

hawaiiteacherstandardsboard.org  
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**Directions:**

1. Read the information about [Add A Teaching Field](#).
2. Refer to your official transcript/s and determine if you have **30 credits in the content area of the new license field you would like to add. Of the 30 credits, 15 must be upper division credits (i.e., 300 or higher)**. All credits must be completed at a regionally accredited institution.
3. Complete the information below:
  - a. Write your name, HTSB ID#, the Added Licensure Field, and the Grade Level Span.
  - b. **For each course**, write the college/university name, course name, course number, and the number of credit hours earned, and mark an X if the course was at the 300 level or higher. You may use more than one worksheet if needed.
4. Login to your HTSB account and start a new application to [Add a Teaching Field](#).
5. Upload this AF8010 form and a copy of an official transcript from each college/university listed below into your HTSB Documents tab. Additional information may be required to verify your qualifications. Requests will be sent through your Contact HTSB tab.

**HTSB ID #:**

**Grade Level Span:**

College/University Name	Course Name	Course Number	Credit Hours	Mark an X if upper division course
	Total credits in lower division			
	Total credits in upper division			
	<b>TOTAL CREDITS</b>			