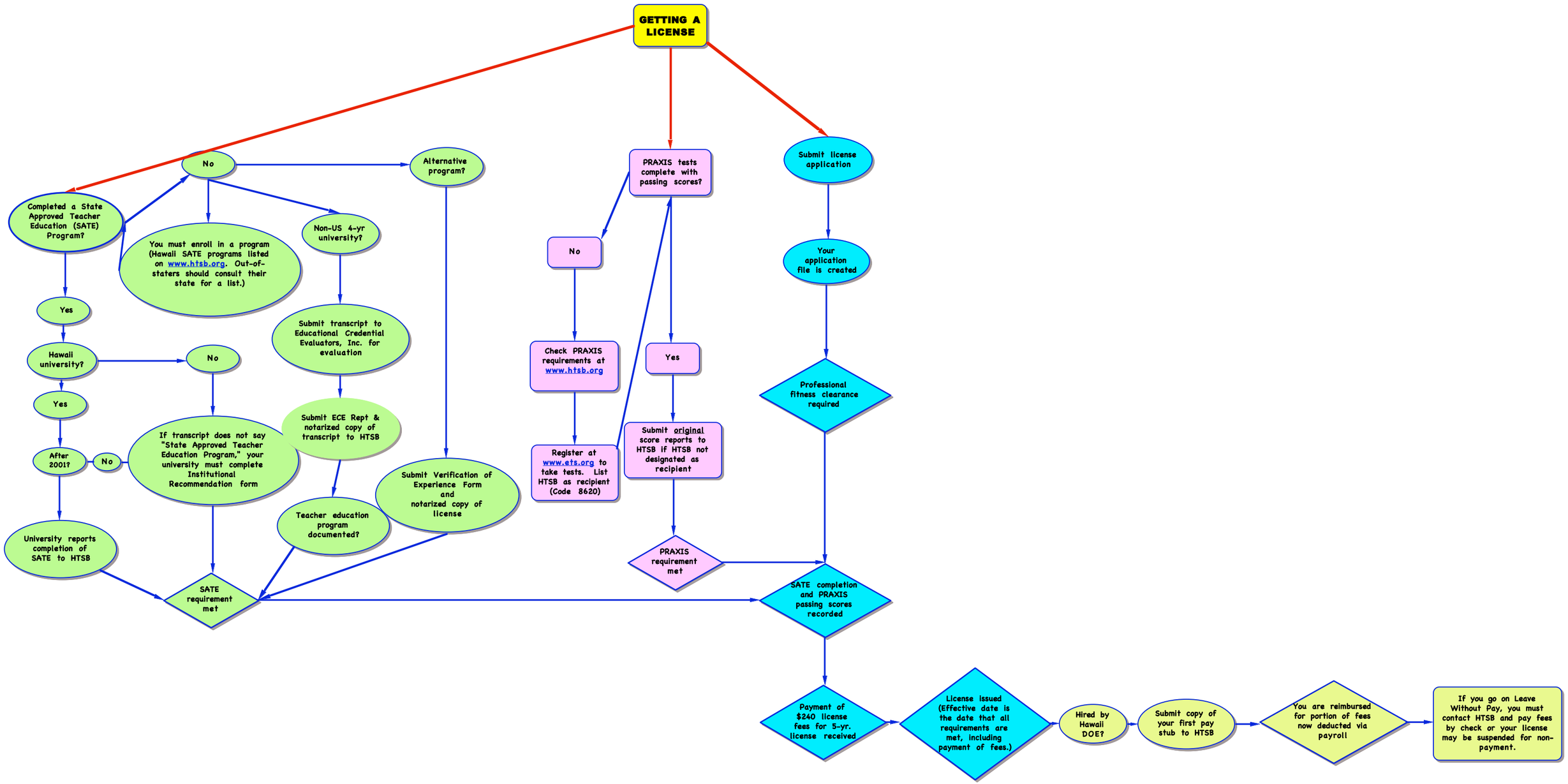
GETTING A LICENSE
Completed a State Approved Teacher Education (SATE) Program?
No
Alternative program?
You must enroll in a program (Hawaii SATE programs listed on www.htsb.org. Out-of-staters should consult their state for a list.)
Non-US 4-yr university?
Yes
Hawaii university?
No
Yes
After 2001?
No
If transcript does not say "State Approved Teacher Education Program," your university must complete Institutional Recommendation form
Submit transcript to Educational Credential Evaluators, Inc. for evaluation
Submit ECE Rept & notarized copy of transcript to HTSB
Teacher education program documented?
Submit Verification of Experience Form and notarized copy of license
University reports completion of SATE to HTSB
SATE requirement met
PRAXIS tests complete with passing scores?
No
Check PRAXIS requirements at www.htsb.org
Register at www.ets.org to take tests. List HTSB as recipient (Code 8620)
Yes
Submit original score reports to HTSB if HTSB not designated as recipient
PRAXIS requirement met
Submit license application
Your application file is created
Professional fitness clearance required
SATE completion and PRAXIS passing scores recorded
Payment of $240 license fees for 5-yr. license received
License issued (Effective date is the date that all requirements are met, including payment of fees.)
Hired by Hawaii DOE?
Submit copy of your first pay stub to HTSB
You are reimbursed for portion of fees now deducted via payroll
If you go on Leave Without Pay, you must contact HTSB and pay fees by check or your license may be suspended for non-payment.