification.

 (Last Name) (First Name) (MI) **Home Phone** (____) _____-

Current Mailing Address _____ City _____ State _____ Zip _____

Work Phone _____ E-mail Address _____

Are you currently a contracted teacher/counselor/librarian with the Hawaii Department of Education? ____NO ____YES
 If "yes", name the District/School _____

Applicant signature _____ **Date** _____

APPLICANT: DO NOT WRITE BELOW THIS LINE

To Authorized Official: This individual has applied to "add a field" to his/her Hawai'i Teacher license and has requested that HTSB consider his/her qualifying professional experience(s). Please complete the appropriate area(s) to verify the satisfactory contracted K-12 professional teaching experience(s) in your school/school district. Please use a separate line for each year of service. **Please TYPE in requested information.**

- This applicant served successfully in the following contracted K-12 position(s) in public or approved non-public schools within the last five years of the application date on this verification form.
- This applicant has **not** served successfully in the following contracted K-12 position(s) in public or approved nonpublic schools within the last five years of the application date on this verification form.

Subject Taught	From (mo/yr)	To (mo/yr)	Grade level	Total # of hours subject was taught per week

Signature of Superintendent, Principal, or Headmaster

Type Name and Title

District/School

Telephone

E-Mail Address

School Accreditation

Check one: ____Public School ____Non-Public School