

**OPTION 2: ADVANCED DEGREE OR COURSEWORK (WITH EXPERIENCE/
PEDAGOGY)**

1. Requires an Advanced Degree or Coursework:

Advanced Degree Option: Complete a master's, specialist or doctoral degree in the new license field awarded by an accredited institution of higher education. Upload a copy of your official transcript to the Documents tab of your HTSB record to verify your advanced degree.

OR

Coursework Option: Complete a minimum of thirty (30) semester hours in the new license field from an accredited institution of higher education, at least fifteen of which must be upper division. To add the Elementary Education teaching field, submit a transcript showing a total of 36 semester hours, including 9 hours in each of the following 4 core content areas: language arts, mathematics, science, and social studies. At least 3 semester hours in each of the core content areas must be upper division level. Upload a copy of your official transcript to the Documents tab of your HTSB record to verify your coursework. Upload a copy of your official transcript to the Documents tab of your HTSB record to verify your coursework.

2. Requires Experience or Pedagogy:

(A) Verification of the equivalent of one (1) year of satisfactory half time or more contracted P-12 teaching experience in the new field within the last five (5) years of application date;

OR

(B) Verification of three (3) or more years of contracted P-12 experience within the last five years of application date in the same license grade level span under a Hawaii Standard License or its equivalent in another state.

A grade level span means:

Early Childhood grades PK-3

Elementary grades K-6;

Middle Level grades 6-8

Secondary grades 6-12

For the P-12 or K-12, you must verify experience in each level.

If you are a Hawaii DOE teacher, your experience can be verified electronically by HTSB staff. If you are not a DOE teacher, submit HTSB Form EX1000: Experience Verification, which can be found on the Forms page.

OR

(C) Submit passing scores on the Praxis Principles of Learning and Teaching for the new grade level. Visit the Licensure Test page here for a listing of tests: <https://hawaiiteacherstandardsboard.org/content/licensure-testcategories/>

OR

(D) Submit verification of previous completion of a state approved teacher education program in the same license grade level as the new field.