Start an Application

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

Click on Licensing and Permits.

On the drop-down menu, select **Licenses and Permits** to determine your qualifications before starting an application.
Read the requirements for each license and permit to determine your qualifications before starting an application.

Or click [here](#) to be directed to the webpage.

<table>
<thead>
<tr>
<th>License or Permit Type</th>
<th>Description</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisional License</td>
<td>A Provisional License may be issued to individuals who have completed a state-approved teacher education program (GATEP) in Hawaii or another U.S. state and have less than three (3) years of full-time teaching experience. This license is a NADESTIC Stage 2 License. Click here for Provisional License requirements</td>
<td>3 years, non-renewable</td>
</tr>
<tr>
<td>Standard License</td>
<td>A Standard License may be issued to individuals who have completed a state-approved teacher education program (GATEP) in Hawaii or another U.S. state and have at least three (3) years of full-time teaching experience. This license is a NADESTIC Stage 3 License. Click here for Standard License requirements</td>
<td>5 years, renewable</td>
</tr>
<tr>
<td>Standard Limited License in Computer Science</td>
<td>A Standard Limited License restricts teaching to the field on the license, and additional fields may not be added. Individuals with (3) years of industry experience in the license field are required. A Standard Limited Computer Science License holder may teach other subjects and may only teach other subjects and may only add other limited Computer Science fields. Click here for Standard Limited License in Computer Science requirements</td>
<td>5 years, renewable</td>
</tr>
<tr>
<td>Standard Limited Licenses in CTE</td>
<td>A Standard Limited License restricts teaching to the field on the license, and additional fields may not be added. Individuals with (3) years of industry experience in the license field are required. A Standard Limited CTE (Career and Technical Education) License holder may teach other subjects and may only add other limited CTE fields. Click here for Standard Limited License in CTE requirements</td>
<td>3 years, renewable</td>
</tr>
<tr>
<td>Advanced License</td>
<td>An Advanced License may be issued to individuals who have completed a state-approved teacher education program (GATEP) in Hawaii or another U.S. state and have at least five (5) years of full-time teaching experience. This license is a NADESTIC Stage 4 License. Click here for Advanced License requirements</td>
<td>10 years, renewable</td>
</tr>
</tbody>
</table>
Start an Application

Scroll to the top and click back to the HTSB Home website: hawaiiteacherstandardsboard.org

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

Type in your username or password.

Then click on the blue LogIn button.

Or click on Forgot Password.
Start an Application

Before starting an application, click on the Name, Address, Phone, and Email tabs to ensure all information is updated.

Your name should be in the top-right hand corner.
To ensure that you receive updated information from the Hawai‘i Teacher Standards Board (HTSB), please go to the "Email" tab in your HTSB Profile and change to a personal email address (e.g., Google, Yahoo).

Please do not use a school (e.g., k12.hi.us), institution/university (e.g., org., .edu, .hawaii.edu) email address.
Start an Application

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

Start an application by clicking on the Applications tab, or clicking on the Go to Applications button.

Review your My HTSB Transaction History for any unread messages. Click on View Email.
Start an Application

Select your License and Permit Level.

Click **Licenses and Permits** for more information.

Click Save and Go to Step 2
Start an Application

Use the drop-down menu to select your Teaching Field Category, Teaching Field, and Grade level.

Click on Save and Go to Step 3.

If you have more than one licensure field, click on the Plus Blue Button.
Start an Application

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.
Start an Application

Click on the Documents tab to upload evidence.
Start an Application

Click on the Add New Document to upload evidence.

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.
Start an Application

All fields with an * 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.

Choose the file from your computer.

Click Upload.