



Guide to Add a Teaching Field: Online Teaching

Revised 09/2025

To add a teaching field for Online Teaching to your existing Hawai'i teacher, school counselor, or school librarian license, applicants are required to verify both experience and content knowledge in online teaching. (See [NBI 23-02 Revised](#) for more information.)

💡 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 Outdated versions and incomplete forms are *not* acceptable.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 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 Online Teaching

- ☐ 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 your signed U.S. Social Security Card.
- ☐ Copy of your 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
 - A valid U.S. Visa
 - A valid U.S. Green Card

****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"/> Successful completion of a certificate or degree program in online learning and teaching at the post-baccalaureate, master's, or doctoral level at a regionally accredited institution of higher education. Submit official transcript.
Option B: HIDOE Professional Development Credits	<input type="checkbox"/> Completed a minimum of nine (9) professional development credits in online teaching courses that utilized nationally recognized online teaching standards for grades P-12 and approved by the Hawai'i Department of Education's PDE3 program. Submit official documentation from Hawai'i Department of Education PDE3.
Option C: Other Professional Development Credits	<input type="checkbox"/> Completed a minimum of nine (9) professional development credits in online teaching courses that utilized nationally recognized online teaching standards for grades P-12 and approved by a U.S. accredited private/non-profit organization or U.S. school district. Submit official documentation.
Option D: Other U.S. State License & Experience	<input type="checkbox"/> Hold a license/certificate from another U.S. state with the online teaching field.

☐ All applicants must meet ALL **experience** requirements:

<input type="checkbox"/> Hold a current and valid Standard or Advanced Hawai'i teaching license.
<input type="checkbox"/> Have at least three (3) years of successful full-time teaching experience in a P-12 setting at the federal/state Department of Education or Hawai'i Public Charter Schools. Submit HTSB Form EX1000.
<input type="checkbox"/> Have at least two (2) years of full-time online teaching experience in a recognized program in a P-12 setting at the federal/state Department of Education or Hawai'i Public Charter Schools. Submit HTSB Form OT8010: Verification of Online Teaching Experience and Content Knowledge.

****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.

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