

Guide: Advanced License

Revised 11/2025

An Advanced License may be issued to teachers who have five (5) years of full-time teaching experience within the last eight (8) years in a P-12 contracted position from a school in Hawai'i or another U.S. state. This license is a NASDTEC Stage 4 License. An Advanced License is valid for ten (10) years and expires on June 30th. This license is renewable.

💡 Useful Tips 💡

If you are locked out of your HTSB account, email 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 Outdated versions and incomplete forms are *not* acceptable.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 licensing information on the HTSB website at: <https://hawaiiteacherstandardsboard.org/content/permits-and-license-types/>
- For more useful guides, visit the [Resources page](#) on the HTSB website.

Requirements for an Advanced License

- ☐ Clear the Hawai'i Teacher Standards Board (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.
- ☐ Hold a valid Standard License from Hawai'i or another U.S. state. If your Standard License is from another U.S. state, **submit HTSB Form OS3009**.
- ☐ Verify five (5) years out of the last eight (8) years of contracted full-time teaching experience in a P-12 school setting under a current and valid Hawai'i Standard License or an equivalent license issued by another U.S. state. **Submit HTSB Form EX1000**.

☐ Choose ONE of options A through C below for the remaining requirements:

Option A: Advanced Degree	☐ Possess a master's, specialist or doctoral degree, or have passed thirty (30) hours of graduate coursework from a regionally accredited U.S. institution either in an area relevant to the field for which a license is sought or which improves professional practice. **Note: This degree or coursework <u>cannot</u> be what you used to obtain your initial license.
Option B: National Board Certified Teachers	☐ Possess a baccalaureate degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution. ☐ Hold a valid unrevoked National Board Certification. <i>Submit a copy of your official letter.</i>
Option C: Hawai'i Teacher Leader	☐ Possess a baccalaureate degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution. ☐ Be designated as a teacher leader or master teacher by the Hawai'i Department of Education, Hawai'i Public Charter School or a member school of the Hawai'i Association of Independent Schools.

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Option D: Did Not Renew Advanced License Before Due Date	☐ My license did not expire more than two years ago. ☐ I can provide a copy of a teacher evaluation completed within the past five years. ☐ I can verify at least one full year within the last five years of successful full-time teaching experience in a P-12 setting in Hawai'i, the U.S., or U.S. jurisdiction.
Option E: Did Not Renew Advanced License Before Due Date	☐ My license did not expire more than two years ago. ☐ I can provide evidence for each HTSB Teacher Performance Standard. ☐ I can verify at least one full year within the last five years of successful full-time teaching experience in a P-12 setting in Hawai'i, the U.S., or U.S. jurisdiction.
Option F: Resigned or Retired	☐ My license did not expire more than two years ago. ☐ I can verify at least one full year within the last five years of successful full-time teaching experience in a P-12 setting in Hawai'i, the U.S., or U.S. jurisdiction.

Maintenance for an Advanced License

Apply to renew your Advanced License as early as **January 1st** of the year that it expires.

See the guide for ***Renewing a Standard or Advanced License***.

****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.