

(LAST NAME)

(FIRST NAME)

(MI)

2. PROFESSIONAL FITNESS

Please read carefully and answer ALL five questions. Please refer to Instruction sheet.

- **Have you ever had a teaching license/certificate/credential/permit revoked?** YES NO
NOTE: If you are applying from out-of-state and you answer "yes," you cannot apply until the license (certificate, credential, or permit) has been re-instated and you provide evidence of the action. Include a written explanation of the circumstances that resulted in the revocation, any relevant court records, and the re-instated license/certificate/credential/permit.
- **Within the past ten years, were you dismissed from or asked to resign from employment?** YES NO
If you answered "yes," indicate the date & reasons for your dismissal or resignation from employment. Provide the name & address of the employer.
- **Were you separated from military service under conditions other than honorable?** NA YES NO
If you answered "yes," indicate the date and reasons for your separation from military service.
- **Have you been convicted of a felony or misdemeanor, or pled "nolo contendere" (no contest) or are you under investigation for any such offense, other than a minor traffic offense?** YES NO
(DUI/DWIs must be reported)
- **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?** YES NO

3. LICENSE HISTORY

- A. **Do you hold or have you held a teaching license from Hawai'i or another state?** YES NO
 If "yes," issuing state _____ Expires/expired: ___/___/_____
Note: Provide copy with official transcript, if needed. See Instructions, Section 4(B). Notarized copy of valid certificate/license required if your application is based upon the experience route. See 4(E) below.
- B. **In what subject(s) or teaching field(s) (in which HTSB issues licenses) are you qualified and requesting to be licensed?** _____
Note: See Instructions, Section 3(B), for listing of HTSB teaching fields for licensure.
- C. **Do you have a certificate issued by the National Board for Professional Teaching Standards?** YES NO
 If "yes," expires: ___/___/_____; Enclose notarized copy with this application and a notarized copy of your valid teaching certificate/license. **Note:** NBPTS certified teacher is exempt from all Praxis assessments.

4. TEACHER EDUCATION DEGREE/PROGRAM or RECIPROCITY

- A. What is the regional accreditation body for the four-year degree-granting institution or institution of higher education (IHE) at which you completed your teacher education program? _____
 (NOTE: If needed, check your transcript or the university's website for accreditation information.)
IMPORTANT: If your IHE is NOT regionally accredited or is NOT a four-year degree-granting university, your teacher education program must be state approved in the home state of the IHE AND you may ONLY apply via the "experience route" using a valid license and qualifying teaching experience in that state. See item 4(E) for information about the "experience route".
- B. **Official Transcript for State Approved Teacher Education Program Completers.** List ONLY the university where you completed your teacher education program. Submit official transcript(s) with copy of out-of-state license from state where university is located (if needed) OR submit *Form LA3005 Institutional Recommendation* (from our website). The completed form must come directly to HTSB from the university. NOTE: An exception applies to Hawai'i state approved teacher education candidates from 2002 and later. Hawai'i's approved IHEs and agencies will submit documentation directly to HTSB no later than 6 weeks after program completion. *If you are NOT a program completer from a university, you must apply under the experience route—See HTSB Form LA 2005 - Instructions-Section 4(E).*

Program Completion Date	University/College Attended for Teacher Education Program	Location (City/State)	Degree and/or Program Completed (e.g. Undergraduate, Post baccalaureate)
_____	_____	_____	_____
_____	_____	_____	_____

(LAST NAME)	(FIRST NAME)	(MI)
<p>C. <u>Institutional Recommendation, HTSB Form LA3005</u>. Required of U.S. teacher trained applicants whose transcript(s) do not state "Completed State Approved Teacher Education Program" with teaching fields and level(s) and who do not have a license (expired or valid) from the state where the program was completed. See <i>HTSB Form LA2005 Instructions, Section 4(C)</i>. <i>HTSB FORM LA3005 is REQUIRED</i>.</p>		
<p>D. <u>Non-U.S. Teacher Trained Applicants</u>: Include <i>Evaluation Report</i> from Educational Credentials Evaluators, Inc. Official or notarized copy REQUIRED from applicants who complete teacher education programs at non-U.S. university/college. See <i>HTSB Form 2005 Instructions-Section 4(D)</i>.</p>		
<p>E. <u>Experience Route Applicants</u>: Include <i>HTSB Form 4005 Verification of Qualifying Experience</i> <u>AND</u> notarized copy of valid teaching certificate/license for the field(s) for which you are requesting the Hawai`i license. Program completer from an IHE without regional accreditation or community college with regional accreditation or alternative route through an agency or examination may only apply with a license from and qualifying teaching experience in the home state of IHE where the program was completed. See <i>Instructions, Section 4(E)</i>. <i>FORM LA4005 is REQUIRED</i>.</p>		

5. PRAXIS RECORD

Submit official passing Praxis score reports for all Praxis tests required for your Hawai`i license. Refer to the Instruction sheet for further information. Please indicate date of last Praxis exam: _____

6. FEES

License fee of \$240* (two hundred forty dollars) is the last requirement for your initial Hawai`i teaching license. After you complete a state approved teacher education program and pass all the required Praxis tests, you may send a personal check, cashier's check or money order made payable to the Hawai`i Teacher Standards Board (HTSB).

*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 to initiate the reimbursement of any remaining fees that will be deducted through payroll 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.*

7. STATEMENT OF AFFIRMATION

NOTE: Review your application for completeness, paying special attention to Section 2, Professional Fitness questions and your dated signature (below). Only original completed applications will be reviewed.

I hereby certify (declare) that the information provided by me in this application contains no willful misrepresentation or falsification and that all the information given by me is true, complete, and accurate. I understand that this information may be verified and that any misrepresentation or falsification will result in the denial of my application or revocation of my license. *Further, I understand that it is my personal responsibility to maintain copies of documents related to this request and that HTSB will not provide such service for me. I also understand that the effective date of my license is based on the date upon which I meet all licensing requirements, i.e. my submittal of 1) a complete application, 2) documentation of my state approved teacher education program, 3) my official passing Praxis scores, and 4) the payment of my licensing fees.*

SIGNATURE OF APPLICANT _____ **DATE** _____

- Information on your application is subject to release pursuant to the Freedom of Information Act.
- If you want original transcripts and your official Praxis score report(s) returned, please enclose with your application a large self-addressed envelope with adequate postage with your application. Otherwise, all documents will be shredded.
- Applicants are responsible for submitting all required materials and fees as applicable. *Use the checklist on HTSB Form LA2005-Instructions, to be sure you included all required items with your signed application.*
- Return APPLICATION and REQUIRED DOCUMENTS for your initial license to:

Hawai`i Teacher Standards Board
 Attention: Licensing Section
 650 Iwilei Road, Suite 201
 Honolulu, Hawai`i 96817

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