

Add a Teaching Field

Revised 04/2023

To add a teaching field to your existing Hawai'i teacher, school counselor, or school librarian license, applicants are required to verify both experience and content knowledge in the new license field and grade level.

Requirements to Add a Teaching Field

- Start your application for adding a new license field in the *Licenses/Permits* tab of your Hawai'i Teacher Standards Board (HTSB) online account, then click *Add Teaching Field*.
- Clear the HTSB Professional Fitness check.
- Copy of a signed U.S. Social Security Card.

****Note:** This item does *not* apply to previously employed and current Hawai'i Department of Education and Hawai'i State Public Charter School teachers who have already provided the required information.

- Copy of a valid government-issued photo identification (submit one):
 - A valid U.S. passport or passport card
 - A valid international passport or passport card
 - A valid driver's license issued by any U.S. state
 - A valid identification card issued by any U.S. state
 - A valid U.S. military or military dependent identification card (including the back side)
 - A valid U.S. Coast Guard Merchant Mariner identification card
 - A Native American Tribal Document

****Note:** A school identification will *not* be accepted.

- Choose ONE of the options below for **content knowledge** verification requirements:

Option A: Hawai'i or Other U.S. Approved SATEP	<input type="checkbox"/> Complete a SATEP in Hawai'i or another U.S. state with clinical experience. Required for School Counseling, School Librarian, Early Childhood PK-3, Reading Specialist. Submit HTSB Form LA3009.
Option B: Coursework*	<input type="checkbox"/> Complete thirty (30) semester hours in the new field from a regionally accredited institution, fifteen (15) hours of which are upper division. Submit a copy of an official transcript.
Option C: Licensure Test	<input type="checkbox"/> Pass a licensure test or assessment approved by the board — <i>i.e.</i> , Praxis, ACTFL, HAW 490 (Hawaiian Fields). Submit official documentation of passing score (e.g., Praxis score report).
Option D: National Board Certified Teacher	<input type="checkbox"/> Become a National Board Certified Teacher. Contact HTSB for more information.
Option E: Hawai'i Advanced License	<input type="checkbox"/> Hold a Hawai'i Advanced License. <input type="checkbox"/> Complete thirty (30) semester hours in the new field from a regionally accredited institution. Submit a copy of an official transcript. <p style="text-align: center;">— OR —</p> <input type="checkbox"/> Hold a Hawai'i Advanced License. <input type="checkbox"/> Pass a licensure test or assessment approved by the board. Submit official documentation of passing score (e.g., Praxis score report).

****Experience verification is *not* required for this option.**

***Coursework to verify content knowledge for Elementary Education**

A total of thirty-six (36) semester hours are required:

- Nine (9) semester hours in language arts
- Nine (9) semester hours in mathematics
- Nine (9) semester hours in science
- Nine (9) semester hours in social studies

At least three (3) semester hours in each of the above content areas must be upper division.

Choose ONE of the options below for **experience** verification requirements:

Option A: SATEP in the same grade level	<input type="checkbox"/> Complete a SATEP for a license in the grade level applied for. Submit HTSB Form LA3009.
Option B: One (1) year in the new field	<input type="checkbox"/> Verify one (1) year out of the last five (5) years of at least half-time teaching experience in a P-12 contracted position in the new field in a Hawai'i school or another U.S. state. Submit HTSB Form EX1000.
Option C: Three (3) years in the new grade level	<input type="checkbox"/> Verify three (3) years out of the last five (5) years of teaching experience with a Hawai'i Standard License in a P-12 contracted position in the new grade level in a Hawai'i school or another U.S. state. Submit HTSB Form EX1000.
Option D: Praxis: Principles of Learning and Teaching	<input type="checkbox"/> Pass the appropriate Praxis: Principles of Learning and Teaching (PLT) exam. Submit Praxis score report.

****Note:** During HTSB's peak application period, it may take up to six (6) weeks for your application to be processed, especially if licensing specialists are waiting on supporting documentation from agencies, schools, or organizations.

Submit your documents in PDF, Word or JPG/JPEG format to your HTSB online account in the *Documents* tab. Information on your valid government-issued photo identification must match the profile information on your HTSB account and all submitted documents. Further documentation may be required if needed.

Read more about the requirements to Add a Teaching Field on our website at:
<https://hawaiiteacherstandardsboard.org/content/add-a-teaching-field/>