

## Guide to Add a Teaching Field: Online Teaching Revised 06/2026

To add a teaching field for Online Teaching to your existing Hawai'i teacher, school counselor, or school librarian license, applicants are required to verify both experience and content knowledge in online teaching. (See [NBI 23-02 Revised](#) for more information.)

### Useful Tips

- Check the **Contact HTSB tab** of your online account for communication from HTSB licensing specialists and staff.
- Provide a current personal email address (e.g. Google, Yahoo, Hotmail) in the **Email tab** of your account. School or higher education email addresses are *not* acceptable.
- Starting on July 1, 2026, acceptance of official records and documents (e.g., employment records, official transcripts) must be submitted using one of the following methods: (1) a third-party vendor, (2) mailed directly from the institution to, or (3) direct submission from the issuing institution's secure email (see Hawaii Revised Statutes §302A-803, §302A-805, [New Business Item 25-15](#)). Email: [htsb@hawaii.gov](mailto:htsb@hawaii.gov). Mailing address: HTSB, 650 Iwilei Road, Suite 268, Honolulu, HI 96817.
- Information on your valid government-issued photo identification must match the profile information in your HTSB 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 Outdated versions and incomplete forms are *not* acceptable.

For more useful guides, visit the HTSB website's Resources page.

## Requirements to Add a Teaching Field for Online Teaching

- ☐ 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 your signed U.S. Social Security Card.
  - ☐ Copy of your 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.
- ☐ Submit a copy of an official transcript of your coursework from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution via a third-party vendor or the issuing institution.

- ☐ All official transcripts and official documents from non-US institutions that you would like reviewed must include a course-by-course evaluation/report completed by a [National Association of Credential Evaluation Services \(NACES\) member agency \(www.naces.org\)](http://www.naces.org) and submitted via a third-party vendor or the issuing institution.

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

|                                                               |                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Option A:<br><b>Hawai'i or Other U.S. Approved SATEP</b>      | <input type="checkbox"/> Successful completion of a certificate or degree program in online learning and teaching at the post-baccalaureate, master's, or doctoral level at a regionally accredited institution of higher education. <b>Submit official transcript.</b>                                                                                |
| Option B:<br><b>HIDOE Professional Development Credits</b>    | <input type="checkbox"/> Completed a minimum of nine (9) professional development credits in online teaching courses that utilized nationally recognized online teaching standards for grades P-12 and approved by the Hawai'i Department of Education's PDE3 program. <b>Submit official documentation from Hawai'i Department of Education PDE3.</b> |
| Option C:<br><b>Other Professional Development Credits</b>    | <input type="checkbox"/> Completed a minimum of nine (9) professional development credits in online teaching courses that utilized nationally recognized online teaching standards for grades P-12 and approved by a U.S. accredited private/non-profit organization or U.S. school district. <b>Submit official documentation.</b>                    |
| Option D:<br><b>Other U.S. State License &amp; Experience</b> | <input type="checkbox"/> Hold a license/certificate from another U.S. state with the online teaching field.                                                                                                                                                                                                                                            |

- ☐ All applicants must meet ALL **experience** requirements:

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Hold a current and valid Standard or Advanced Hawai'i teaching license.                                                                                                                                                                                                                         |
| <input type="checkbox"/> Have at least three (3) years of successful full-time teaching experience in a P-12 setting at the federal/state Department of Education or Hawai'i Public Charter Schools. <b>Submit HTSB Form EX1000.</b>                                                                                     |
| <input type="checkbox"/> Have at least two (2) years of full-time online teaching experience in a recognized program in a P-12 setting at the federal/state Department of Education or Hawai'i Public Charter Schools. <b>Submit HTSB Form OT8010: Verification of Online Teaching Experience and Content Knowledge.</b> |

**\*\*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.