

Advanced License

Revised 01/2025

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.

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	<input type="checkbox"/> 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	<input type="checkbox"/> Possess a baccalaureate degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution. <input type="checkbox"/> Hold a valid unrevoked National Board Certification. Submit a copy of your official letter.
Option C: Hawai'i Teacher Leader	<input type="checkbox"/> Possess a baccalaureate degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution. <input type="checkbox"/> 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.

<p>Option D: Did Not Renew Advanced License Before Due Date</p>	<p><input type="checkbox"/> My license did not expire more than two years ago.</p> <p><input type="checkbox"/> I can provide a copy of a teacher evaluation completed within the past five years.</p> <p><input type="checkbox"/> 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.</p>
<p>Option E: Did Not Renew Advanced License Before Due Date</p>	<p><input type="checkbox"/> My license did not expire more than two years ago.</p> <p><input type="checkbox"/> I can provide evidence for each HTSB Teacher Performance Standard.</p> <p><input type="checkbox"/> 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.</p>
<p>Option F: Resigned or Retired</p>	<p><input type="checkbox"/> My license did not expire more than two years ago.</p> <p><input type="checkbox"/> 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.</p>

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.