

- Teacher License "Add Teaching Field"**
  - Log into your HTSB online Profile and select the "Licenses/Permits" tab
  - Click on the "Add Teaching Field" box to start the application (Save each step)
  - Provide documentation to verify content knowledge and experience
  - Documents may be uploaded directly to your Documents tab > "Add New Document"
- HTSB approved License Fields and Grade Levels**
  - License fields and levels are listed on the HTSB website "[License Fields and Levels](#)"
  - HTSB License Grade levels : Early Childhood (P-3), Elementary (K-6), Middle Level (6-8), Secondary (6-12), P-12 and K-12 ("*P-12*" & "*K-12*" require verification in each level)

**Provide verification for** one "Content Knowledge" option **AND** one "Experience" option.  
Content knowledge option numbers 4 and 5 do not require additional experience verification.

<u>Content Knowledge Verification Options</u>	<u>Experience Verification Options</u>
<p><b>1. Coursework</b> (see below for Elementary Education)</p> <ul style="list-style-type: none"> <li>• 30 semester hours in the new field (15 upper division) from an accredited institution; or</li> </ul>	<p><b>1. SATEP in same grade level</b></p> <ul style="list-style-type: none"> <li>• Completed a SATEP for a license in the grade level applied for; or</li> </ul>
<p><b>2. Licensure Test</b></p> <ul style="list-style-type: none"> <li>• Praxis or ACTFL exams; or</li> <li>• HAW 490 (Hawaiian Fields)</li> </ul>	<p><b>2. One year in the new field</b></p> <ul style="list-style-type: none"> <li>• Verify one year (within the last 5 years) of at least half-time contracted P-12 teaching experience in the new field (HTSB form EX1000); or</li> </ul>
<p><b>3. National Board Certified Teacher</b></p> <ul style="list-style-type: none"> <li>• Become an NBCT</li> <li>• Contact HTSB for details</li> </ul>	<p><b>3. Three years in the grade level</b></p> <ul style="list-style-type: none"> <li>• Verify 3 years of the last 5 years of P-12 teaching experience (with a Standard License) in Hawaii or another state in the new grade level (HTSB form EX1000); or</li> </ul>
<p><b>4. State Approved Teacher Education Program: Experience not required for this option</b></p> <ul style="list-style-type: none"> <li>• Complete a SATEP in Hawaii or a different jurisdiction with clinical experience; or</li> </ul>	<p><b>4. Principles of Learning and Teaching (Praxis)</b></p> <ul style="list-style-type: none"> <li>• Submit passing scores for the appropriate Praxis: Principles of Learning and Teaching exam.</li> </ul>
<p><b>5. Advanced License: Experience not required for this option</b></p> <ul style="list-style-type: none"> <li>• Advanced License + 30 credit hours or + Praxis exam</li> </ul>	

**Coursework for the Elementary Education Field** If using coursework to verify content knowledge for Elementary Education, a total of 36 semester hours are required: 9 in language arts, 9 in mathematics, 9 in science and 9 in social studies. At least 3 of the semester hours in each content area must be upper division.

**Fields only available as "Added Fields"** These are the teaching fields that can only be added to an existing license, not a field applied for on an initial license: Ethnomathematics, Middle Level Generalist, Online Teaching, Teacher Leader, All Career and Technical Education (CTE) Vocational Fields

**Fields only available by completing a "SATEP"** These are the fields that can only be added to a license by completing a State Approved Teacher Education Program (SATEP): School Librarian, School Counselor, Reading Specialist, Early Childhood Education.