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

- 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…
§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.”
<table>
<thead>
<tr>
<th>HTSB License</th>
<th>Description</th>
<th>Duration (July 1 – June 30)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisional</td>
<td>• A NASDTEC Stage 2 License.</td>
<td>3 years, non-renewable</td>
</tr>
<tr>
<td></td>
<td>• Completed a state approved teacher education program (SATEP).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Three years or less experience of full-time teaching.</td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>• A NASDTEC Stage 3 License</td>
<td>5 years renewable</td>
</tr>
<tr>
<td></td>
<td>• Three years or more of full-time teaching experience within the last five</td>
<td></td>
</tr>
<tr>
<td></td>
<td>years in a P-12 setting in Hawai‘i or another U.S. State.</td>
<td></td>
</tr>
<tr>
<td>Standard Limited</td>
<td>• Restricts teaching to the field on the license, and additional fields</td>
<td>• Valid for five (5) years</td>
</tr>
<tr>
<td>• CTE</td>
<td>may not be added.</td>
<td>• Renewable</td>
</tr>
<tr>
<td>• Computer Science</td>
<td>• Three years of industry experience in the license field are required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• May <strong>not</strong> teach other subjects and may only add other limited CTE fields.</td>
<td></td>
</tr>
<tr>
<td>Advanced</td>
<td>• A NASDTEC Stage 4 License</td>
<td>10 years renewable</td>
</tr>
<tr>
<td></td>
<td>• Five years or more of full-time teaching experience within the last eight</td>
<td></td>
</tr>
<tr>
<td></td>
<td>years in a P-12 setting in Hawai‘i or another U.S. State.</td>
<td></td>
</tr>
<tr>
<td>HTSB Permits</td>
<td>Description</td>
<td>Duration (July 1 – June 30)</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Student Teacher</strong></td>
<td>• Issued to an unlicensed individual recommended by a Hawai'i SATEP to serve as a student-teacher.</td>
<td>• Valid for one year limited duty.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• May be renewed as many times as a preparation program recommends the individual</td>
</tr>
<tr>
<td><strong>Emergency Hire</strong></td>
<td>• Issued to an unlicensed individual employed by a Hawai'i Department of Education (HIDOE) or Hawai'i State Public Charter School (HIPCS)</td>
<td>• Valid for one year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• May be reissued twice for a maximum of three years while working to obtain a license</td>
</tr>
<tr>
<td><strong>Hawaiian</strong></td>
<td>• 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.</td>
<td>• One year</td>
</tr>
<tr>
<td></td>
<td>• Recommended by the Office of Hawaiian Education (OHE).</td>
<td>• May be reissued four times for one term of five years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• A second term of five years may be renewed once, valid for one year at a time. (§ 8-54-9.6.a, 2019)</td>
</tr>
<tr>
<td><strong>Career and Technical Education</strong></td>
<td>• Issued to an unlicensed individual employed by a HIDOE or HIPCS in a CTE classroom when no licensed teacher is available.</td>
<td>• Valid for five years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• May be renewed once for another five years. (§ 8-54-9.6.b, 2019)</td>
</tr>
</tbody>
</table>
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
Log into your HTSB Profile

Click on the Licenses/Permits Tab
Click on Add Teaching Field

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

2 of 2 entries
Be sure to select the correct Teaching Field and Grade Level.
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.

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?
   - Yes
   - 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?
   - Yes
   - No

3. Have you ever had a professional license or certificate suspended or revoked?
   - Yes
   - No

4. Have you ever surrendered or relinquished a professional license or certificate during or following an investigation into allegations of misconduct?
   - Yes
   - 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?
   - Yes
   - No

6. Have you ever been dismissed or resigned employment during or following an investigation into allegations of misconduct?
   - Yes
   - No

7. Have you been convicted or pled "nolo contendere" (no contest) to a felony or misdemeanor?
   - Yes
   - No

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

- 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.

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

1. Where did you complete your educator preparation program?
   - Hawaii
   - Another US State of 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

Current Application

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!
Print your license as a PDF

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

<table>
<thead>
<tr>
<th>License Type</th>
<th>License Level</th>
<th>License Status</th>
<th>Renewal Term Maximum</th>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>License</td>
<td>Provisional</td>
<td>Active</td>
<td>Not renewable</td>
<td>07/01/2020</td>
<td></td>
<td>Convert License</td>
</tr>
<tr>
<td>License</td>
<td>Standard</td>
<td>Expired</td>
<td>No limit</td>
<td>06/01/2015</td>
<td>06/30/2020</td>
<td>Download License</td>
</tr>
</tbody>
</table>

0 of 2 entries
Convert:
Choose the License Type

Step 1: Application Information
Please enter your application information.

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

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!