

## Guide: Add a Teaching Field: Hawaiian Licensure Fields

Revised 09/2025

To add a teaching field for Hawaiian licensure fields 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 Hawaiian licensure field and grade level (read [New Business Item 22-29 Revised](#)).

The following Hawaiian licensure fields may be added upon verification:

- Hawaiian Knowledge
- 'Ōlelo Hawai'i / Hawaiian Language
- Kaiapuni Hawai'i / Hawaiian Language Immersion
- Hawaiian Studies

### 💡 Useful Tips 💡

If you are locked out of your HTSB account, email [htsb@hawaii.gov](mailto:htsb@hawaii.gov) for assistance. DO NOT create a new account.

- Check the **Contact HTSB** tab of your account for communication from HTSB licensing specialists and staff.
- Update your HTSB Profile: Name, Address, and Phone.
- Use a current personal email address (e.g., Gmail, Yahoo, Hotmail, iCloud) as the primary in the **Email** tab of your account. School or higher education email addresses are *not* acceptable.
- Submit clear and readable copies of your documents to the **Documents** tab of your account. Submit documents in PDF, Word or JPG/JPEG format. [Click here](#) for a guide on how to upload documents.
- Information on your valid government-issued photo identification must match the Profile information in your account and all submitted documents. Further documentation may be required if needed.
- All HTSB Forms require wet/ink or digitally stamped signatures. The most updated versions of HTSB Forms are located on the HTSB website > *Licensing and Permits* > [HTSB Forms](#). Outdated versions and incomplete forms are *not* acceptable.
- Read more about the Add a Teaching Field Requirements on the HTSB website at: <https://hawaiiteacherstandardsboard.org/content/add-a-teaching-field/>
- For more useful guides, visit the [Resources](#) page on the HTSB website.

### **\*\*Important Note**

The application review process may take up to six weeks pending receipt of required documents. All applications will be processed in the order they are received. Go to your HTSB account's **My Profile Home** and check **My HTSB Transaction History** for the status of your application.

## Requirements to Add a Teaching Field: Hawaiian Licensure Fields

- ☐ 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: <b>KHAW 490, HAW 490</b>	<input type="checkbox"/> Pass KHAW 490 or HAW 490 Hawaiian Language Proficiency course. <b><i>Submit a copy of an official letter or transcript.</i></b>
Option B: <b>Coursework</b>	<input type="checkbox"/> Demonstrate completion of thirty (30) semester credit hours of non-introductory Hawaiian Language courses (beyond 202), which includes: <ul style="list-style-type: none"><li><input type="checkbox"/> A minimum of twelve (12) semester credit hours in <b>Core Hawaiian Language</b> courses at the 300 and 400 levels (including 402 or 404).</li><li><input type="checkbox"/> A minimum of six (6) semester credit hours in <b>Hawaiian Language elective</b> courses at the 300-400 level in various content areas.</li><li><input type="checkbox"/> Any remaining semester credit hours may include <b>Hawaiian Knowledge</b> courses to enhance the Hawaiian Language worldview (to be determined on a case-by-case basis).</li></ul> <b><i>**Submit a copy of an official transcript.</i></b> A transcript analysis will be completed for the thirty (30) acceptable semester credit hours submitted.

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

Option A: <b>SATEP in the same grade level</b>	<input type="checkbox"/> Previously completed a SATEP for a license in the grade level applied for. <b><i>Submit HTSB Form LA3009.</i></b>
Option B: <b>One (1) year in the new Hawaiian licensure field</b>	<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 Hawaiian licensure field. <b><i>Submit HTSB Form EX1000.</i></b>
Option C: <b>Three (3) years in the new grade level</b>	<input type="checkbox"/> Verify three (3) years out of the last five (5) years of teaching experience in a P-12 contracted position in the new grade level applied for, regardless of the field. <b><i>Submit HTSB Form EX1000.</i></b>
Option D: <b>Praxis: Principles of Learning and Teaching</b>	<input type="checkbox"/> Pass the appropriate Praxis: Principles of Learning and Teaching (PLT) exam for the new grade level. <b><i>Submit Praxis score report.</i></b>

**\*\*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.