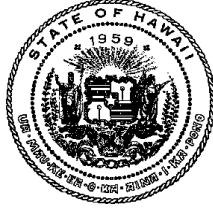


Hawai'i Teacher Standards Board  
650 Iwilei Road, Suite 201  
Honolulu, HI 96817  
Attention: Licensing Section



www.htsb.org  
htsb@hawaii.gov  
Phone: 808-586-2600  
Fax: 808-586-2606

**CAREER AND TECHNICAL EDUCATION  
INDUSTRY EXPERIENCE AND CONTENT VERIFICATION FORM**

**Instructions:**

- 1. Experience must have been completed within ten years of the date of your application for the Hawai'i Vocational add a field; within five years for the CTE Provisional, Standard, and Advanced license; and within three years for the Limited Standard license.

AND

- 2. Experience must be with businesses registered with the appropriate state, county or city registration agency;

AND

- 3. Documentation for authorized field must be submitted on this form, signed by authorized individual(s) with phone number, address and/or email address of the business, and beginning and ending dates clearly noted.

Please use one form per employer. Return form to HTSB by mail, email, fax, or attach to your application account.

**NOTE: The vocational field option is available only to individuals who already hold a Provisional, Standard, or Advanced teaching license in the CTE field. Add a field options are not applicable to the CTE Limited Standard license.**

**SECTION 1. PERSONAL INFORMATION** *Type or print in blue ink.*

Last 4 digits of Social Security Number XXX - XX - \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YY

Full Name Print in CAPITAL LETTERS.

\_\_\_\_\_  
(LAST NAME)

\_\_\_\_\_  
(FIRST NAME)

\_\_\_\_\_  
(MIDDLE NAME)

For which initial or added license/field are you applying?

- CTE Limited Standard License
- CTE Provisional, Standard, or Advanced
- Vocational field

**SECTION 2. TRADE EXPERIENCE** *To be completed by employer*

Please indicate which of the following categories applies to the applicant’s experience(s). Refer to page 3 for a list of occupations usually included in each category.

**CTE License Field**

- CTE Industrial and Engineering Technology
- CTE Business
- CTE Arts and Communication
- CTE Natural Resources
- CTE Public and Human Services
- CTE Health Services

**CTE Vocational Field for license add a field only**

- CTE Industrial and Engineering Technology-Vocational: Two (2) years (3600 hours) of experience.
- CTE Business-Vocational: One (1) year (1800 hours) of work experience.
- CTE Arts and Communication-Vocational: One (1) year (1800 hours) of work experience.
- CTE Natural Resources-Vocational: Two (2) years (3600 hours) of practical experience.
- CTE Public and Human Services- Vocational: One (1) year (1800 hours) of work experience.
- CTE Health Services- Vocational: One (1) year (1800 hours) of work experience.

**SECTION 3. VERIFICATION BY EMPLOYER** *All fields must be answered.*

I hereby verify the trade experience of the following individual:

Employee Name \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_

Position: \_\_\_\_\_

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Printed Name \_\_\_\_\_ Position \_\_\_\_\_

Business License/Registration Number \_\_\_\_\_

Name of Company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Arts and Communication**

- Animation
- Broadcast Media
- Digital Media
- Fashion Design
- Game Design
- Graphic Design
- Web Design

**Business**

- Accounting
- Business Law
- Entrepreneurship
- Finance
- Human Resources Management
- Management
- Management Information Systems
- Marketing
- Office Administration
- Oracle
- Retail Marketing and Merchandising
- Travel Management

**Health Services**

- Clinical Health
- Emergency Medical Services
- Health Information
- Medical Biotechnology
- Nurse's Aide
- Nutrition

**Public and Human Services**

- Culinary
- Early Childhood Education
- Elementary Education
- Hospitality Services

**Natural Resources**

- Agriculture
- Environmental and Conservation
- Environmental Resource Management
- Fisheries
- Forestry
- Natural Resources Biotechnology
- Natural Resources Production
- Plant Design and Management

**Industrial and Engineering Technology**

- A+
- Autobody Repair and Refurbishing
- Automotive Technology
- Building and Construction
- CISCO
- Computer Networking
- Cybersecurity
- Computer Technician
- Design Technology
- Electrical Installation
- Electronics and Electrical Engineering
- Engineering Technology
- Metal Working