

Standard Limited Career and Technical Education License

Revised 10/2024

A Standard Limited License restricts teaching to the field on the license, and additional fields may not be added. Three (3) years of verified industry experience in the license field are required. A Standard Limited Career and Technical Education (CTE) License holder may **not** teach other subjects. A Standard Limited CTE License is valid for five (5) years and expires on June 30th. This limited license is renewable (NBI 10-42 revised, 2011).

💡 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.
- 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 Outdated versions and incomplete forms are *not* acceptable.
- Use the Hawai'i [ETS Praxis website](#) to read information about registration and passing scores.
- Send your official Praxis scores to HTSB using code **8620**.

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 Standard Limited CTE License

- Clear the Hawai'i Teacher Standards Board (HTSB) Professional Fitness check.
- Copy of a signed U.S. Social Security Card.
- 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
 - A valid U.S. Visa
 - A valid U.S. Green Card

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

- Copy of an official transcript of the minimum of an associate degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution.
- Have a minimum of three (3) years of industry experience directly in the field of the license. **Submit HTSB Form CTEX2000.**
- Pass basic skills ([Praxis Core Academic Skills for Educators 5752](#)).
- Choose between options A or B below for **coursework** requirements.

Option A: SATEP & Grade Level	<input type="checkbox"/> Pass fifteen (15) semester hours of pedagogy coursework from a state-approved teacher education program (SATEP) in the grade level of the license. <input type="checkbox"/> Hold a minimum of an associate degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution. <input type="checkbox"/> Have a minimum of three (3) years of industry experience directly in the field of the license.
Option B: SATEP & PLT Test	<input type="checkbox"/> Pass twelve (12) semester hours of pedagogy coursework from a SATEP in the grade level of the license. <input type="checkbox"/> Pass the Principles of Learning and Teaching (PLT) licensure test in the grade level of the license. <input type="checkbox"/> Hold a minimum of an associate degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution. <input type="checkbox"/> Have a minimum of three (3) years of industry experience directly in the field of the license.

- Choose ONE of the options A through D below for **content knowledge** requirements.

Option A: Praxis	<input type="checkbox"/> Pass Praxis in the content area, if one exists.
Option B: National Industry Certification	<input type="checkbox"/> Hold a current valid National Industry Certification in the content area.
Option C: Industry License	<input type="checkbox"/> Hold a current valid industry license in the content area.
Option D: Coursework	<input type="checkbox"/> Complete thirty (30) hours of coursework in the content area.

Maintenance for a Standard Limited CTE License

Apply to renew your Standard Limited License as early as **January 1st** of the year that it expires.

See the guide for **Renewing a Standard or Advanced License**.

****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.

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