

**Teacher License
"Add Teaching Field"**

- Log into your HTSB online Profile and select the "Licenses/Permits" tab
- Click on the grey "Add Teaching Field" box to start the application (Complete and save each step before submitting the application)
- Provide documentation to verify content knowledge and experience
- Documents may be uploaded directly to your Documents tab > "Add New Document"

**HTSB approved License
Fields and Grade Levels**

- License fields and levels are listed on the HTSB website "[License Fields and Levels](#)"
- HTSB License Grade levels : Early Childhood (P-3), Elementary (K-6), Middle Level (6-8), Secondary (6-12), P-12 and K-12 ("*P-12*" & "*K-12*" require verification in each level)

Provide verification for one "Content Knowledge" option AND one "Experience" option

NOTE: Documentation is not needed to verify Hawaii public school teaching experience (HTSB has access to that database)

Content Knowledge Verification Options

**1. State Approved
Teacher
Education
Program (SATEP)**

- Complete a SATEP in Hawaii or a different jurisdiction with clinical experience (HTSB form LA3009); or

**2. Coursework
(Transcript)**

- 30 credit hours in the new field (15 upper division) from a regionally accredited institution (upload a copy of your official transcript); or

3. Licensure Test

- Praxis or ACTFL exams; or
- HAW 490 (Hawaiian Fields); or

**4. National Board
Certified Teacher**

- Visit www.NBPTS.org
- Become a National Board Certified Teacher in the field applied for; or

**5. Advanced License (ONLY
option that does not require
documenting experience)**

- Advanced License with 30 credit hours; or
- Advanced License with a Praxis exam

Experience Verification Options

**1. SATEP in same
grade level**

- Previously completed a SATEP for a license in the grade level applied for; or

**2. One year in
the new field
and grade level**

- Verify one year (within the last 5 years) of at least half-time contracted P-12 teaching experience in the new field and grade level (HTSB form EX1000); or

**3. Three years in
the grade level**

- Verify 3 years of the last 5 years of P-12 contracted teaching experience in the grade level applied for regardless of the field (HTSB form EX1000); or

**4. Principles of
Learning and
Teaching
(Praxis)**

- Submit passing scores for the Praxis Principles of Teaching and Learning for the new grade level

Fields only available as "Added Fields" These are the teaching fields that can only be added to an existing license, not a field applied for on an initial license: Ethnomathematics, Middle Level Generalist, Online Teaching, Teacher Leader, All Career and Technical Education (CTE) Vocational Fields

Fields only available by completing a "SATEP" These are the fields that can only be added to a license by completing a State Approved Teacher Education Program (SATEP): School Librarian, Reading Specialist, Early Childhood Education (Effective 12/31/19)