

Guide: Renewing an Advanced License

Revised 12/2023

Teachers are required to verify both experience and demonstration of the Hawai'i Teacher Standards Board (HTSB) approved performance standards. Renewal of a Hawai'i teaching license requires verification of a minimum of one (1) full year within the last five (5) years of full-time teaching experience in a P-12 contracted position in Hawai'i or another U.S. state.

💡 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 Outdated versions and incomplete forms are *not* acceptable.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 Notes

The license renewal cycle begins on January 1st. HTSB encourages you to submit your online renewal application as soon as possible by logging in to your HTSB account via the [HTSB website](#). **Applications submitted after May 15th may not be processed before the June 30th license expiration date.**

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 an Advanced License Renewal

- Start your renewal application in the *Licenses/Permits* tab of your HTSB online account. Complete all steps and click the "Submit" button.
- Clear the HTSB Professional Fitness check within your renewal 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.

Renewal Options for an Advanced License

<p>Option A: Hawai'i DOE School Teachers, School Counselors, School Librarians</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Your final evaluation rating will be shared with HTSB via the Hawai'i DOE. You do not need to upload a copy. <input type="checkbox"/> HTSB Form TL7010 (if you have the Teacher Leader licensure field) <ul style="list-style-type: none"> ➤ If you no longer qualify as a Teacher Leader, submit a Standard License application after your Advanced License expires.
<p>Option B: Hawai'i Public Charter School or Hawai'i Private School Teachers, School Counselors, School Librarians</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Verify successful teaching experience by submitting: <ul style="list-style-type: none"> <input type="checkbox"/> HTSB Form RA4010 <input type="checkbox"/> HTSB Form RA6010 (T, C, or L) <input type="checkbox"/> A copy of your most recent teaching evaluation <input type="checkbox"/> HTSB Form TL7010 (if you have the Teacher Leader licensure field) <ul style="list-style-type: none"> ➤ If you no longer qualify as a Teacher Leader, submit a Standard License application after your Advanced License expires.
<p>Option C: Out-of-State School Teachers, School Counselors, School Librarians</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Verify successful teaching experience by submitting: <ul style="list-style-type: none"> <input type="checkbox"/> HTSB Form RA4010 <input type="checkbox"/> HTSB Form RA6010 (T, C, or L) <input type="checkbox"/> A copy of your most recent teaching evaluation <input type="checkbox"/> HTSB Form TL7010 (if you have the Teacher Leader licensure field) <ul style="list-style-type: none"> ➤ If you no longer qualify as a Teacher Leader, submit a Standard License application after your Advanced License expires.
<p>Option D: Verification of Successful Teaching Experience ONLY</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Verify successful teaching experience by submitting: <ul style="list-style-type: none"> <input type="checkbox"/> HTSB Form RA4010 <input type="checkbox"/> HTSB Form RA5010 (T, C, or L) with supporting evidence for each Performance Standard <input type="checkbox"/> HTSB Form TL7010 (if you have the Teacher Leader licensure field) <ul style="list-style-type: none"> ➤ If you no longer qualify as a Teacher Leader, submit a Standard License application after your Advanced License expires.
<p>Option E: Retired Hawai'i DOE School Teachers, School Counselors, School Librarians</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Retired from the Hawai'i DOE within the last five (5) years <input type="checkbox"/> Your final evaluation rating will be shared with HTSB via the Hawai'i DOE. You do not need to upload a copy. <input type="checkbox"/> HTSB Form TL7010 (if you have the Teacher Leader licensure field) <ul style="list-style-type: none"> ➤ If you no longer qualify as a Teacher Leader, submit a Standard License application after your Advanced License expires.
<p>Option F: Department of Defense Education Activity (DODEA) School Teachers, School Counselors, School Librarians</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Verify successful teaching experience by submitting: <ul style="list-style-type: none"> <input type="checkbox"/> HTSB Form RA4010 <input type="checkbox"/> HTSB Form RA6010 (T, C, or L) <input type="checkbox"/> A copy of your most recent teaching evaluation <input type="checkbox"/> HTSB Form TL7010 (if you have the Teacher Leader licensure field) <ul style="list-style-type: none"> ➤ If you no longer qualify as a Teacher Leader, submit a Standard License application after your Advanced License expires.
<p>Option G: Current National Board Certified Teachers</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A copy of your National Board for Professional Teacher Standards Certificate or a screenshot verifying your certification. <ul style="list-style-type: none"> ➤ If you no longer qualify as a National Board Certified Teacher, you cannot use this option.