

OPTION 2: ADVANCED DEGREE OR COURSEWORK (WITH EXPERIENCE/ PEDAGOGY)

1. Requires an Advanced Degree or Coursework:

Description of Advanced Degree: Complete a master's, specialist or doctoral degree in the new license field awarded by an accredited institution of higher education. Upload a copy of your official transcript to the Documents tab of your HTSB record to verify your advanced degree.

OR

Description of Coursework: Complete a minimum of thirty (30) semester hours in the new license field from an accredited institution of higher education, at least fifteen of which must be upper division. Upload a copy of your official transcript to the Documents tab of your HTSB record to verify your coursework.

2. Requires Experience or Pedagogy:

- (A) Verification of the equivalent of one (1) year of satisfactory half time or more contracted P-12 teaching experience in the new field within the last five (5) years of application date;

OR

- (B) Verification of three (3) or more years of contracted P-12 experience in the same license grade level span in Hawaii or another qualified jurisdiction.

A grade level span means:

Early Childhood grades PK-3

Elementary grades K-6;

Middle Level grades 6-8

Secondary grades 6-12

For the P-12 or K-12, you must verify experience in each level.

If you are a Hawaii DOE teacher, your experience can be verified electronically by HTSB staff. If you are not a DOE teacher, submit HTSB Form EX1000: Experience Verification, which can be found on the Forms page.

OR

- (C) Submit passing scores on the Praxis Principles of Learning and Teaching for the new grade level. Visit the Licensure Test page here for a listing of tests: <https://hawaiiteacherstandardsboard.org/content/licensure-test-categories/>

OR

- (D) Submit verification of previous completion of a state approved teacher education program in the same license grade level as the new field.