# 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. A Provisional License is valid for three (3) years and expires on June 30th. This license is non-renewable.

## Requirements for a Provisional License

<table>
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<tr>
<th>Option A: Hawai‘i Approved SATEP</th>
<th>□ Complete a Hawai‘i-approved teacher, librarian or counselor SATEP. The Hawai‘i SATEP will send a recommendation to HTSB.</th>
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</table>

| Option B: Other U.S. Approved SATEP | □ Receive satisfactory completion of a teacher, librarian or counselor SATEP in the U.S. **Submit HTSB Form LA3009.**  
□ Pass the following licensure tests identified in NBI 21-13:  
- Praxis Core Academic Skills for Educators in Reading, Writing, and Mathematics  
- Praxis Principles of Learning and Teaching (PLT) for recommended grade level(s)  
- Praxis content test(s)  
□ **Note:** Candidates seeking licensure in a World Language may submit passing score(s) from the American Council on the Teaching of Foreign Languages (ACTFL). |

**Note:** This item does not apply to previously employed and current Hawai‘i Department of Education and Hawai‘i State Public Charter School teachers who have already provided the required information.

**Note:** A school identification will not be accepted.

- Possess a baccalaureate degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution.
- Meet basic skills and content knowledge requirements.
- Choose ONE of options A through C below for the remaining requirements:

(continued on next page)
Option C: Out-of-State Valid License Holders (Reciprocity)

- Possess a valid unrevoked provisional, or equivalent, teaching license from another state issued for the first time on or after July 1, 2006. **Submit HTSB Form OS3009.**
  - **Note:** Issued for the first time prior to 2006 requires basic skills and content knowledge verification.

### Maintenance for a Provisional License

<table>
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<tr>
<th>Option A: New Provisional License</th>
<th>□ Apply for a new Provisional License as early as <strong>July 1st</strong> of the year that it expires.</th>
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</table>
| Option B: Convert to Standard License | □ Meet the requirements for a Standard License.  
□ Apply to convert your Provisional License to a Standard License as early as **May 1st**, before it expires. |

**Note:** During HTSB’s peak application period, it may take up to six (6) weeks for your application to be processed, especially if licensing specialists are waiting on supporting documentation from agencies, schools, or organizations.

Submit your documents in PDF, Word or JPG/JPEG format to your HTSB online account in the **Documents** tab. Information on your valid government-issued photo identification must match the profile information on your HTSB account and all submitted documents. Further documentation may be required if needed.