

Renewing a Standard or Advanced License

Revised 01/2023

Teachers are required to verify both experience and demonstration of the 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.

Requirements for a Standard or Advanced License Renewal

- 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 (HIDOE) 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.
- Apply to renew your Standard or Advanced License.

Renewal Options for a Standard or Advanced License

Effective January 1, 2023, the revised HTSB license renewal options are as follows:

Option A: For HIDOE Public School Teachers, School Counselors, and School Librarians	<input type="checkbox"/> HTSB will receive a copy of your HIDOE final evaluation rating. This will verify successful teaching experience.
Option B: For Non-HIDOE School Teachers, School Counselors, and School Librarians	<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
Option C: Verification of Successful Teaching Experience ONLY	<input type="checkbox"/> Verify successful teaching experience by submitting: <ul style="list-style-type: none"> <input type="checkbox"/> HTSB Form EX1000 <input type="checkbox"/> HTSB Form RA5010 <input type="checkbox"/> Supporting evidence for each Performance Standard

****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.