Guide: Renewing a Standard License

Teachers are required to verify both experience and demonstration of the Hawaiʻi Teacher Standards Board (HTSB) approved performance standards. Renewal of a Hawaiʻi 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 Hawaiʻi or another U.S. state.

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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 Outdated versions and incomplete forms are not acceptable.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 a Standard 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.

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<table>
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<tr>
<th>Option A: Hawai‘i DOE School Teachers, School Counselors, School Librarians</th>
<th>□ Your final evaluation rating will be shared with HTSB via the Hawai‘i DOE. You do not need to upload a copy.</th>
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| Option B: Hawai‘i Public Charter School or Hawai‘i Private School Teachers, School Counselors, School Librarians | □ Verify successful teaching experience by submitting:  
   - HTSB Form RA4010  
   - HTSB Form RA6010 (T, C, or L)  
   - A copy of your most recent teaching evaluation |
| Option C: Out-of-State School Teachers, School Counselors, School Librarians | □ Verify successful teaching experience by submitting:  
   - HTSB Form RA4010  
   - HTSB Form RA6010 (T, C, or L)  
   - A copy of your most recent teaching evaluation |
| Option D: Verification of Successful Teaching Experience ONLY | □ Verify successful teaching experience by submitting:  
   - HTSB Form RA4010  
   - HTSB Form RA5010 (T, C, or L) with supporting evidence for each Performance Standard |
| Option E: Retired Hawai‘i DOE School Teachers, School Counselors, School Librarians | □ Retired from the Hawai‘i DOE within the last five (5) years  
□ Your final evaluation rating will be shared with HTSB via the Hawai‘i DOE. You do not need to upload a copy. |
| Option F: Department of Defense Education Activity (DODEA) School Teachers, School Counselors, School Librarians | □ Verify successful teaching experience by submitting:  
   - HTSB Form RA4010  
   - HTSB Form RA6010 (T, C, or L)  
   - A copy of your most recent teaching evaluation |
| Option G: Current National Board Certified Teachers | □ A copy of your National Board for Professional Teacher Standards Certificate or a screenshot verifying your certification.  
   - If you no longer qualify as a National Board Certified Teacher, you cannot use this option. |