HTSB ADD A TEACHING FIELD WORKSHEET FORM AF 8010

Hawai'i Teacher Standards Board 650 Iwilei Road, Suite 268 Honolulu, HI 96817



hawaiiteacherstandardsboard.org htsb@hawaii.gov

ADD-A-TEACHING FIELD COURSEWORK CREDIT WORKSHEET

Directions:

- 1. Read the information about Add A Teaching Field and New Business Item 22-29: Verification of Content Knowledge for Adding a Field to an Active Hawai'i License
- Refer to your official transcript/s and determine if you have 30-semester credits in the content area of the new license field, you would like to add. Of the 30-semester credits, 15 must be upper division credits (i.e., 300 or higher). All credits must be completed at a regionally accredited institution. Trimester or quarterly course credit will be converted to a semester credit hour.
- 3. Complete the information below:
 - a. Write your name, HTSB ID#, the Added Licensure Field, and the Grade Level Span.
 - b. For each course, write the college/university name, course name, course number, and the number of credit hours earned, and mark an X if the course was at the 300 level or higher. You may use more than one worksheet if needed.
- 4. Login to your HTSB account and start a new application to Add a Teaching Field.
- 5. Upload this AF8010 form and a copy of an official transcript from each college/university listed below into your HTSB Documents tab. Additional information may be required to verify your qualifications. Requests will be sent through your Contact HTSB tab.

Applicant Name:

HTSB ID #:

Added Licensure Field:

Grade Level Span:

College/University Name	Course Name	Course Alpha and Number	Credit Hours	Mark an X if upper division course
	Total c	redits in lower division		
	Total credits in upper division			
	TOTAL CREDITS			
	Trimester or quarterly course credit will be converted to a semester credit hour.			