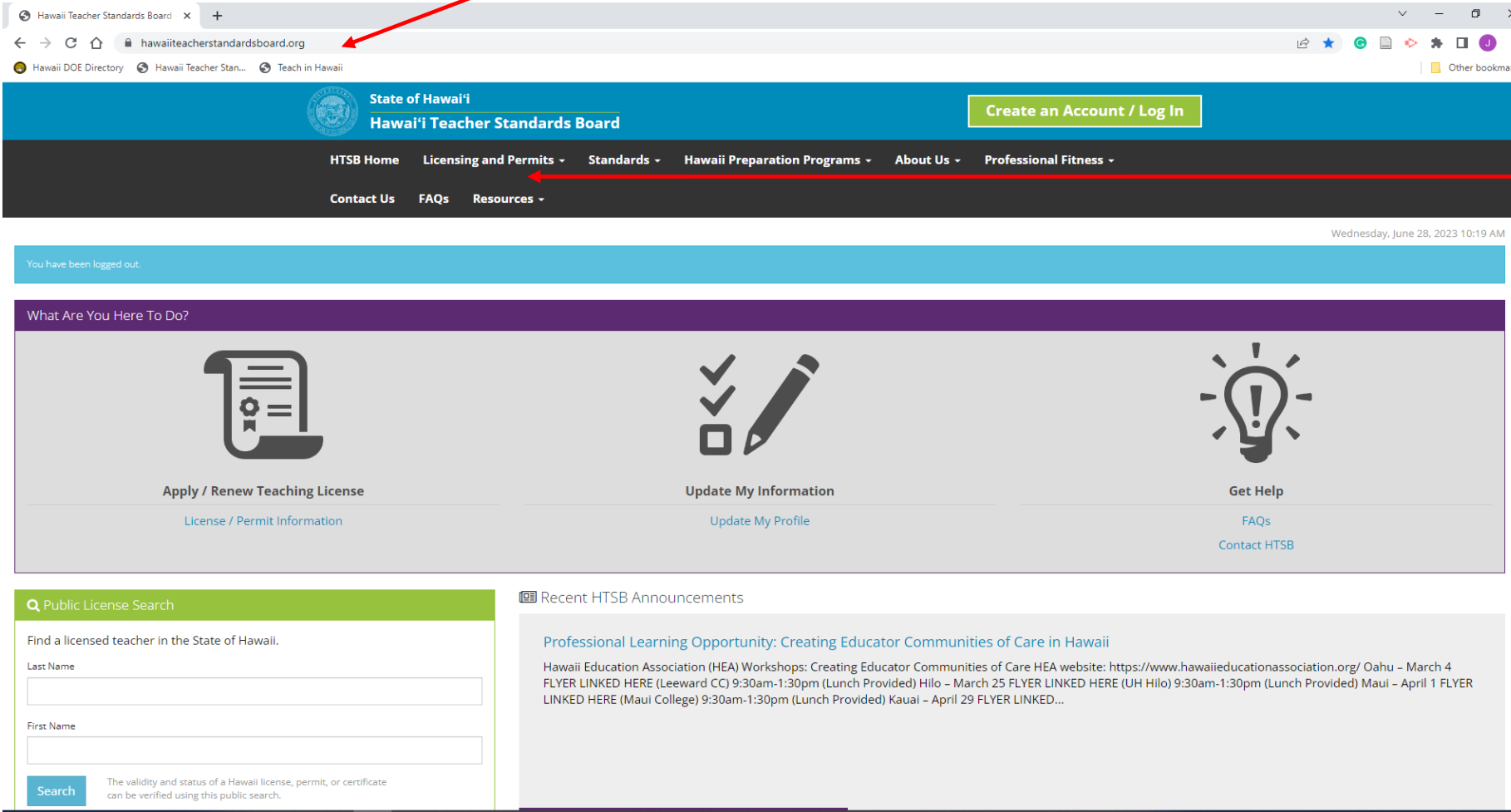


Start an Application

Open an internet browser and type in the HTSB website: hawaiiteacherstandardsboard.org



The screenshot shows a web browser window with the URL hawaiiteacherstandardsboard.org. The website header includes the State of Hawai'i logo and the text "Hawai'i Teacher Standards Board". A navigation menu contains the following items: HTSB Home, Licensing and Permits (with a dropdown arrow), Standards (with a dropdown arrow), Hawaii Preparation Programs (with a dropdown arrow), About Us (with a dropdown arrow), Professional Fitness (with a dropdown arrow), Contact Us, FAQs, and Resources (with a dropdown arrow). A "Create an Account / Log In" button is located in the top right corner. Below the navigation menu, a message states "You have been logged out." The main content area is titled "What Are You Here To Do?" and features three large icons: a document with a gear (Apply / Renew Teaching License), a checklist with a pencil (Update My Information), and a lightbulb (Get Help). Below each icon are links for "License / Permit Information", "Update My Profile", and "FAQs" and "Contact HTSB". At the bottom left, there is a "Public License Search" section with input fields for "Last Name" and "First Name" and a "Search" button. At the bottom right, there is a "Recent HTSB Announcements" section with a link to "Professional Learning Opportunity: Creating Educator Communities of Care in Hawaii" and a brief description of the event.

Click on Licensing and Permits.

On the drop-down menu, select [Licenses and Permits](#) to determine your qualifications before starting an application.

Start an Application

Contact us for questions regarding licenses and permits for teachers, counselors, and librarians. For all other questions, please see [Where to go: A Guide for Hawaii Teacher Applicants and Licensees](#)

License and Permit Requirements

During peak application times, it may take up to six (6) weeks to process your application, especially if we are waiting on documentation from agencies, schools, or organizations to support your application.

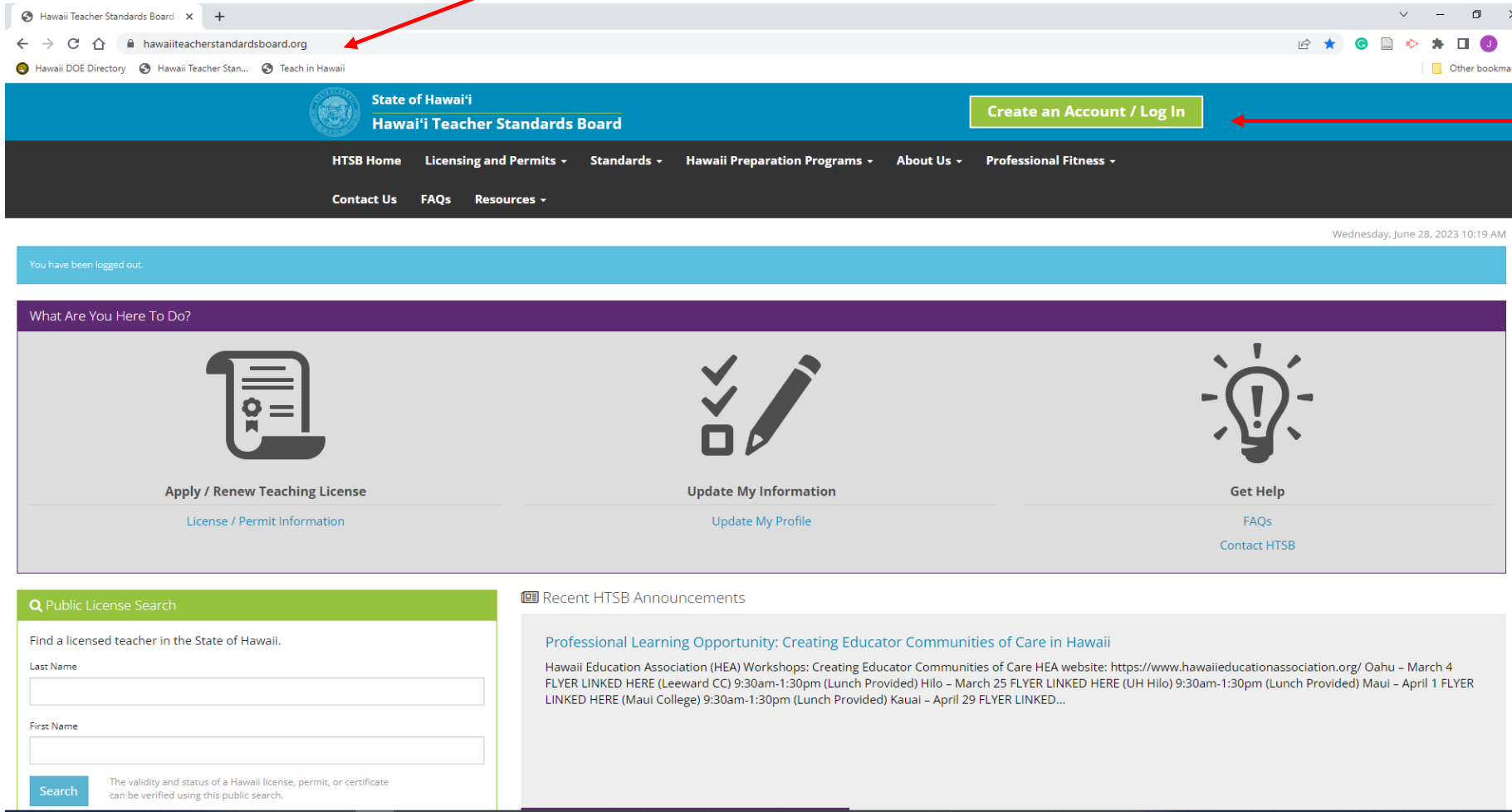
License or Permit Type	Description	Term
Provisional License	A Provisional License may be issued to individuals who have completed a state-approved teacher education program (SATEP) in Hawai'i or another U.S. state and have less than three (3) years of full-time teaching experience. This license is a NASDTEC Stage 2 License. Click here for Provisional License requirements	3 years, <i>non</i> -renewable
Standard License	A Standard License may be issued to teachers who have three (3) or more years of full-time teaching experience within the last five (5) years in a P-12 contracted position from a school in Hawai'i or another U.S. state. This license is a NASDTEC Stage 3 License. Click here for Standard License requirements	5 years, renewable
Standard Limited License in Computer Science	A Standard Limited License restricts teaching to the field on the license, and additional fields may not be added. Three (3) years of industry experience in the license field are required. A Standard Limited Computer Science License holder may <i>not</i> teach other subjects and may only add other limited Computer Science fields. Click here for Standard Limited License in Computer Science requirements	5 years, renewable
Standard Limited License in CTE	A Standard Limited License restricts teaching to the field on the license, and additional fields may not be added. Three (3) years of industry experience in the license field are required. A Standard Limited Career and Technical Education (CTE) License holder may <i>not</i> teach other subjects and may only add other limited CTE fields. Click here for Standard Limited License in CTE requirements	5 years, renewable
Advanced License	An Advanced License may be issued to teachers who have five (5) years of full-time teaching experience within the last eight (8) years in a P-12 contracted position from a school in Hawai'i or another U.S. state. This license is a NASDTEC Stage 4 License. Click here for Advanced License requirements	10 years, renewable

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.

Start an Application

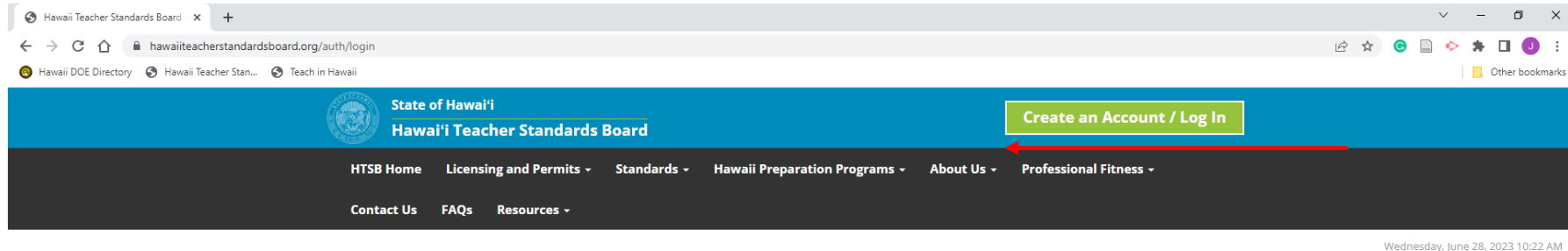
Scroll to the top and click back to the HTSB Home
website: hawaiiteacherstandardsboard.org



The screenshot shows the website interface. At the top, there is a blue header with the State of Hawai'i logo and the text "Hawai'i Teacher Standards Board". To the right of the header is a green button labeled "Create an Account / Log In". Below the header is a dark navigation bar with links for "HTSB Home", "Licensing and Permits", "Standards", "Hawaii Preparation Programs", "About Us", and "Professional Fitness". A secondary navigation bar below that includes "Contact Us", "FAQs", and "Resources". A light blue banner below the navigation says "You have been logged out." The main content area has a purple header "What Are You Here To Do?" and three large icons: a document with a gear for "Apply / Renew Teaching License", a pencil and checkmarks for "Update My Information", and a lightbulb for "Get Help". Below these are sub-links: "License / Permit Information", "Update My Profile", and "FAQs Contact HTSB". At the bottom left is a "Public License Search" form with fields for "Last Name" and "First Name", a "Search" button, and a note: "The validity and status of a Hawaii license, permit, or certificate can be verified using this public search." At the bottom right is a "Recent HTSB Announcements" section with a link for "Professional Learning Opportunity: Creating Educator Communities of Care in Hawaii" and a brief description of HEA workshops.

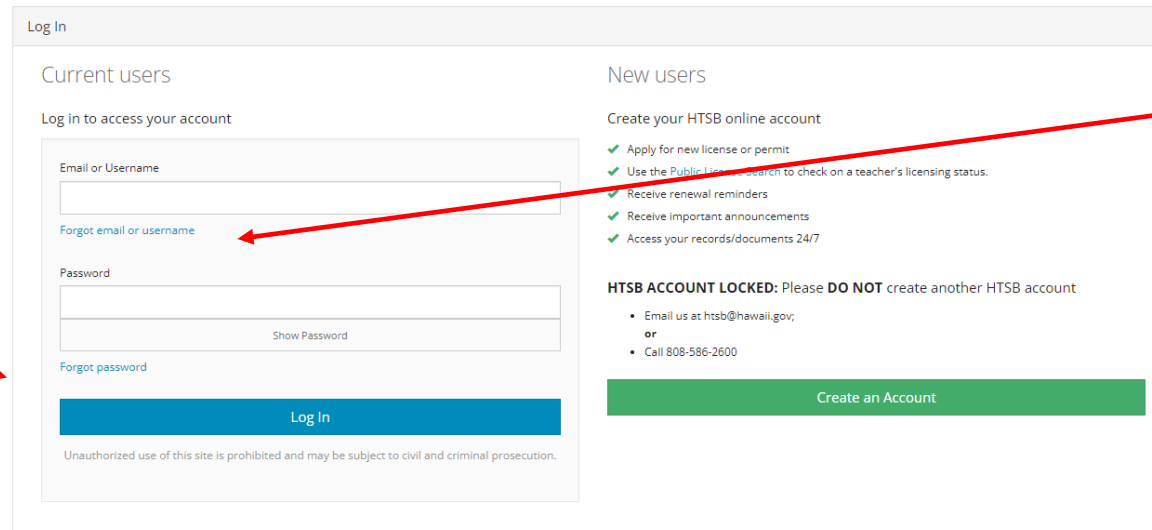
Log into your account at
the top right-hand corner.

Start an Application



Type in your
username or
password.

Then click on the
blue LogIn button.

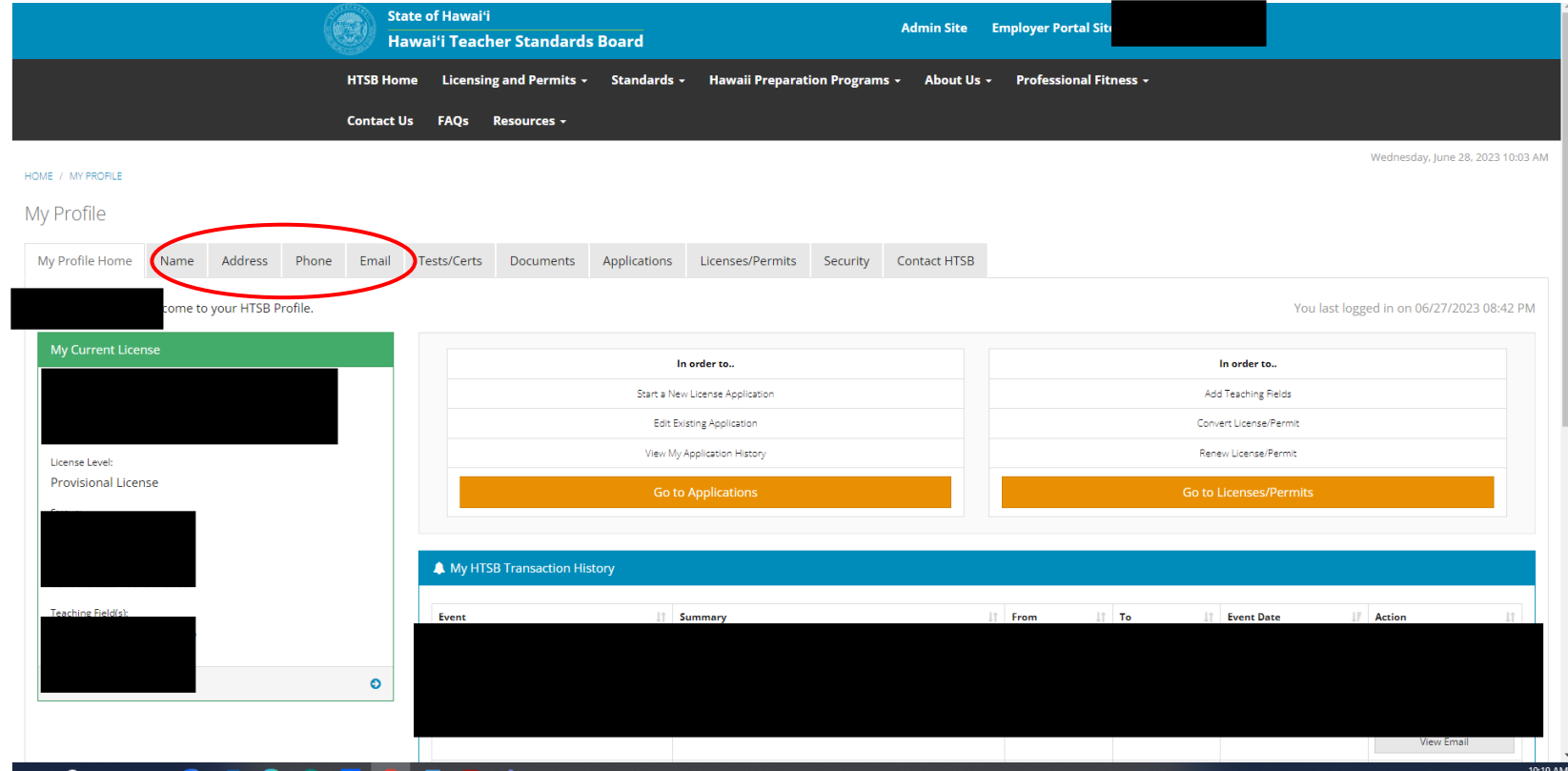


The screenshot shows the "Log In" page. On the left, under "Current users", there is a "Log in to access your account" section with an "Email or Username" input field, a "Forgot email or username" link, a "Password" input field with a "Show Password" toggle, and a "Forgot password" link. A blue "Log In" button is at the bottom. On the right, under "New users", there is a "Create your HTSB online account" section with a list of benefits and a green "Create an Account" button. A red arrow points from the "Forgot email or username" link to the "Or click on Forgot Password." text on the right.

Or click on Forgot
Password.

Start an Application

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



State of Hawai'i
Hawai'i Teacher Standards Board

Admin Site Employer Portal Site

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

Contact Us FAQs Resources

HOME / MY PROFILE

Wednesday, June 28, 2023 10:03 AM

My Profile

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

Welcome to your HTSB Profile. You last logged in on 06/27/2023 08:42 PM

My Current License

License Level:
Provisional License

Teaching Field(s):

In order to..

- Start a New License Application
- Edit Existing Application
- View My Application History
- Go to Applications

In order to..

- Add Teaching Fields
- Convert License/Permit
- Renew License/Permit
- Go to Licenses/Permits

My HTSB Transaction History

Event	Summary	From	To	Event Date	Action

View Email

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

Start an Application

HOME / MY PROFILE

My Profile

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

Email Contact Information

[Add New Email](#)

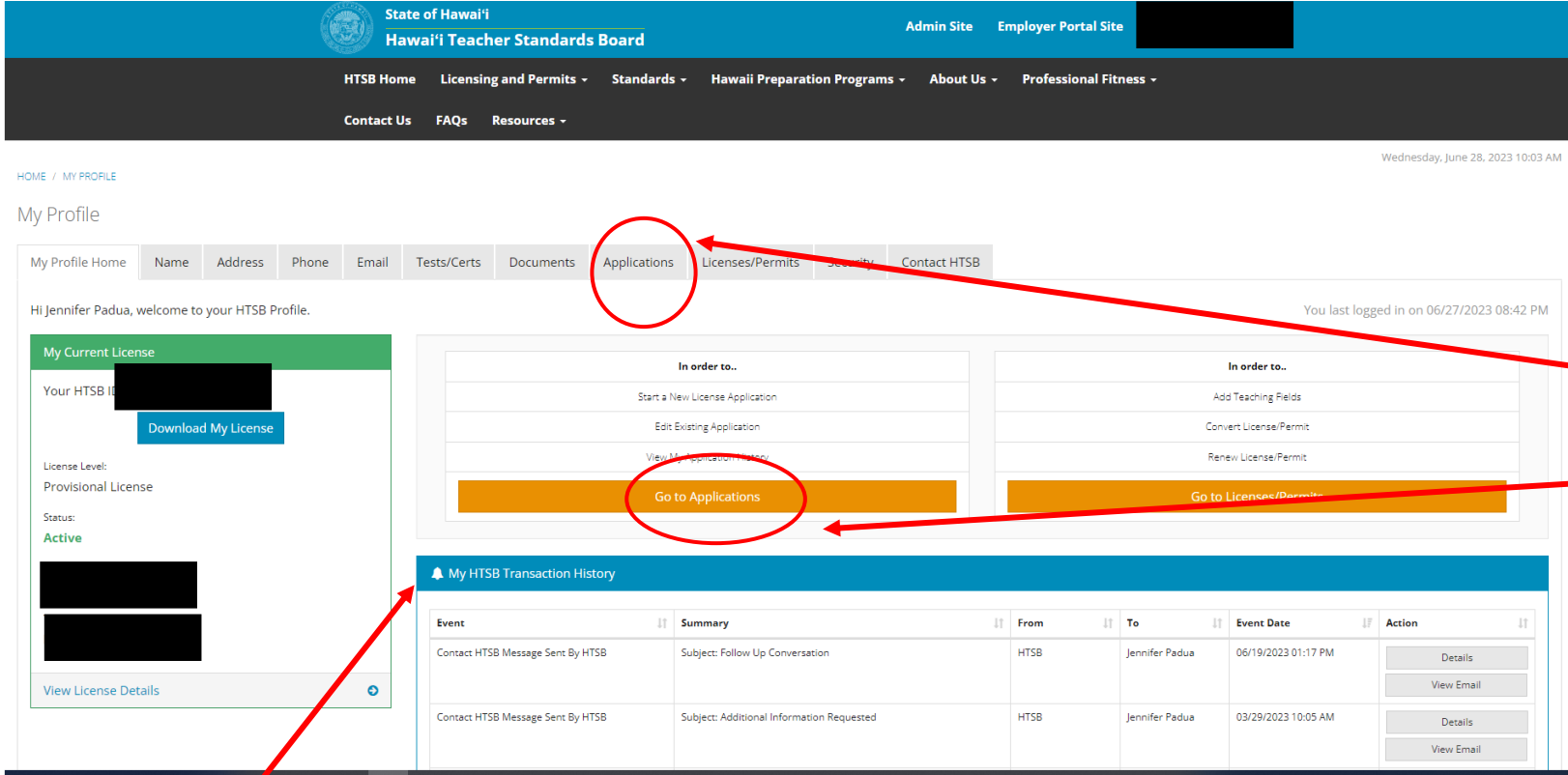
Email Type *	Email *	Primary Email? *	Email Opt-In *	Verification Status *
Personal	[REDACTED]@gmail.com	<input checked="" type="radio"/> Yes <input type="radio"/> No	Send general emails	Verified on 04/05/2023

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.



State of Hawai'i
Hawai'i Teacher Standards Board

Admin Site Employer Portal Site

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

Contact Us FAQs Resources

HOME / MY PROFILE

Wednesday, June 28, 2023 10:03 AM

My Profile

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

Hi Jennifer Padua, welcome to your HTSB Profile. You last logged in on 06/27/2023 08:42 PM

My Current License

Your HTSB ID: [REDACTED]

[Download My License](#)

License Level:
Provisional License

Status:
Active

[View License Details](#)

In order to...

- Start a New License Application
- Edit Existing Application
- View My Applications/Permits
- [Go to Applications](#)

In order to...

- Add Teaching Fields
- Convert License/Permit
- Renew License/Permit
- [Go to Licenses/Permits](#)

My HTSB Transaction History

Event	Summary	From	To	Event Date	Action
Contact HTSB Message Sent By HTSB	Subject: Follow Up Conversation	HTSB	Jennifer Padua	06/19/2023 01:17 PM	Details View Email
Contact HTSB Message Sent By HTSB	Subject: Additional Information Requested	HTSB	Jennifer Padua	03/29/2023 10:05 AM	Details View Email

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

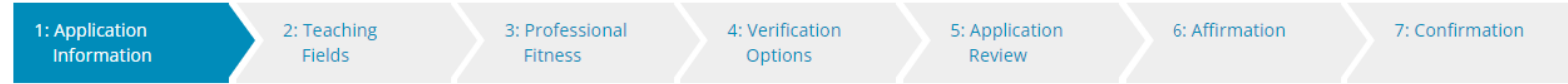
Review your My HTSB Transaction History for any unread messages. Click on View Email.

Start an Application

My Profile

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

License Application



Step 1: Application Information

Please enter your application information.

Current Application

Application ID:
[Redacted]

Application Action:
New License/Permit Application

License Level:
Provisional License

Status:
[Redacted]

Application Action *

New License/Permit Application

License/Permit Level *

Provisional License

This license is for those who have completed a state approved teacher education program that led to licensure, but do not have three years full time teaching experience in the last five years.

Save and Go to Step 2

Select your License and Permit Level.

Click [Licenses and Permits](#) for more information.

Click Save and Go to Step 2

Start an Application

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 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:
New License/Permit Application

License Level:
[Redacted]

Status:
Approved

Teaching Field Category * | Teaching Field * | Grade Level *

Early Childhood/Elementary | Elementary Education | K-6

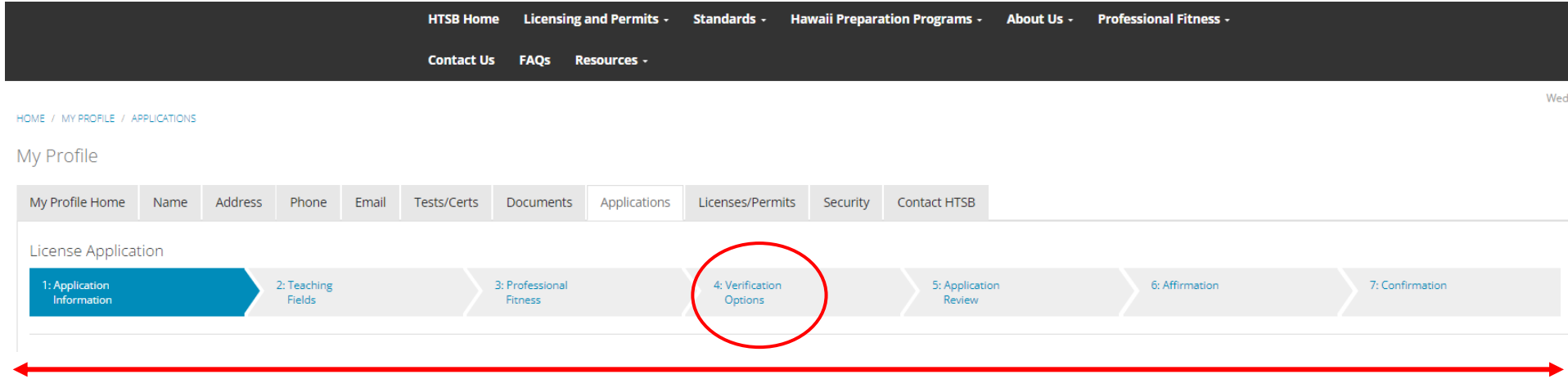
Use the **+** button to add field(s) you have an active license in or have been recommended for by your State Approved Preparation Program.
Endorsements will be reviewed in accordance with Hawaii Administrative Rules (HAR) and HTSB's licensing requirements.

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 screenshot shows the top navigation bar with links: HTSB Home, Licensing and Permits -, Standards -, Hawaii Preparation Programs -, About Us -, Professional Fitness -, Contact Us, FAQs, Resources -. Below the navigation bar is a breadcrumb trail: HOME / MY PROFILE / APPLICATIONS. The main content area is titled "My Profile" and contains a horizontal menu with tabs: My Profile Home, Name, Address, Phone, Email, Tests/Certs, Documents, Applications, Licenses/Permits, Security, Contact HTSB. Below the menu is a "License Application" progress bar with seven steps: 1: Application Information (highlighted in blue), 2: Teaching Fields, 3: Professional Fitness, 4: Verification Options (circled in red), 5: Application Review, 6: Affirmation, and 7: Confirmation. A large red arrow points from the right side of the progress bar back to the left side of the page.

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

HOME / MY PROFILE / APPLICATIONS

My Profile

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

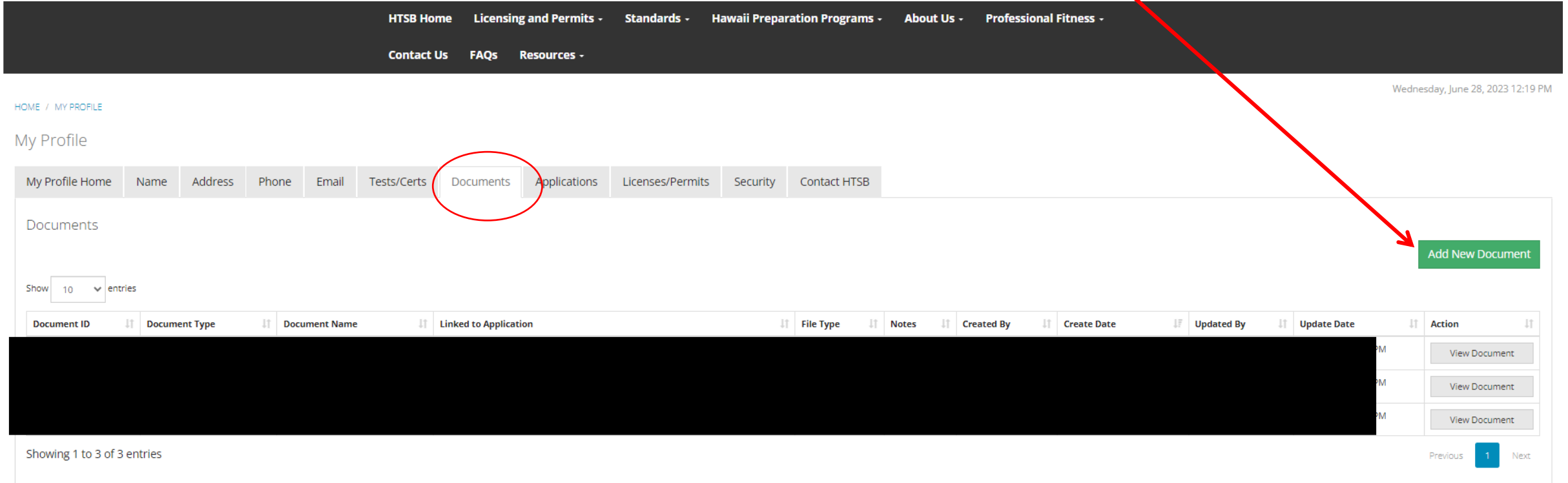
License Application



Click on the Documents tab to upload evidence. Wed, 11/11/2025 10:00 AM

Start an Application

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 and viewing their profile. The 'Documents' tab is selected and circled in red. A red arrow points from the text above to a green 'Add New Document' button. 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 shows 'Showing 1 to 3 of 3 entries' 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

Start an Application

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.