

Guide: Provisional License

Revised 10/2024

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 within the last five (5) years. 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.

💡 Useful Tips 💡

If you are locked out of your HTSB account, email htsb@hawaii.gov for assistance. DO NOT create a new account.

- Check the **Contact HTSB tab** of your account for communication from HTSB licensing specialists and staff.
- Update your HTSB Profile: Name, Address, and Phone.
- Use a current personal email address (e.g., Gmail, Yahoo, Hotmail, iCloud) as the primary in the **Email tab** of your account. School or higher education email addresses are *not* acceptable.
- Submit clear and readable copies of your documents to the **Documents tab** of your account. [Click here](#) for a guide on how to upload documents.
- Information on your valid government-issued photo identification must match the Profile information in your account and all submitted documents. Further documentation may be required if needed.
- All HTSB Forms require wet/ink or digitally stamped signatures. The most updated versions of HTSB Forms are located on the HTSB website > *Licensing and Permits* > [HTSB Forms](#). Outdated versions and incomplete forms are *not* acceptable.

For more useful guides, visit the [Resources page](#) on the HTSB website.

****Important Note**

The application review process may take up to six (6) weeks pending receipt of required documents. All applications will be processed in the order they are received. Go to your HTSB account's **My Profile Home** and check **My HTSB Transaction History** for the status of your application.

Requirements for a Provisional License

- Start your application in the *Applications* tab of your HTSB online account. Complete all steps and click the "Submit" button.
- Clear the HTSB Professional Fitness check within your application.
- Submit a copy of your signed U.S. Social Security Card to the *Documents* tab.
- Submit a copy of your valid government-issued photo identification (upload one) to the *Documents* tab:
 - 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
 - A valid U.S. Visa
 - A valid U.S. Green Card

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

- Submit a copy of an official transcript of your baccalaureate degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution to the *Documents* tab.
- 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) <p>**Note: Candidates seeking licensure in a World Language may submit passing score(s) from the American Council on the Teaching of Foreign Languages (ACTFL).</p>
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. <p>**Note: Issued for the first time prior to 2006 requires basic skills and content knowledge verification.</p>

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.