

HOW TO PAY THE LICENSE FEE

The last requirement for each application is paying the license or permit fee. You will receive an email when your application is approved. Login to your HTSB account, go to the Fees/Payments tab, and click on the green “Make Payment” button to make your payment online. Your license or permit will not become active until you pay the fee.

Fees are paid on an annual basis. Failure to make your payment will result in the automatic forfeiture of your license or permit.

You do not have to have a Paypal account to make payment, and your credit/debit card information will not be stored.

After you make payment, you will be able to download a receipt by selecting the “View Receipt” button that will appear.

The current HTSB license and permit fees are:

License application fee	\$25
Provisional license fee per year	\$54
Standard license fee per year	\$54
Advanced license fee per year	\$54
Emergency Hire fee per year	\$54
CTE special permit fee per year	\$54
Hawaiian special permit fee per year	\$54
Adding a licensing field to an existing license, per field	\$25
Name change, non-Hawaii DOE or Charter School	\$25
Late payment of license or renewal fee	\$25