

HOW TO ADD A NEW FIELD TO YOUR EXISTING HAWAII LICENSE

OPTION 1: COMPLETE A STATE APPROVED PREPARATION PROGRAM IN THE NEW FIELD

Complete a state-approved educator preparation program that includes appropriate clinical experiences in a P-12 setting in the new field. The program may be based in Hawaii or another state. If you use an out of state or online program, HTSB advises you to obtain verification in writing from the program that it leads to a professional teaching license in the home state.

To view a list of Hawaii based preparation programs, go to this page:

<https://hawaiiteacherstandardsboard.org/content/preparation-programs/>

If you complete a Hawaii based program, your program will report directly to HTSB and you do not have to submit any additional documentation.

If you complete an out of state program, you must submit HTSB Form LA3009: Educator Preparation Program Recommendation. Go to the [Forms page](#) to access the form.

OPTION 2: ADVANCED DEGREE OR COURSEWORK (WITH EXPERIENCE/ PEDAGOGY)

1. Requires an Advanced Degree or Coursework:

Description of Advanced Degree: Complete a master's, specialist or doctoral degree in the new license field awarded by an accredited institution of higher education. Upload a copy of your official transcript to the Documents tab of your HTSB record to verify your advanced degree.

OR

Description of Coursework: Complete a minimum of thirty (30) semester hours in the new license field from an accredited institution of higher education, at least fifteen of which must be upper division. Upload a copy of your official transcript to the Documents tab of your HTSB record to verify your coursework.

2. Requires Experience or Pedagogy:

(A) Verification of the equivalent of one (1) year of satisfactory half time or more contracted P-12 teaching experience in the new field within the last five (5) years of application date;

OR

(B) Verification of three (3) or more years of contracted P-12 experience in the same license grade level span in Hawaii or another qualified jurisdiction.

A grade level span means:

Early Childhood grades PK-3

Elementary grades K-6;
Middle Level grades 6-8
Secondary grades 6-12
For the P-12 or K-12, you must verify experience in each level.

If you are a Hawaii DOE teacher, your experience can be verified electronically by HTSB staff. If you are not a DOE teacher, submit HTSB Form EX1000: Experience Verification, which can be found on the Forms page.

OR

- (C) Submit passing scores on the Praxis Principles of Learning and Teaching for the new grade level. Visit the Licensure Test page here for a listing of tests:
<https://hawaiiteacherstandardsboard.org/content/licensure-test-categories/>

OR

- (D) Submit verification of previous completion of a state approved teacher education program in the same license grade level as the new field.

OPTION 3: LICENSURE TESTS AND EXPERIENCE

REQUIRES BOTH OF THE FOLLOWING:

1. Pass the licensure test for the new field.

Visit the Licensure Test page here for a listing of tests:

<https://hawaiiteacherstandardsboard.org/content/licensure-test-categories/>

If you use a Hawaii address to register for the Praxis test, your scores will automatically be submitted to HTSB. Otherwise, you must ask ETS Praxis to submit your scores, which can be done at the time of test registration or after you pass your test.

2. Meet one of these experience or pedagogy options:

- a. Verification of the equivalent of one (1) year of satisfactory half time or more contracted P-12 teaching experience in the new field within the last five (5) years of application date;

OR

- b. Verification of three (3) or more years of contracted P-12 experience in the same license grade level span in Hawaii or another qualified jurisdiction.

A grade level span means:
Early Childhood grades PK-3
Elementary grades K-6;
Middle Level grades 6-8
Secondary grades 6-12
For the P-12 or K-12, you must verify experience in each level.

If you are a Hawaii DOE teacher, your experience can be verified electronically by HTSB staff. If you are not a DOE teacher, submit HTSB Form EX1000: Experience Verification, which can be found on the [Forms page](#).

OR

- c. Submit passing scores on the Praxis Principles of Learning and Teaching. Visit the Licensure Test page here for information on the PLT:

<https://hawaiiteacherstandardsboard.org/content/licensure-test-categories/>

OR

- d. Submit verification of previous completion of a state approved teacher education program in the same license grade level as the new field.

OPTION 4: NATIONAL BOARD CERTIFICATION

Your National Board for Professional Teaching Standards (NBPTS) certification will qualify you to add a field to your Hawaii license in the field on your NBPTS certificate.

OPTION 5: HOLD A HAWAII ADVANCED LICENSE AND EITHER COURSEWORK OR LICENSURE TEST

If you hold an Advanced License, you may add a new field by verifying one of the following:

- A. Complete thirty (30) semester credit hours of coursework from a regionally accredited institution of higher education in the new field. These hours may be from a state approved educator preparation program that prepares teachers for the new field. Upload a copy of your transcript to the *Documents* tab of your HTSB record.

OR

- B. Pass the licensure test for the new field. Visit the Licensure Test page here for a listing of tests:

<https://hawaiiteacherstandardsboard.org/content/licensure-test-categories/>