

Provisional License

Revised 01/2023

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

- Clear the Hawai'i Teacher Standards Board (HTSB) Professional Fitness check.
- Copy of a signed U.S. Social Security Card.
****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.
- Copy of a valid government-issued photo identification (submit one):
 - A valid U.S. passport or passport card
 - A valid international passport or passport card
 - A valid driver's license issued by any U.S. state
 - A valid identification card issued by any U.S. state
 - A valid U.S. military or military dependent identification card (including the back side)
 - A valid U.S. Coast Guard Merchant Mariner identification card
 - A Native American Tribal Document****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:

Option A: Hawai'i Approved SATEP	<input type="checkbox"/> Complete a Hawai'i-approved teacher, librarian or counselor SATEP. The Hawai'i SATEP will send a recommendation to HTSB.
Option B: Other U.S. Approved SATEP	<input type="checkbox"/> Receive satisfactory completion of a teacher, librarian or counselor SATEP in the U.S. Submit HTSB Form LA3009. <input type="checkbox"/> Pass the following licensure tests identified in <i>NBI 21-13</i> : <ul style="list-style-type: none"> <input type="checkbox"/> Praxis Core Academic Skills for Educators in Reading, Writing, and Mathematics <input type="checkbox"/> Praxis Principles of Learning and Teaching (PLT) for recommended grade level(s) <input type="checkbox"/> 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).

Option C: Out-of-State Valid License Holders (Reciprocity)	<input type="checkbox"/> 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.
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Maintenance for a Provisional License

Option A: New Provisional License	<input type="checkbox"/> Apply for a new Provisional License as early as July 1st of the year that it expires.
Option B: Convert to Standard License	<input type="checkbox"/> Meet the requirements for a Standard License. <input type="checkbox"/> 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.