

- 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.

Content Knowledge Verification Options

Experience Verification Options

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

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, Reading Specialist, Early Childhood Education.