

## Guide: Add a Teaching Field: Special Education

Revised 09/2025

To add a teaching field for Special Education (SPED) 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 SPED field and grade level.

### 💡 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 Outdated versions and incomplete forms are *not* acceptable.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 for Special Education

- ☐ 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>Hawai'i or Other U.S. Approved SATEP</b>	<input type="checkbox"/> Complete a SATEP in Hawai'i or another U.S. state in the new SPED field. (See programs listed below.) <b>Submit HTSB Form LA3009.</b>
Option B: <b>Coursework</b>	<input type="checkbox"/> Complete thirty (30) semester hours in the new SPED field from a regionally accredited institution, fifteen (15) hours of which are upper division. <b>Submit a copy of an official transcript.</b>
Option C: <b>Licensure Test</b>	<input type="checkbox"/> Pass a licensure test or assessment approved by the board — <i>i.e.</i> , Praxis. <b>Submit official documentation of passing score (e.g., Praxis score report).</b>
Option D: <b>National Board Certified Teacher</b>	<input type="checkbox"/> Become a National Board Certified Teacher in <i>Exceptional Needs</i> . <b>Contact HTSB for more information.</b>
Option E: <b>Hawai'i Advanced License</b>  **Experience verification is <i>not</i> required for this option.	<input type="checkbox"/> Hold a Hawai'i Advanced License. <input type="checkbox"/> Complete thirty (30) semester hours in the new SPED field from a regionally accredited institution. <b>Submit a copy of an official transcript.</b> <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. <b>Submit official documentation of passing score (e.g., Praxis score report).</b>

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

Option A: <b>SATEP in the same SPED grade level</b>	<input type="checkbox"/> Complete a SATEP for a license in the SPED grade level applied for. <b>Submit HTSB Form LA3009.</b>
Option B: <b>One (1) year in the new SPED 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 SPED field in a Hawai'i school or another U.S. state. <b>Submit HTSB Form EX1000.</b>
Option C: <b>Three (3) years in the new SPED grade level</b>	<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 SPED grade level in a Hawai'i school or another U.S. state. <b>Submit HTSB Form EX1000.</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. <b>Submit Praxis score report.</b>

<b>HTSB Special Education License Fields</b>	<b>Grade Level Options</b>
Special Education	P-3, K-6, 6-8, 6-12, P-12, K-12
Special Education Blind/Visually Impaired	P-3, P-12, K-12
Special Education Deaf/Hard of Hearing	P-3, P-12, K-12
Special Education Mild/Moderate	P-3, K-6, 6-8, 6-12, P-12, K-12
Special Education Orientation and Mobility	P-3, P-12, K-12
Special Education Orthopedic Impairments	P-3, P-12, K-12
Special Education Severe Disabilities/Autism	P-3, K-6, 6-12, K-12
Special Education Severe/Profound	P-3, K-6, 6-8, 6-12, P-12, K-12

<b>HTSB-Approved Preparation Providers with Special Education Programs</b>	
Brigham Young University–Hawai'i	808-675-3211
Chaminade University of Honolulu	808-735-4711
iTeach Hawai'i	877-348-3224
Leeward Community College	808-455-0480
University of Hawai'i at Mānoa	808-956-7915
University of Hawai'i at West O'ahu	808-689-2339