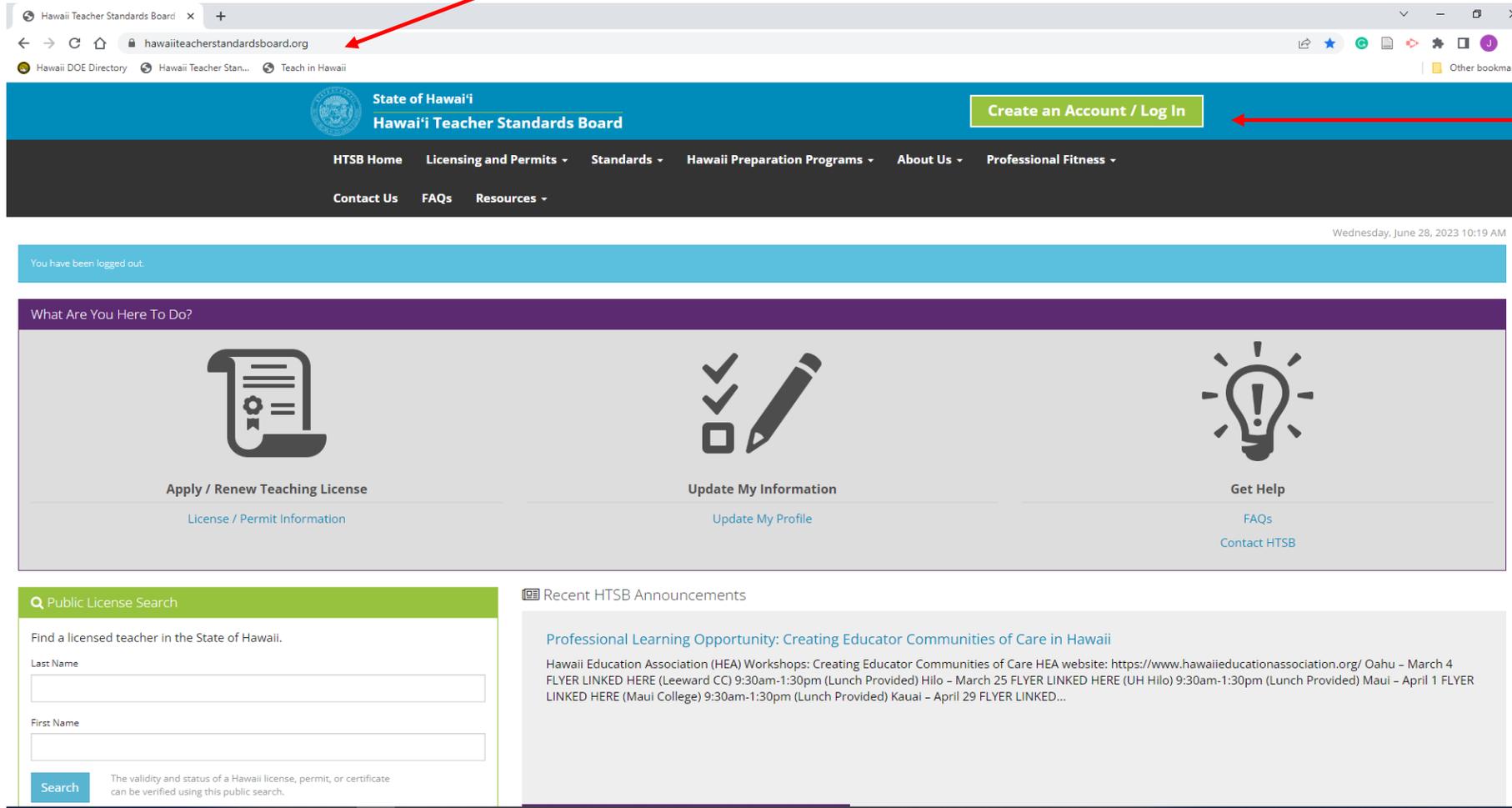


# Add a Teaching Field

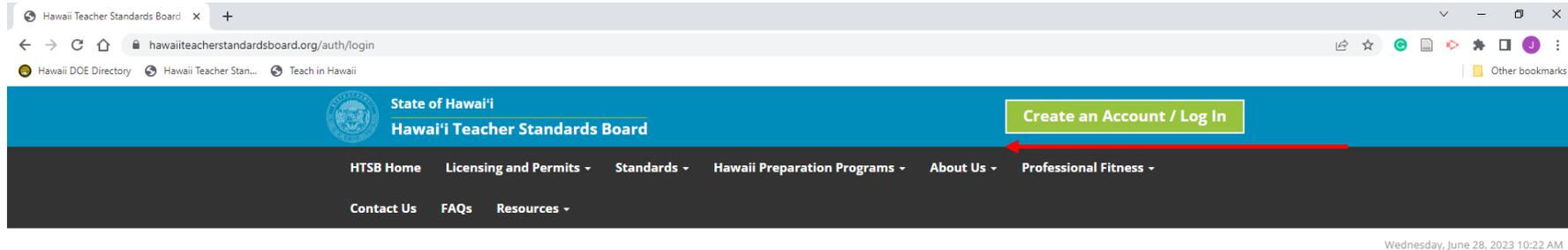
Open an internet browser and type in the HTSB website: [hawaiiteacherstandardsboard.org](http://hawaiiteacherstandardsboard.org)



The screenshot shows a web browser window with the URL [hawaiiteacherstandardsboard.org](http://hawaiiteacherstandardsboard.org) in the address bar. The website header features the State of Hawai'i logo and the text "Hawai'i Teacher Standards Board". A prominent green button labeled "Create an Account / Log In" is located in the top right corner. Below the header is a navigation menu with items: HTSB Home, Licensing and Permits, Standards, Hawaii Preparation Programs, About Us, Professional Fitness, Contact Us, FAQs, and Resources. A status bar indicates "You have been logged out." and the date "Wednesday, June 28, 2023 10:19 AM". The main content area is titled "What Are You Here To Do?" and contains three cards: "Apply / Renew Teaching License" (with a document icon), "Update My Information" (with a pencil and checkmarks icon), and "Get Help" (with a lightbulb icon). Below this are sections for "Public License Search" and "Recent HTSB Announcements".

Log into your account at the top right-hand corner.

# Add a Teaching Field



Type in your  
username or  
password.

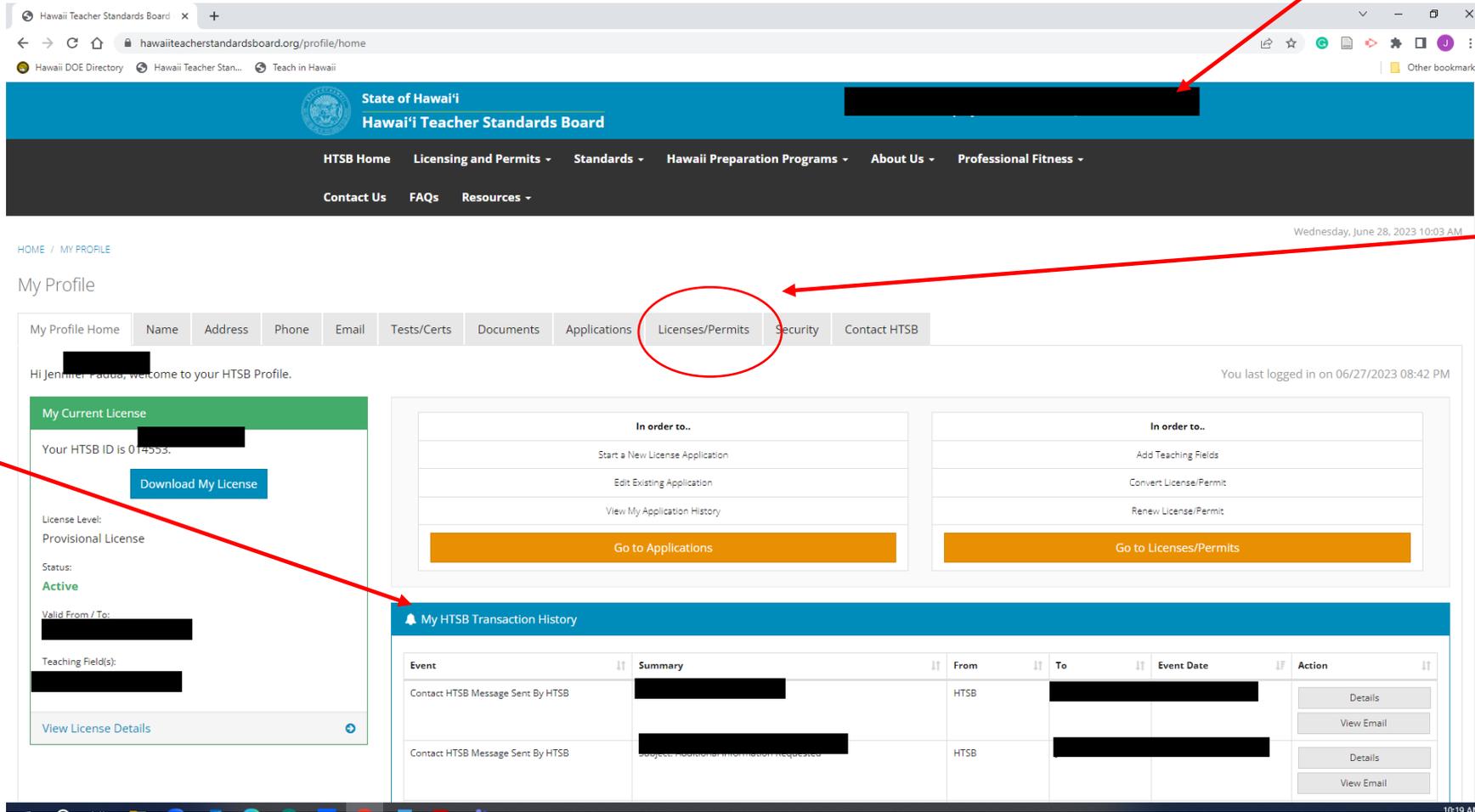
Then click on the  
blue LogIn button.

Or click on Forgot  
Password.

# Add a Teaching Field

Your name should be in the top right-hand corner.

Read messages by viewing My Transaction History.

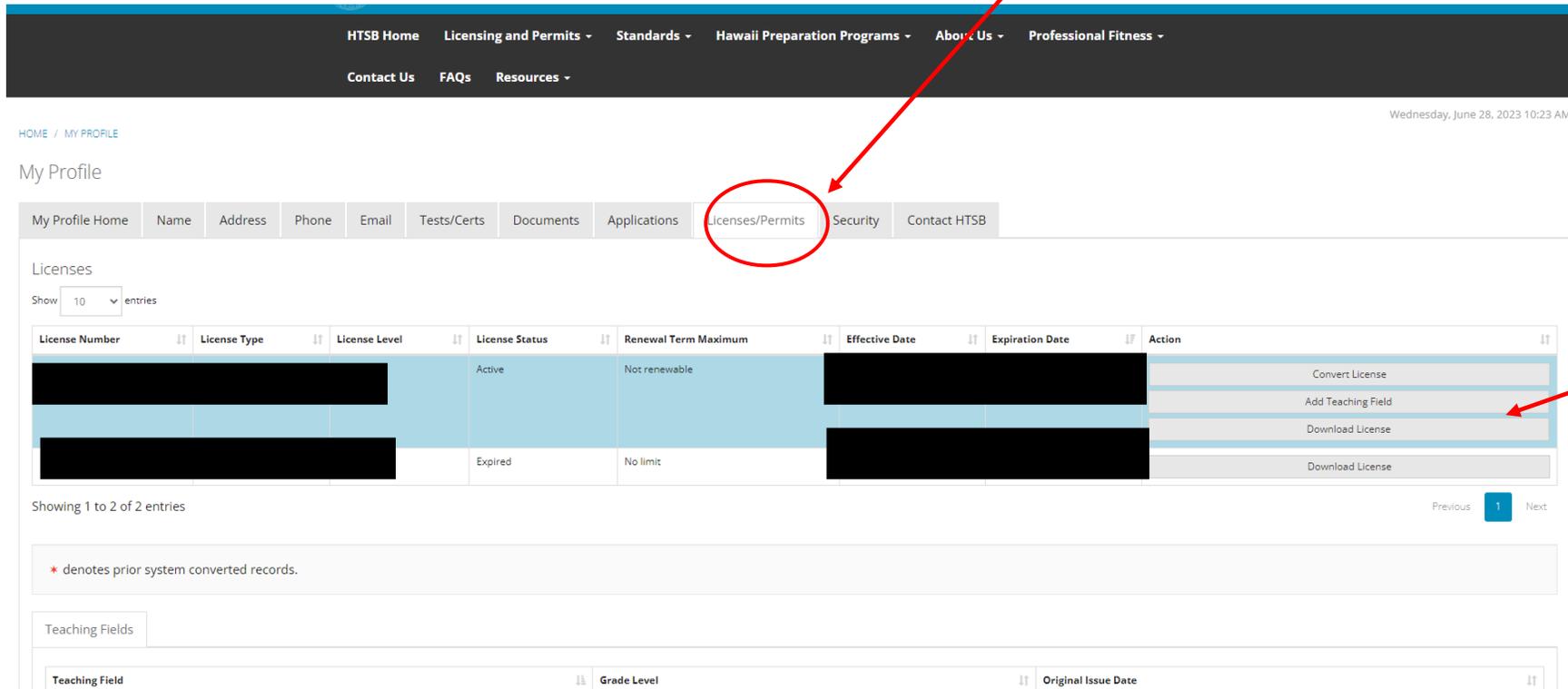


The screenshot shows the Hawaii Teacher Standards Board (HTSB) profile page. The browser address bar shows `hawaiiteacherstandardsboard.org/profile/home`. The page header includes the HTSB logo and navigation links: HTSB Home, Licensing and Permits, Standards, Hawaii Preparation Programs, About Us, Professional Fitness, Contact Us, FAQs, and Resources. The user's name is redacted in the top right corner. The main content area is titled "My Profile" and includes tabs for My Profile Home, Name, Address, Phone, Email, Tests/Certs, Documents, Applications, Licenses/Permits (circled in red), Security, and Contact HTSB. A red arrow points from the text "Click on Licenses/Permits tab." to this tab. Below the tabs, there is a "My Current License" section with a "Download My License" button and a "My HTSB Transaction History" table. A red arrow points from the text "Read messages by viewing My Transaction History." to the table. The table has columns for Event, Summary, From, To, Event Date, and Action. Two rows of messages are visible, both from HTSB, with redacted details and "Details" and "View Email" buttons.

Click on Licenses/Permits tab.

# Add a Teaching Field

Be sure you are in the Licenses/Permits tab.



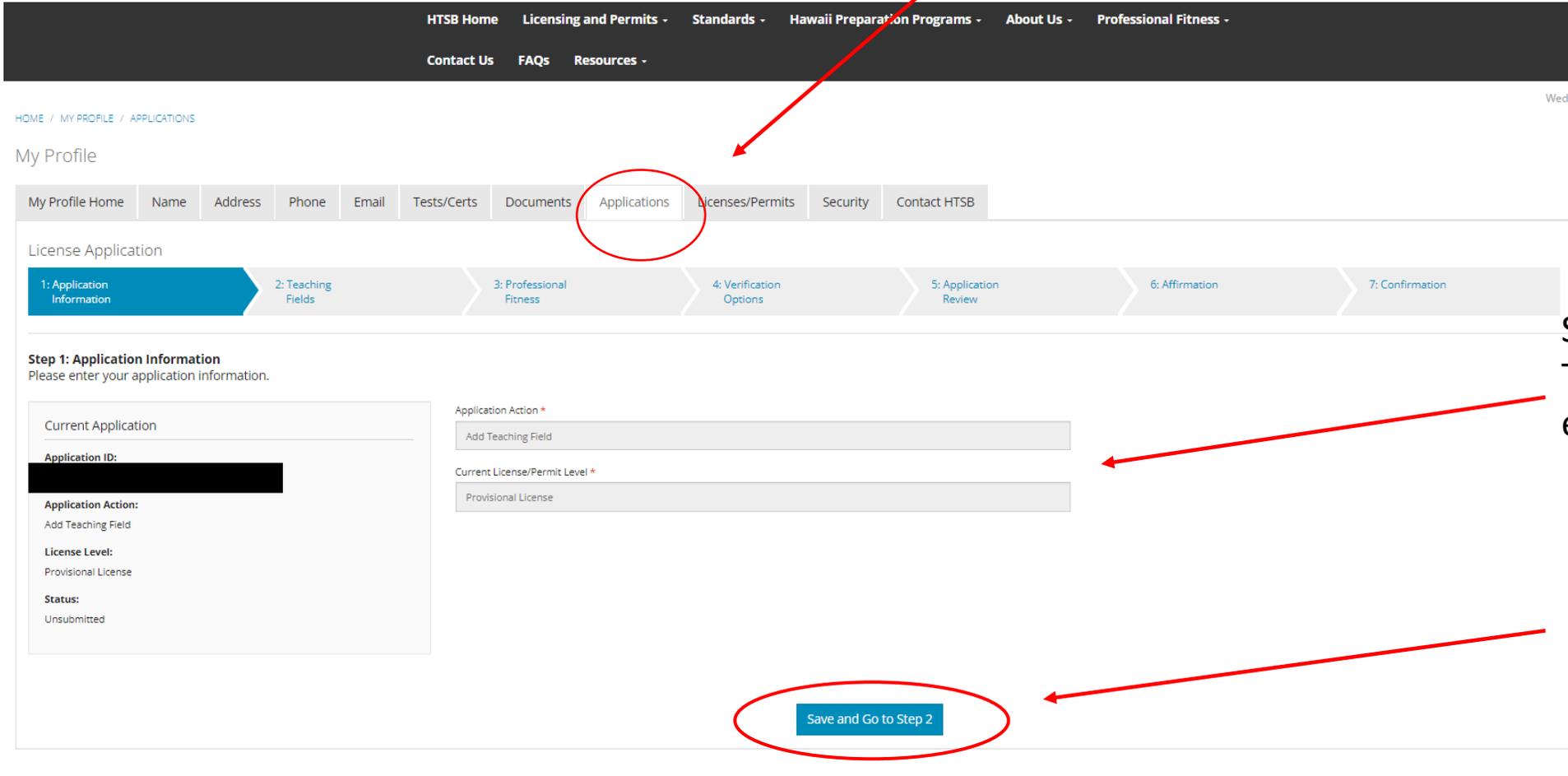
The screenshot shows the HTSB user profile page. The navigation menu at the top includes: HTSB Home, Licensing and Permits, Standards, Hawaii Preparation Programs, About Us, Professional Fitness, Contact Us, FAQs, and Resources. The user is currently in the 'My Profile' section, with the 'Licenses/Permits' tab selected and circled in red. Below the tabs, there is a 'Licenses' section with a table of license records. The table has columns for License Number, License Type, License Level, License Status, Renewal Term Maximum, Effective Date, Expiration Date, and Action. Two records are visible: one 'Active' and one 'Expired'. The 'Add Teaching Field' button is highlighted in the 'Action' column of the active license record. Below the table, there is a 'Teaching Fields' section with a table header for Teaching Field, Grade Level, and Original Issue Date.

License Number	License Type	License Level	License Status	Renewal Term Maximum	Effective Date	Expiration Date	Action
[REDACTED]	[REDACTED]	[REDACTED]	Active	Not renewable	[REDACTED]	[REDACTED]	Convert License Add Teaching Field Download License
[REDACTED]	[REDACTED]	[REDACTED]	Expired	No limit	[REDACTED]	[REDACTED]	Download License

Click on Add Teaching Field.

# Add a Teaching Field

You will link to the Applications tab.



HTSB Home Licensing and Permits - Standards - Hawaii Preparation Programs - About Us - Professional Fitness -  
Contact Us FAQs Resources -

HOME / MY PROFILE / APPLICATIONS

My Profile

My Profile Home Name Address Phone Email Tests/Certs Documents Applications Licenses/Permits Security Contact HTSB

License Application

1: Application Information 2: Teaching Fields 3: Professional Fitness 4: Verification Options 5: Application Review 6: Affirmation 7: Confirmation

**Step 1: Application Information**  
Please enter your application information.

Current Application

Application ID: [REDACTED]

Application Action:  
Add Teaching Field

License Level:  
Provisional License

Status:  
Unsubmitted

Application Action \*  
Add Teaching Field

Current License/Permit Level \*  
Provisional License

Save and Go to Step 2

Shows you will Add a Teaching Field to your existing license.

Verify correct information and then click on Save and Go to Step 2.

# Add a Teaching Field

[HTSB Home](#) [Licensing and Permits](#) [Standards](#) [Hawaii Preparation Programs](#) [About Us](#) [Professional Fitness](#)

[Contact Us](#) [FAQs](#) [Resources](#)

Wednesday, June 2

[HOME](#) / [MY PROFILE](#) / [APPLICATIONS](#)

## My Profile

[My Profile Home](#) [Name](#) [Address](#) [Phone](#) [Email](#) [Tests/Certs](#) [Documents](#) [Applications](#) [Licenses/Permits](#) [Security](#) [Contact HTSB](#)

### License Application



#### Step 2: Teaching Fields

Please enter one or more teaching fields. Please enter a row for each grade level.

Current Application

**Application ID:**  
[REDACTED]

**Application Action:**  
Add Teaching Field

**License Level:**  
Provisional License

**Status:**  
Unsubmitted

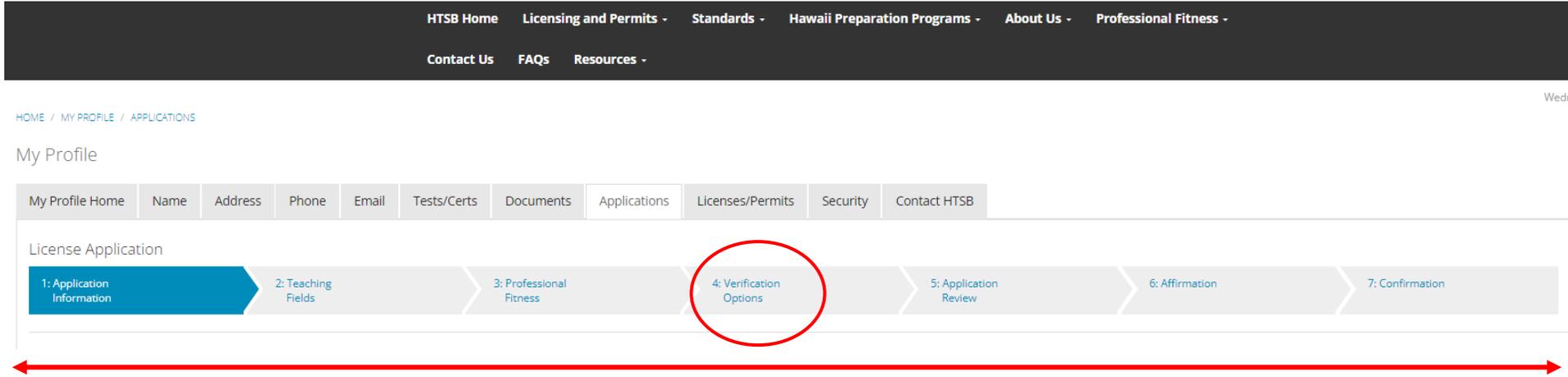
Current Teaching Field Category *	Current Teaching Field *	Current Grade Level *
Early Childhood/Elementary	Elementary Education	K-6
Teaching Field Category *	Teaching Field *	Grade Level *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Use the  button to add field(s) you have an active license in or have been recommended for by your State Approved Preparation Program. Endorsements will be reviewed in accordance with Hawaii Administrative Rules (HAR) and HTSB's licensing requirements.

Select:

- Teaching Field Category for the subject.
- Teaching Field.
- Grade level.

# Add a Teaching Field



HTSB Home Licensing and Permits - Standards - Hawaii Preparation Programs - About Us - Professional Fitness -

Contact Us FAQs Resources -

HOME / MY PROFILE / APPLICATIONS

My Profile

My Profile Home Name Address Phone Email Tests/Certs Documents Applications Licenses/Permits Security Contact HTSB

License Application

1: Application Information 2: Teaching Fields 3: Professional Fitness 4: Verification Options 5: Application Review 6: Affirmation 7: Confirmation

The progress bar will show all seven steps in the application.

Verification Step #4 will provide information on the evidence you are to submit. Scroll to the right and a window will appear.

Click save after each step and click Submit on Step 7.

# Add a Teaching Field

HOME / MY PROFILE / APPLICATIONS

My Profile

My Profile Home   Name   Address   Phone   Email   Tests/Certs   Documents   Applications   Licenses/Permits   Security   Contact HTSB

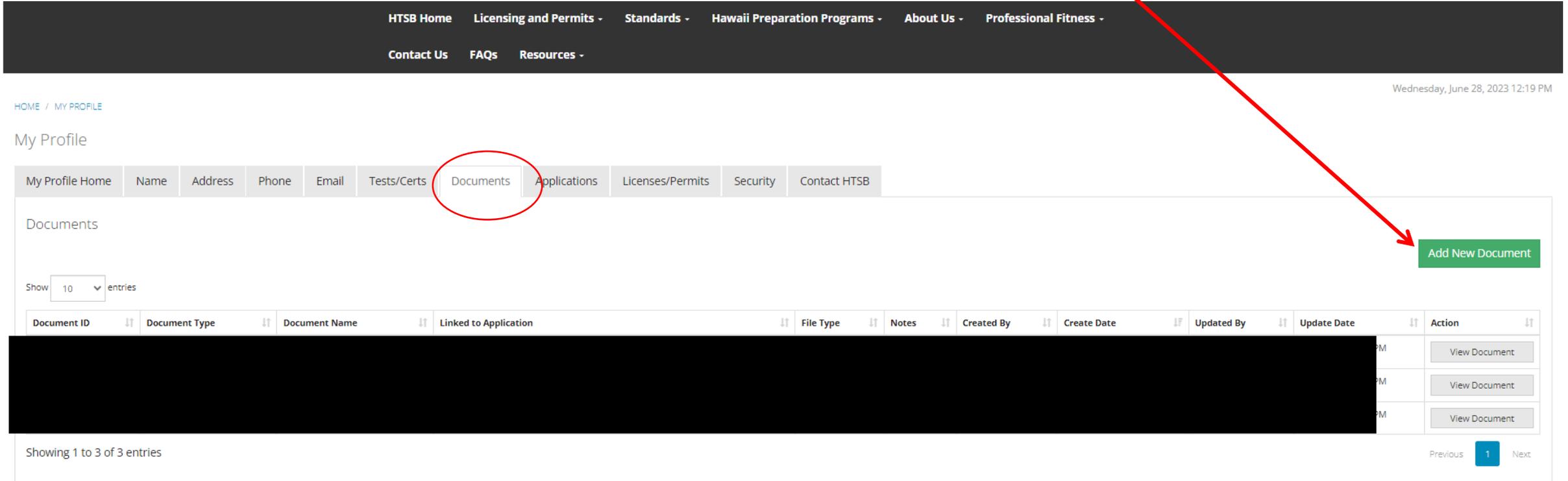
License Application

1: Application Information   2: Teaching Fields   3: Professional Fitness   4: Verification Options   5: Application Review   6: Affirmation   7: Confirmation

Click on the Documents tab to upload evidence. Wedn

# Add a Teaching Field

Click on the Add New Document to upload evidence.



The screenshot shows the HTSB website navigation bar with links for Home, Licensing and Permits, Standards, Hawaii Preparation Programs, About Us, Professional Fitness, Contact Us, FAQs, and Resources. The user is logged in to their My Profile page, with the 'Documents' tab selected and circled in red. A red arrow points from the text above to the 'Add New Document' button in the top right corner of the Documents section. Below the button is a table of existing documents with columns for Document ID, Document Type, Document Name, Linked to Application, File Type, Notes, Created By, Create Date, Updated By, Update Date, and Action. The table contains three rows of data, each with a 'View Document' button. The page also shows a 'Showing 1 to 3 of 3 entries' indicator and a pagination control with 'Previous', '1', and 'Next' buttons.

A list of existing Documents is located in your Profile. Click View if you would like to see them. Contact HTSB staff if you would like to delete a document and provide the Document ID

# Add a Teaching Field

HOME / MY PROFILE

My Profile

My Profile Home | Name | Address | Phone | Email | Tests/Certs | Documents | Applications | Licenses/Permits | Security | Contact HTSB

Documents

[← Back to Document Listing](#)

Add a New Document

Document Type \*

Document Name \*

Link To Application \*

File Type \*

Select Upload File \*

[Choose File](#) No file chosen

Maximum file size is 30MB.

Notes

[Upload](#)

Choose the  
file from your  
computer.

Click Upload.

All fields with a \* are required.

Use the drop-down menu to select the:

- Document Type
- Link to Application
- File Type

You must type in a Document Name.

You may provide a description in the  
Notes box.