

Guide: Add a Teaching Field

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To add a teaching field to your existing Hawai'i teacher, school counselor, or school librarian license, applicants are required to verify both experience and content knowledge in the new license field and grade level.

💡 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 with 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. Submit documents in PDF, Word or JPG/JPEG format. [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 Outdated versions and incomplete forms are *not* acceptable.
- Read more about the Add a Teaching Field Requirements on the HTSB website at: https://www.hawaiiteacherstandardsboard.org/apps/pages/index.jsp?uREC_ID=4411937&type=d&pREC_ID=2643766
- For more useful guides, visit the [Resources page](#) on the HTSB website.

**Important Note

The application review process may take up to six 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 to Add a Teaching Field

- Start your application for adding a new license field in the *Licenses/Permits* tab of your Hawai'i Teacher Standards Board (HTSB) online account, then click *Add Teaching Field*.
- Clear the 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 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.

Choose ONE of the options below for **content knowledge** verification requirements:

Option A: Hawai'i SATEP	<input type="checkbox"/> Complete an HTSB State Approved Teacher Education Program (SATEP) . Required for School Counseling, School Librarian, Early Childhood PK-3, Literacy Specialist, Reading Specialist. Submit HTSB Form LA3009.
Option B: Other U.S. Approved SATEP	<input type="checkbox"/> Complete a U.S. SATEP. Required for School Counseling, School Librarian, Early Childhood PK-3, Literacy Specialist, Reading Specialist. Submit HTSB Form LA3009 and a copy of an official transcript.
Option C: Advanced Degree	<input type="checkbox"/> Complete an advanced degree in the content area of the teaching field. Submit a copy of an official transcript and HTSB Form AF8010.
Option D: Coursework*	<input type="checkbox"/> Complete thirty (30) semester hours in the new field from a regionally accredited institution, fifteen (15) hours of which are upper division. Submit a copy of an official transcript and HTSB Form AF8010.
Option E: Licensure Test	<input type="checkbox"/> Pass a licensure test or assessment approved by the board — <i>i.e.</i> , Praxis, ACTFL, HAW 490 (Hawaiian Fields). Submit official documentation of passing score (e.g., Praxis score report).
Option F: National Board Certified Teacher	<input type="checkbox"/> Become a National Board Certified Teacher. Contact HTSB for more information.

***Coursework to verify content knowledge for Elementary Education**

A total of thirty-six (36) semester hours is required. At least three (3) semester hours in each content area must be upper division.

- Nine (9) semester hours in language arts
- Nine (9) semester hours in mathematics
- Nine (9) semester hours in science
- Nine (9) semester hours in social studies

Choose ONE of the options below for **teaching experience** verification requirements:

Option A: SATEP in the same grade level	<input type="checkbox"/> Complete a SATEP for a license in the grade level applied for. Submit HTSB Form LA3009.
Option B: One (1) year in the new field	<input type="checkbox"/> Verify one (1) year out of the last five (5) years of at least half-time teaching experience in a P-12 contracted position in the new field in a Hawai'i school or another U.S. state. Submit HTSB Form EX1000.
Option C: Three (3) years in the new grade level	<input type="checkbox"/> Verify three (3) years out of the last five (5) years of teaching experience with a Hawai'i Standard License in a P-12 contracted position in the new grade level in a Hawai'i school or another U.S. state. Submit HTSB Form EX1000.
Option D: Praxis: Principles of Learning and Teaching	<input type="checkbox"/> Pass the appropriate Praxis: Principles of Learning and Teaching (PLT) exam. Submit official documentation of passing score (e.g., Praxis score report).