

Teacher Licensing Focus: Adding New Fields

**2023 HSTA Institute Day Presentation
Tracey Idica, NBCT and Jennifer Padua, PhD
HAWAII TEACHER STANDARDS BOARD**



ALOHA

“Who’s Who” in Hawai‘i



HAWAI'I TEACHER
STANDARDS BOARD

- License and permit agency



- HIDOE
- Employer
- Hires for public school
 - Hawai'i Public Charter Schools does its own hiring
- Hawai'i Qualified Teacher
- Reclassification

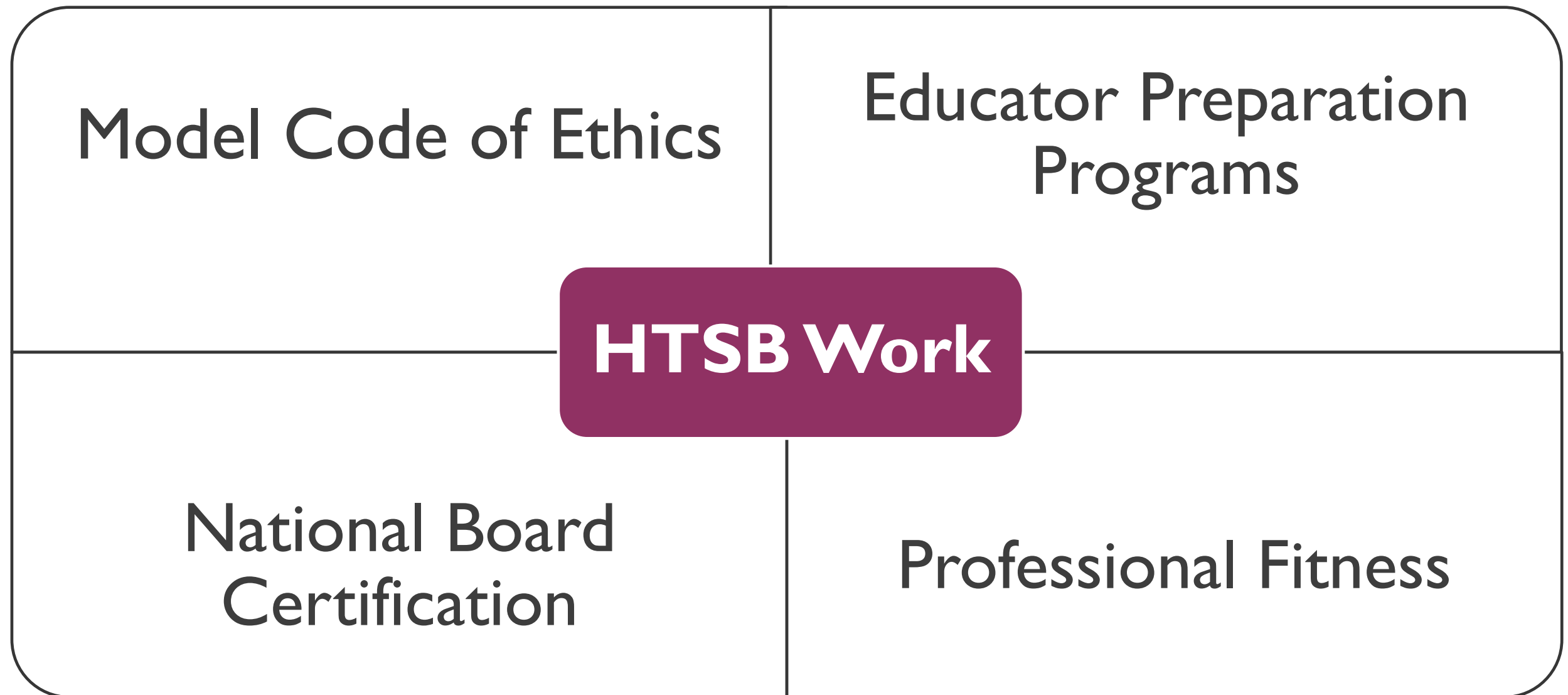


- Union for teachers, librarians, counselors
- Negotiate working conditions and salary

HTSB STAFF

- **Executive Director:**
Felicia Villalobos
- **Licensing Specialists:**
 - Tracey Idica (NBCT)
 - Kris Murakami (Professional Fitness)
 - Jennifer Padua (EPP)
 - RJ Rodrigues (MCEE)
- **Secretary:**
 - Elaine Hutchinson
- **Office Assistants:**
 - Natalie Aquino
 - Kellianne Pang

HTSB manages over 22,000 licenses/permits for Teachers, Librarians, School Counselors, and Teacher Candidates plus...



Licensure



Hawaii State Law

§302A-805 “No person shall serve as a half-time or full-time teacher in a public school without first having obtained a license or permit from the board under this subpart.”

§8-54-3 Definitions: “[Teacher] shall include but not be limited to classroom teachers, school librarians, counselors, registrars, and special education teachers.”

HTSB License	Description	Duration (July 1 – June 30)
Provisional	<ul style="list-style-type: none"> • A NASDTEC Stage 2 License. • Completed a state approved teacher education program (SATEP) • Three years or less experience of full-time teaching. 	3 years, non-renewable
Standard	<ul style="list-style-type: none"> • A NASDTEC Stage 3 License • Three years or more of full-time teaching experience within the last five years in a P-12 setting in Hawai'i or another U.S. State. 	5 years renewable
Standard Limited <ul style="list-style-type: none"> • CTE • Computer Science 	<ul style="list-style-type: none"> • Restricts teaching to the field on the license, and additional fields may not be added. • Three years of industry experience in the license field are required. • May not teach other subjects and may only add other limited CTE fields. 	<ul style="list-style-type: none"> • Valid for five (5) years • Renewable
Advanced	<ul style="list-style-type: none"> • A NASDTEC Stage 4 License • Five years or more of full-time teaching experience within the last eight years in a P-12 setting in Hawai'i or another U.S. State. 	10 years renewable



HTSB Permits	Description	Duration (July 1 – June 30)
Student Teacher	<ul style="list-style-type: none">Issued to an unlicensed individual recommended by a Hawai'i SATEP to serve as a student-teacher.	<ul style="list-style-type: none">Valid for one year limited duty.May be renewed as many times as a preparation program recommends the individual
Emergency Hire	<ul style="list-style-type: none">Issued to an unlicensed individual employed by a Hawai'i Department of Education (HIDOE) or Hawai'i State Public Charter School (HIPCS)	<ul style="list-style-type: none">Valid for one yearMay be reissued twice for a maximum of three years while working to obtain a license
Hawaiian	<ul style="list-style-type: none">Issued to an unlicensed individual HIDOE or HIPCS in Kaia'ōlelo-Kaiapuni Hawai'i, Hawaiian Language Immersion, or Hawaiian Knowledge classrooms when no licensed teacher is available.Recommended by the Office of Hawaiian Education (OHE).	<ul style="list-style-type: none">One yearMay be reissued four times for one term of five years.A second term of five years may be renewed once, valid for one year at a time. (§ 8-54-9.6.a, 2019)
Career and Technical Education	<ul style="list-style-type: none">Issued to an unlicensed individual employed by a HIDOE or HIPCS in a CTE classroom when no licensed teacher is available.	<ul style="list-style-type: none">Valid for five yearsMay be renewed once for another five years. (§ 8-54-9.6.b, 2019)

Adding a Teaching Field

- How do I add an additional field and/or grade level to my current license?



Requirements for Additional Fields

- Applicants are required to verify ***Content Knowledge*** and ***Pedagogical Knowledge***
- Required to complete a State Approved Teacher Education Program (SATEP)
 - Early Childhood Education
 - Reading Specialist
 - School Counseling
 - School Librarian




Website



Guide

Application Process



**State of Hawai'i**
Hawai'i Teacher Standards Board

Create an Account / Login

[HTSB Home](#) [Licensing and Permits ▾](#) [Standards ▾](#) [Preparation Programs ▾](#) [About Us ▾](#) [Contact Us](#) [FAQs](#) [Resources ▾](#)

Thursday, March 05 2020 03:11 PM

You have been logged out.

What Are You Here To Do?



Apply / Renew Teaching License

[License / Permit Information](#)



Update My Information

[Update My Profile](#)



Get Help

[FAQs](#)
[Contact HTSB](#)

Log into your HTSB Profile

 Click on the
Licenses/Permits Tab

[My Profile Home](#) [Name](#) [Address](#) [Phone](#) [Email](#) [Tests/Certs](#) [Documents](#) [Applications](#) [Licenses/Permits](#) [Security](#) [Fees/Payments](#) [User Status](#)

You last logged in on 02/04/2021 03:53 PM

My Current License / Permit

You currently do not have any license or permit. Please go to the applications tab to apply for a new license or permit.

[Go to applications](#)

Need help determining which license/permit to apply for?

In order to..
Start a New License Application
Edit Existing Application
View My Application History
Go to Applications

In order to..
Add Teaching Fields
Convert License/Permit
Renew License/Permit
Go to Licenses/Permits

[My HTSB Transaction History](#)

Click on Add Teaching Field

entries

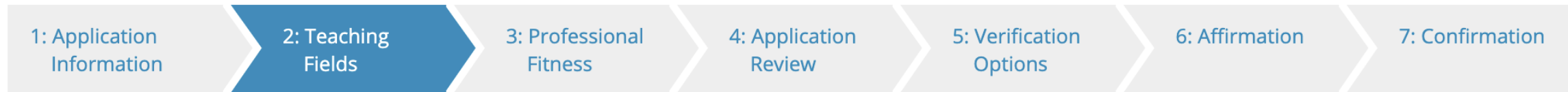
	License Type	License Level	License Status	Renewal Term Maximum	Effective Date	Expiration Date	Action
	License	Provisional	Active	Not renewable	07/01/2020		<div>Convert License</div> <div>Add Teaching Field</div> <div>Download License</div>
	License	Standard	Expired	No limit	06/01/2015	06/30/2020	<div>Download License</div>

o 2 of 2 entries

Previous



Fields and Grade Levels

License Application



Step 2: Teaching Fields

Please enter one or more teaching fields. Please enter a row for each grade level.

Current Application Application ID: <div></div> Application Action: New License/Permit Application License Level: Provisional License Status: Unsubmitted	Teaching Field Category *	Teaching Field *	Grade Level *	
	Early Childhood/Elementary	Elementary Education	K-6	
	Teaching Field Category *	Teaching Field *	Grade Level *	
	Mathematics	Mathematics	6-8	 

Be sure to select the correct Teaching Field and Grade Level

Previous

Save and Go to Step 3

Professional Fitness

IMPORTANT:
Do NOT check "Yes"
if incident was
previously reported
and cleared



Step 3: Professional Fitness

You must answer ALL questions. If you have already reported the incident to HTSB, you may answer 'No'. Only select 'Yes' for new incidents.

Current Application	
Application ID:	
Application Action:	
Convert License/Permit	
Converting License Level From:	
Emergency Hire Permit	
Converting License Level To:	
Standard License	
Status:	
Pending Applicant Action	

1. Have you ever had a professional license or professional certificate sanctioned or disciplined by receiving a letter of censure, warning, reprimand, fine, probation, or any other restriction or special condition?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Have you ever been denied a professional license or certificate even if the certificate or license was later issued with conditions or limitations?	<input type="radio"/> Yes <input checked="" type="radio"/> No
3. Have you ever had a professional license or certificate suspended or revoked?	<input type="radio"/> Yes <input checked="" type="radio"/> No
4. Have you ever surrendered or relinquished a professional license or certificate during or following an investigation into allegations of misconduct?	<input type="radio"/> Yes <input checked="" type="radio"/> No
5. Do you have any current investigative or disciplinary action pending against a professional license or certificate or against an application for a professional license or certificate?	<input type="radio"/> Yes <input checked="" type="radio"/> No
6. Have you ever been dismissed or resigned employment during or following an investigation into allegations of misconduct?	<input type="radio"/> Yes <input checked="" type="radio"/> No
7. Have you been convicted or pled "nolo contendere" (no contest) to a felony or misdemeanor?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Previous

Go to Step 4

- Must report any new incident since last license application
- Incident reports must be filed with HTSB AND HI DOE

Verify Personal Information

Step 4: Application Review

Here are the results of your application information review. If there are any validation errors (✖), you will not be able to proceed to the next step until you make the corrections.

Current Application

✓ Name and Personal Information

[Edit](#)

Last Name

First name

Middle Name

Suffix

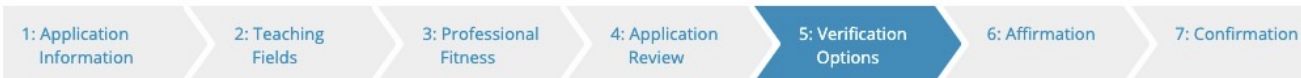
Reminder:

Be sure your primary email is NOT your school or an institution email!

This is an opportunity to revise personal information that will be used when contacting you about important licensing requirements

Verification Options

License Application



Step 5: Verification Options

Select an option to let HTSB know how you intend to verify your eligibility for the current application.

Current Application

Application Action:

Convert License/Permit

Converting License Level From:

Provisional License

Converting License Level To:

Standard License

Status:

Unsubmitted

Standard License Options

☒ **Option A** (ST_CA)

Currently, hold a Provisional License in Hawaii

AND

Taught for three years full time in the last five years.

OR

Are an Emergency Hire Permit Holder who completed or will be completing a Hawaii State Approved Teacher Education Program (SATEP)

AND

Taught for three years full time in the last five years.

☐ **Option B** (ST_CB)

Currently an Emergency Hire who completed or will be completing a State Approved Teacher Education Program (SATEP) outside of Hawaii.

AND

Have taught for three years full time in the last five years.

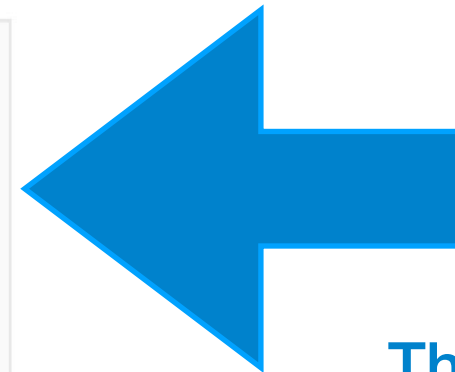
Provisional License holders:

Please submit [HTSB Form EX 1000 Verification of Qualifying Experience](#) showing at least 3 of the last 5 years of full-time teaching.

EH Permit Holders:

Once you complete your Hawaii SATEP, your institution will submit your name to us on a completer list. Please submit [HTSB Form EX 1000 Verification of Qualifying Experience](#) showing at least 3 of the last 5 years of full-time teaching.

If you are a Hawaii public school teacher, HTSB will verify your experience electronically, and you do not have to submit the Form EX1000.



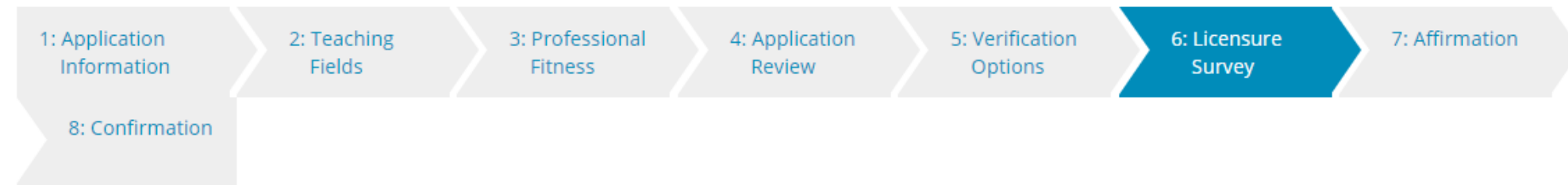
The side panel provides further explanations and links to documents that are required for your application

Previous

Save and Go to Step 6

Licensure Survey

License Application



Step 6: Initial Hawaii Licensure Survey

Current Application

Application ID:**Application Action:**

New License/Permit Application

License Level:

Provisional License

Status:

Unsubmitted

* 1. Where did you complete your educator preparation program?

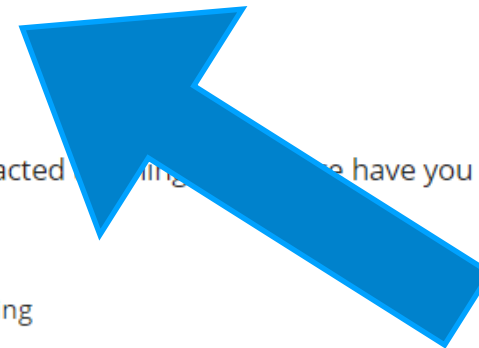
- ☐ Hawaii
- ☐ Another US State or Territory
- ☐ Outside of the US

* 2. How many years of full time contracted teaching experience have you completed?

- ☐ None
- ☐ Currently in my first year of teaching
- ☐ 1-3
- ☐ 4-5
- ☐ 6-8
- ☐ More than 8

* 3. Which Hawaii preparation program did you complete?

- ☐ Completed program in another state or country



What are you agreeing to?

License Application

1: Application Information

2: Teaching Fields

3: Professional Fitness

4: Application Review

5: Verification Options

6: Licensure Survey

7: Affirmation

8: Confirmation

Step 7: Affirmation

Current Application

Application ID:

Application Action:
New License/Permit Application

License Level:
Standard License

Status:
Submitted

☒ I hereby declare that the information provided by me in this application contains no willful misrepresentation or falsification and that the information provided is true, complete, and accurate. I understand this information may be verified and any misrepresentation or falsification will result in the denial of my application or revocation of my special permit. Further, I understand it is my personal responsibility to maintain copies of documents related to this request and that HTSB will not provide such service for me. I also understand the effective date of my permit is based on the date upon which I meet all requirements.

☒ I have read and understand the Model Code of Ethics for Educators (MCEE) which supports the vision, core values, and mission of the Hawaii Teacher Standards Board in fostering professional standards for teachers, not only with regard to academic rigor, but to include the highest ethical standards of professional conduct which foster commitment to students, the profession, and the community. This code is intended to advance the teaching profession and guide ethical understanding and decision making of P-12 educators in the State of Hawai'i. Click [here](#) to view the MCEE.

Be sure you READ before you check the boxes!

Previous

Go to Step 8

Print your license as a PDF

My Profile Home

Name

Address

Phone

Email

Education

Experience

Tests/Certs

Documents

Applications

Licenses/Permits

Security

Contact HTSB

Fees/Payments

User Status

Licenses

Please note: The HTSB Licensing system only allows one application at a time. If you have an open application, then you must either complete it or withdraw it before you can take action on your current license/permit.

License Number	License Type	License Level	License Status	Renewal Term Maximum	Effective Date	Expiration Date	Action
★ 34712	License	Standard	Active	No limit	06/01/2015	06/30/2020	<div>View Current Application</div> <div>Download License</div>

The most efficient way to contact us is the "Contact HTSB" tab in your profile page

CONVERT OR RENEW?

- Permits and Provisional Licenses cannot be renewed.
- Standard and Advanced Licenses can be renewed.



Click on Convert License

entries

	License Type	License Level	License Status	Renewal Term Maximum	Effective Date	Expiration Date	Action
	License	Provisional	Active	Not renewable	07/01/2020		<div>Convert License</div> <div>Add Teaching Field</div> <div>Download License</div>
	License	Standard	Expired	No limit	06/01/2015	06/30/2020	<div>Download License</div>

o 2 of 2 entries

Previous

Convert: Choose the License Type

Step 1: Application Information

Please enter your application information.

Current Application

Application ID:

Application

Convert License/Permit

Converting License Level From

Provisional License

Converting License Level To:

Status:

Unsubmitted

Application Action *

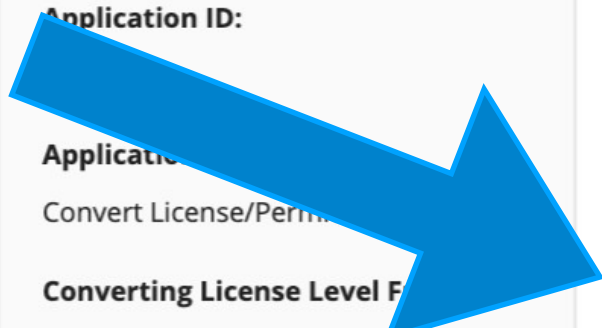
Convert License/Permit

Current License/Permit Level *

Provisional License

Convert License/Permit To *

Standard License



Visit our website “Licensing and Permit Information” page to read about the license/permit requirements

Save and Go to Step 2

RENEWAL:

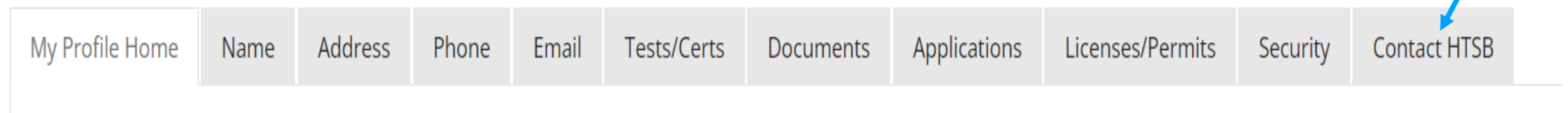
- **DOE Teachers with Standard or Advanced Licenses:**
Recent EES rating,
Verification of Experience,
ID in account
- **Renewed License can be found in the Licenses/Permits tab under "Future Active."**
- **Note: It cannot be printed until July 1, 2023.**



Questions?

Contact HTSB

My Profile



The “Contact HTSB” button in your HTSB online profile page is the most efficient way to discuss license/permit issues with a specialist.



Thank you for attending!