



HAWAI'I TEACHER STANDARDS BOARD

HAWAII LICENSE AND PERMIT FEE PAYMENT INFORMATION

All license and permits require an annual fee to remain active. If you allow your license to expire or your fee is not current, you may not be eligible to teach in a Hawaii public school. Specific requirements are listed below:

Hawaii DOE Tenured Teacher/Counselor/Librarian with an “effective” or “highly effective” rating on your last evaluation prior to the payment date, in a non-renewal year of license: If you have listed an active email address in your HTSB account, you will receive a notification in January when your annual payment has been submitted by the DOE. You no longer have to request the “DOE payment assistance.”

Hawaii DOE Tenured Teacher/Counselor/Librarian with an “effective” or “highly effective” rating on your last evaluation prior to the payment date, in license renewal year: Check your HTSB record for your license expiration date. If your license expires on June 30, 2018, you must login to your HTSB account between January 2 and June 29, 2018, and complete your renewal process. You are strongly encouraged to renew early in the renewal period, as you must allow for processing time. Renewals submitted after June 29, 2018, may not be processed in the event of unexpected issues. The DOE will not pay your annual fee if you allow your license to expire.

All Others: Non-tenured Hawaii DOE, Hawai'i Charter School educators, and all others must login to their HTSB account and pay their own license and permit fees. A \$25 late fee shall be assessed if not paid by the due date.

Refunds for license fees you have already paid cannot be refunded by HTSB or the DOE. If you have questions for HTSB send a message to us using your account “Contact HTSB” tab or call our office at 808-586-2600.