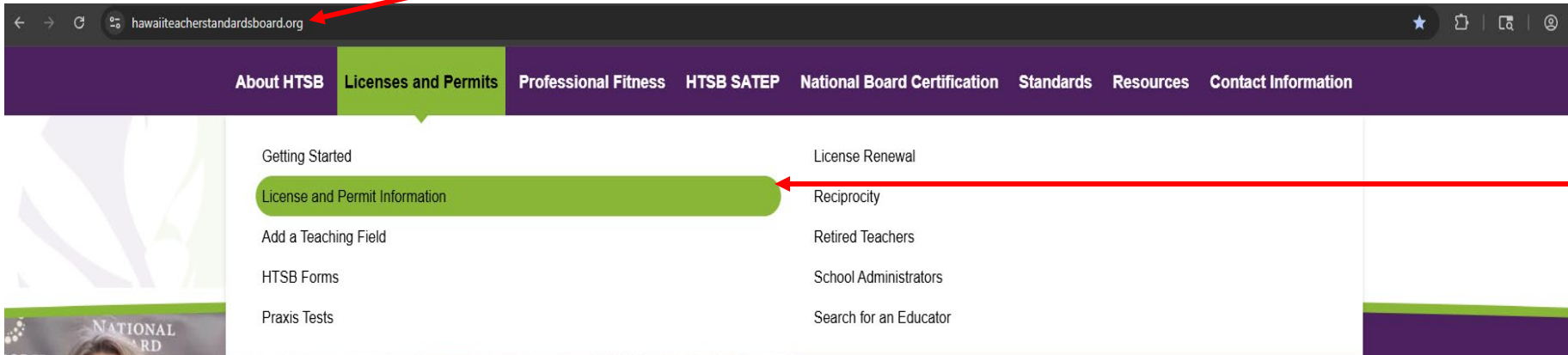


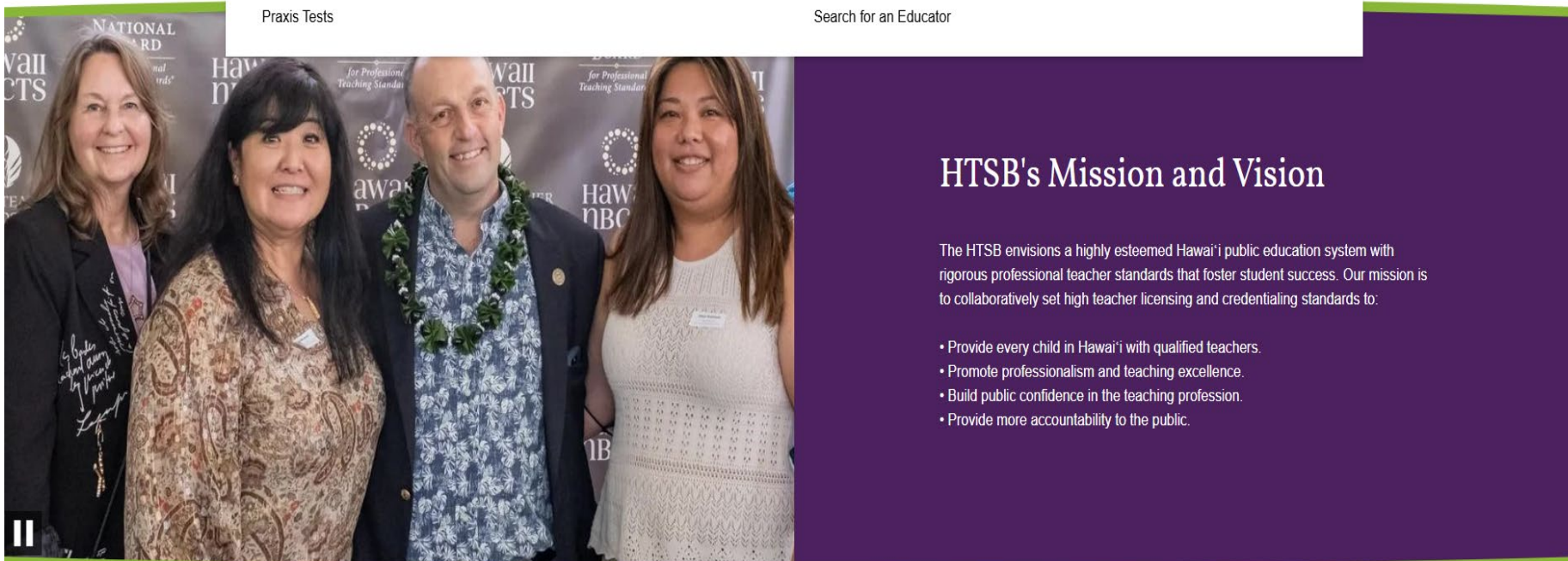
Start an Application

Open an internet browser and type in the HTSB website: hawaiiteacherstandardsboard.org



Click on Licensing and Permits.

On the drop-down menu, select [Licenses and Permits](#) to determine your qualifications before starting an application.



Start an Application

Teaching Licenses Offered

You must meet all requirements that pertain to academic preparation, student teaching, and competency testing for the specific licensure and permit areas for which you are applying. Failing to meet one or more requirements can delay the processing of your application and/or result in a denial.

Only contracted full-time teaching experience in a P-12 contracted position in Hawai'i or another U.S. state or U.S. territory will count toward licensure, permit, and/or certificate. This requirement applies to all applications, verification options, and HTSB forms, whether explicitly stated or not.

Reciprocity does not guarantee that an educator's license issued from another U.S. state or jurisdiction will be recognized in Hawai'i.

Provisional License

A Provisional License may be issued to individuals who have completed a state-approved teacher education program (SATEP) in Hawai'i or another U.S. state and have less than three (3) years of full-time teaching experience within the last five (5) years. This license is a NASDTEC Stage 2 License.

Term of Validity: 3 years, non-renewable

Requirements: [\[PDF\]](#) [Checklist Guide for Provisional License \(ver. 01/2025\)](#)

Standard License

A Standard License may be issued to teachers who have three (3) or more years of full-time teaching experience within the last five (5) years in a P-12 contracted position from a school in Hawai'i or another U.S. state. This license is a NASDTEC Stage 3 License.

Term of Validity: 5 years, renewable

Requirements: [\[PDF\]](#) [Checklist Guide for Standard License \(ver. 01/2025\)](#)

Standard Limited License in Computer Science

A Standard Limited License restricts teaching to the field on the license, and additional fields may not be added. Three (3) years of industry experience in the license field are required. A Standard Limited Computer Science License holder may not teach other subjects.

Term of Validity: 5 years, renewable

Requirements: [\[PDF\]](#) [Checklist Guide for Standard Limited License in Computer Science \(ver. 10/2024\)](#)

Standard Limited License in Career Technology and Education (CTE)

A Standard Limited License restricts teaching to the field on the license, and additional fields may not be added. Three (3) years of industry experience in the license field are required. A Standard Limited Career and Technical Education (CTE) License holder may not teach other subjects.

Term of Validity: 5 years, renewable

Requirements: [\[PDF\]](#) [Checklist Guide for Standard Limited License in CTE \(ver. 10/2024\)](#)

Advanced License

An Advanced License may be issued to teachers who have five (5) years of full-time teaching experience within the last eight (8) years in a P-12 contracted position from a school in Hawai'i or another U.S. state. This license is a NASDTEC Stage 4 License.

Term of Validity: 10 years, renewable

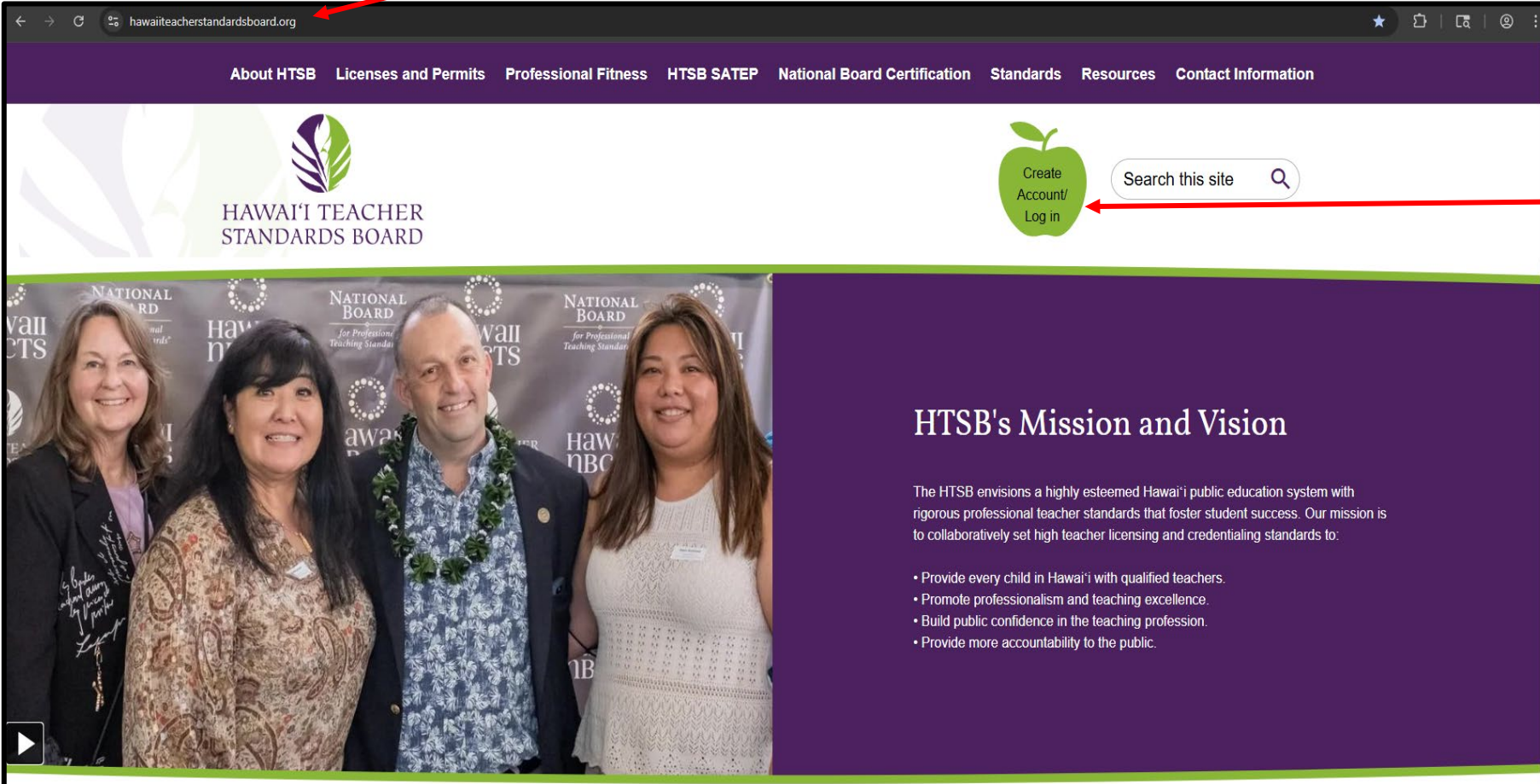
Requirements: [\[PDF\]](#) [Checklist Guide for Advanced License \(ver. 01/2025\)](#)

Read the requirements for each license and permit to determine your qualifications before starting an application.

Or click [here](#) to be directed to the webpage.

Start an Application

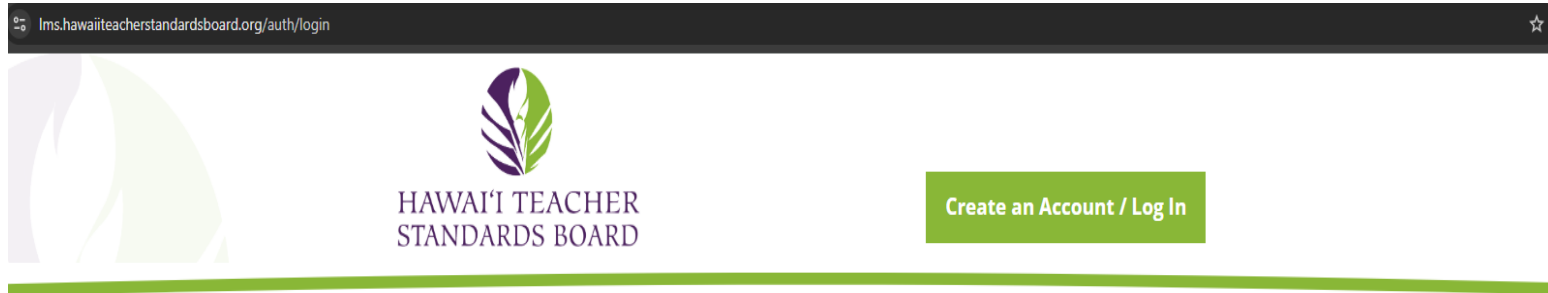
Scroll to the top and click back to the HTSB Home website: hawaiiteacherstandardsboard.org



The screenshot shows the homepage of the Hawai'i Teacher Standards Board. At the top, there is a navigation menu with links: About HTSB, Licenses and Permits, Professional Fitness, HTSB SATEP, National Board Certification, Standards, Resources, and Contact Information. Below the menu is a header section with the HTSB logo and name on the left, and a search bar and a green apple icon with the text 'Create Account/ Log in' on the right. A red arrow points from the text above to the apple icon. Below the header is a large banner image showing four people standing in front of a backdrop with the HTSB logo. To the right of the banner is a section titled 'HTSB's Mission and Vision' with a paragraph of text and a bulleted list of four points.

Log into your account at the top right-hand corner.

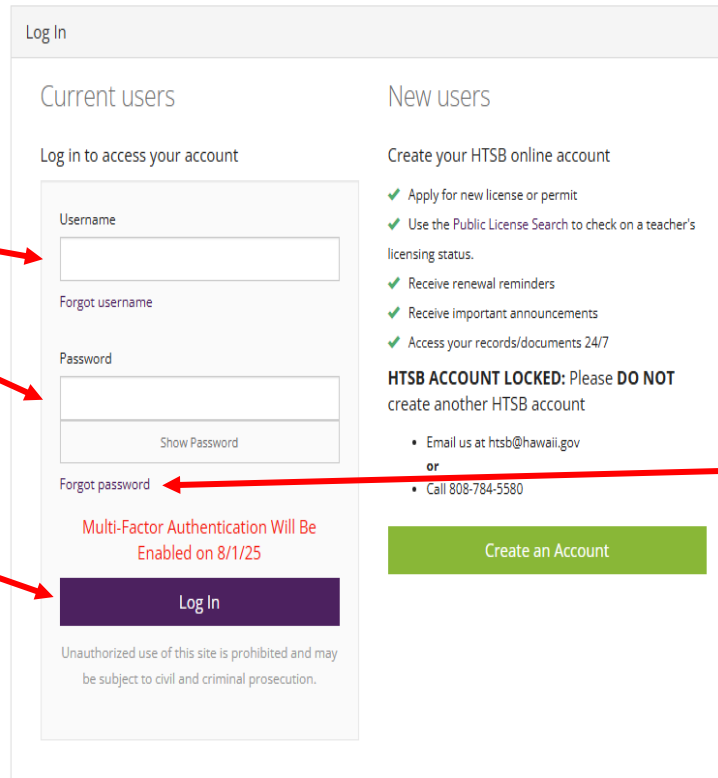
Start an Application



Friday, January 09, 2026 09:51 PM

Type in your
username or
password.

Then click on
the **purple**
LogIn button.



Log In

Current users

Log in to access your account

Username

Forgot username

Password

Show Password

Forgot password

Multi-Factor Authentication Will Be Enabled on 8/1/25

Log In

Unauthorized use of this site is prohibited and may be subject to civil and criminal prosecution.

New users

Create your HTSB online account

- ✓ Apply for new license or permit
- ✓ Use the Public License Search to check on a teacher's licensing status.
- ✓ Receive renewal reminders
- ✓ Receive important announcements
- ✓ Access your records/documents 24/7

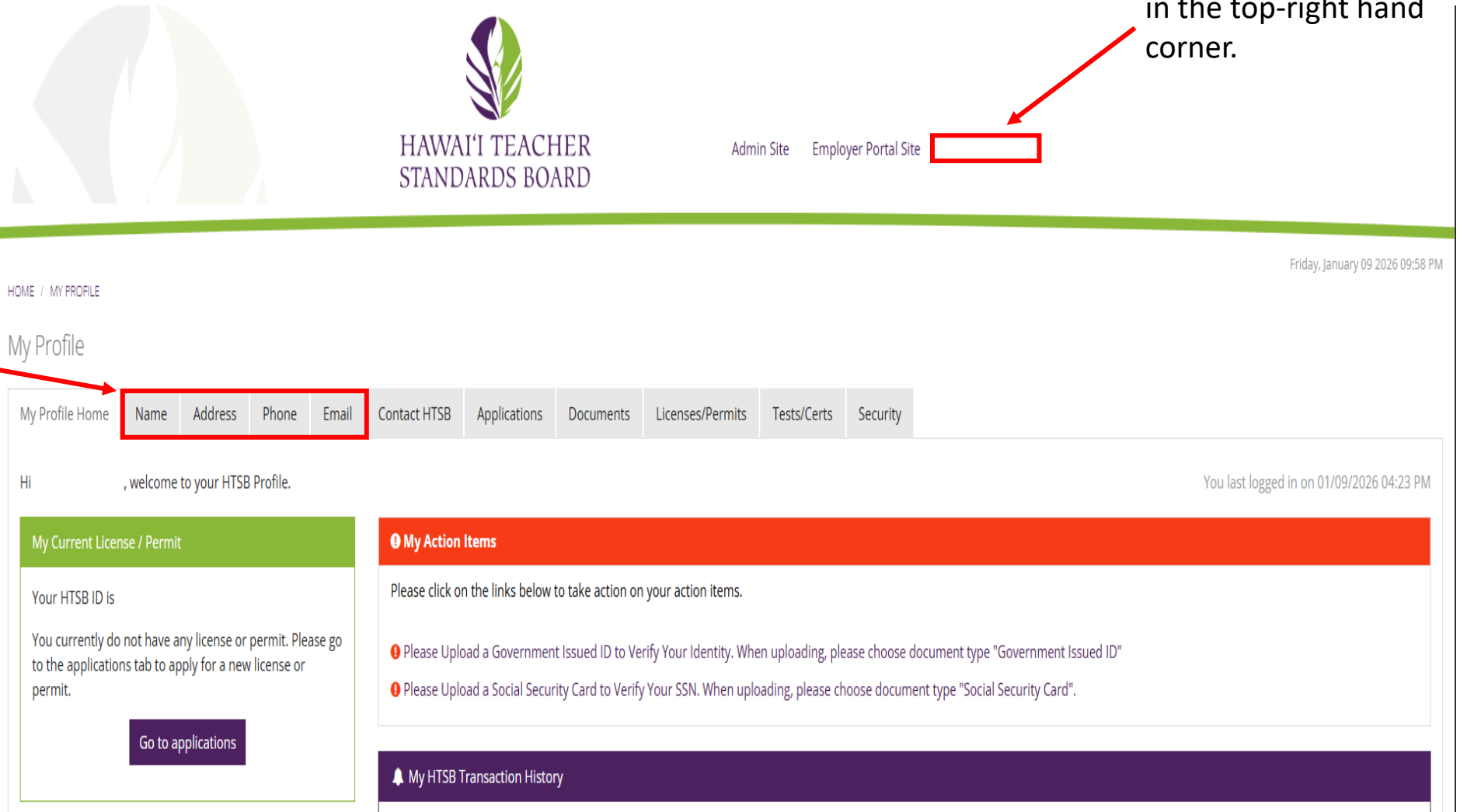
HTSB ACCOUNT LOCKED: Please **DO NOT** create another HTSB account

- Email us at htsb@hawaii.gov
- or
- Call 808-784-5580

Create an Account

Or click on Forgot
Password.

Start an Application



Admin Site Employer Portal Site [User Name]

HOME / MY PROFILE

My Profile

My Profile Home **Name** Address Phone Email Contact HTSB Applications Documents Licenses/Permits Tests/Certs Security

Hi [User Name], welcome to your HTSB Profile. You last logged in on 01/09/2026 04:23 PM

My Current License / Permit

Your HTSB ID is

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](#)

My Action Items

Please click on the links below to take action on your action items.

- ⚠ Please Upload a Government Issued ID to Verify Your Identity. When uploading, please choose document type "Government Issued ID"
- ⚠ Please Upload a Social Security Card to Verify Your SSN. When uploading, please choose document type "Social Security Card".

My HTSB Transaction History

Before starting an application, click on the Name, Address, Phone, and Email tabs to ensure all information is updated.

Your name should be in the top-right hand corner.

Start an Application

HOME / MY PROFILE

My Profile

| | | | | | | | | | | |
|-----------------|------|---------|-------|-------|--------------|--------------|-----------|------------------|-------------|----------|
| My Profile Home | Name | Address | Phone | Email | Contact HTSB | Applications | Documents | Licenses/Permits | Tests/Certs | Security |
|-----------------|------|---------|-------|-------|--------------|--------------|-----------|------------------|-------------|----------|

← Back to My Current Application

Email Contact Information

[Add New Email](#)

| | | | | |
|---|----------------------|---|--|---|
| Email Type * | Email * | Primary Email? * | Email Opt-In * | Verification Status * |
| <input type="button" value="Personal"/> | <input type="text"/> | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="text" value="Send general email:"/> | <input type="text" value="Verified on 03/04/2025"/> |

To ensure that you receive updated information from the Hawai'i Teacher Standards Board (HTSB), please go to the "Email" tab in your HTSB Profile and change to a **personal** email address (e.g., Google, Yahoo).

Please do not use a school (e.g., k12.hi.us), institution/university (e.g., .org, .edu, .hawaii.edu) email address.

Start an Application

Your name should be in the top-right hand corner.

HOME / MY PROFILE

My Profile



My Profile Home | Name | Address | Phone | Email | **Applications** | Documents | Licenses/Permits | Tests/Certs | Security

Hi welcome to your HTSB Profile.

My Current License / Permit

Your HTSB ID is

[Start New Application](#)

User Status:
Active

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](#)

My Action Items

Please click on the links below to take action on your action items.

- Please Upload a Government Issued ID to Verify Your Identity. When uploading, please choose document type "Government Issued ID"
- Please Upload a Social Security Card to Verify Your SSN. When uploading, please choose document type "Social Security Card".

My HTSB Transaction History

| Event | Summary | From | To | Event Date | Action |
|------------------------------|---------------------------|------|----|------------|---|
| Email Verification Confirmed | Email Address Verified | HTSB | | | Details View Email |
| Email Verification | Verify This Email Address | HTSB | | | Details View Email |

Review your My HTSB Transaction History for any unread messages. Click on View Email.

Start an application by clicking on the Applications tab or clicking on the Go to applications button.

Start an Application

| | | | | | | | | | | |
|-----------------|------|---------|-------|-------|--------------|--------------|-----------|------------------|-------------|----------|
| My Profile Home | Name | Address | Phone | Email | Contact HTSB | Applications | Documents | Licenses/Permits | Tests/Certs | Security |
|-----------------|------|---------|-------|-------|--------------|--------------|-----------|------------------|-------------|----------|

Click "Start New Application" to begin the application process.

Applications

Show 10 entries

Start New Application

| Application ID | Applicati | Action | License Level | License Type | Application Start Date | Application Submission Date | Application Status | Related License Number | Action |
|----------------|-----------|--------|---------------|--------------|------------------------|-----------------------------|--------------------|------------------------|--------|
| | | | | | | | | | |

Showing 1 to 1 of 1 entries

Previous 1 Next

* denotes prior system converted records.



Start an Application

- My Profile Home
- Name
- Address
- Phone
- Email
- Contact HTSB
- Applications
- Documents
- Licenses/Permits
- Tests/Certs

Security

License Application



Step 1: Application Information

Please enter your application information.

Current Application

Application ID:

Application Action:
New License/Permit Application

License Level:

Status:

Application Action *

New License/Permit Application

License/Permit Level *

License: Provisional License

This license is for those who have completed a state approved teacher education program that led to licensure, but do not have three years full time teaching experience in the last five years.

Select your License and Permit Level.

Click [Licenses and Permits](#) for more information.

Go to Step 2

Click Save and Go to Step 2

Start an Application

- My Profile Home
- Name
- Address
- Phone
- Email
- Contact HTSB
- Applications
- Documents
- Licenses/Permits
- Tests/Certs

Security


License Application



Step 2: Teaching Field

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

| | | | |
|--------------------------------|--|---------------------------------|------------------------------|
| Current Application | Current Teaching Field Category * | Current Teaching Field * | Current Grade Level * |
| Application ID: | Early Childhood/Elementary | Elementary Education | K-6 |
| Application Action: | New Teaching Field Category * | New Teaching Field * | New Grade Level * |
| New License/Permit Application | | | |
| License Level: | | | |
| Status: | | | |

Use the  button to add field(s) you have an active license in or have been recommended for by your State Approved Preparation Program. Endorsements will be reviewed in accordance with Hawaii Administrative Rules (HAR) and HTSB's licensing requirements.

Use the drop-down menu to select your Teaching Field Category, Teaching Field, and Grade level.

If you have more than one licensure field, click on the Plus Blue Button.

Previous **Go to Step 3** Click on Save and Go to Step 3.

Start an Application

License Application



Please read each statement carefully and respond honestly with a yes or no.

Step 3: Professional Fitness

You are required to answer **ALL** questions. If you have already reported an incident that has been **Resolved** or **Previously Cleared** with the **HTSB**, you may answer 'No'. Only select 'Yes' for **New** incidents.

Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of these questions can be grounds for refusal to renew, suspend, deny, condition, or revoke a license, certificate, or permit.

Current Application

Application ID:

Application Action:

License Level:

Status:

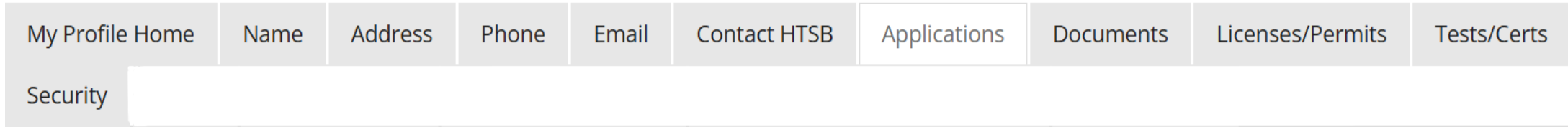
1. Have you ever had a professional license, certificate, permit (or any other document which granted you the authority to carry on a particular trade/professional) revoked, suspended, or received a disciplinary action (which includes oral/written reprimands, restrictions or special conditions) due to allegations of misconduct which includes violations of the Model Code of Ethics for Educators? Yes No

2. Have you ever been denied a professional license, certificate, permit (or any other document which granted you the authority to carry on a particular trade/profession) due to allegations of misconduct, even if the license, certificate, or permit, or other document was later issued with or without conditions or limitations? Yes No

3. Have you voluntarily surrendered or relinquished a professional license, certificate, permit, (or any other document which granted you the authority to carry on a particular trade/profession), following an allegation of misconduct, during an investigation into allegations of misconduct, or to avoid having an adverse action taken on your license, certificate, permit, or equivalent? Allegations of misconduct include violations of the Model Code of Ethics for Educators. Yes No

Click on Save and Go to Step 4.

Start an Application



License Application



The progress bar will show all eight steps in the application.

Verification Step #4 will provide information on the evidence you are to submit. Scroll to the right and a window will appear.

Click save after each step and click Submit on Step 7.

Start an Application

License Application



Step 5: Applicant

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

Application ID:

Application Action:

License Level:

Status:

| <p>✓ Name and Personal Information Edit</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Last Name</th> <th style="width: 15%;">First Name</th> <th style="width: 15%;">Middle Name</th> <th style="width: 10%;">Suffix</th> <th style="width: 10%;">SSN</th> <th style="width: 15%;">Birth Date</th> <th style="width: 10%;">Military Spouse?</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | Last Name | First Name | Middle Name | Suffix | SSN | Birth Date | Military Spouse? | | | | | | | |
|--|---|----------------|------------|-----------------|------------|------------------|------------|------------------|--|--|--|--|--|--|--|
| Last Name | First Name | Middle Name | Suffix | SSN | Birth Date | Military Spouse? | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| <p>✓ Address Information Edit</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Country</th> <th style="width: 20%;">Address 1</th> <th style="width: 20%;">Address 2</th> <th style="width: 10%;">State</th> <th style="width: 15%;">County/Province</th> <th style="width: 10%;">City</th> <th style="width: 15%;">Postal Code</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | Country | Address 1 | Address 2 | State | County/Province | City | Postal Code | | | | | | | |
| Country | Address 1 | Address 2 | State | County/Province | City | Postal Code | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| <p>✓ Phone Information Edit</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Primary Phone?</th> <th style="width: 20%;">Phone Type</th> <th style="width: 30%;">Phone</th> <th style="width: 20%;">Extension</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | Primary Phone? | Phone Type | Phone | Extension | | | | | | | | | | |
| Primary Phone? | Phone Type | Phone | Extension | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

Start an Application

Answer honestly and to the best of your ability.

License Application



Responses are anonymous and do not affect your application.

Step 6: Initial Hawaii Licensure Survey

Current Application

Application ID:

Application Action:

License Level:

Status:

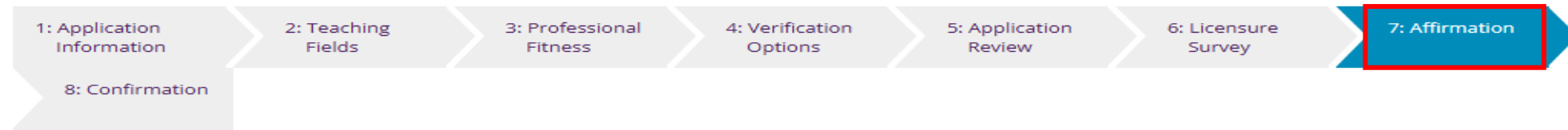
Directions: The following survey questions are designed to assist the Hawaii Teacher Standards Board in collecting data about teacher licensure and educator preparation programs. Your answers are kept anonymous and do not affect your application. Answer each survey question honestly and to the best of your knowledge.

* 1. What high school did you graduate from?

* 2. What is your current role as an educator?

Start an Application

License Application



Step 7: Affirmation

Current Application

Application ID:

Application Action:

License Level:

Status:

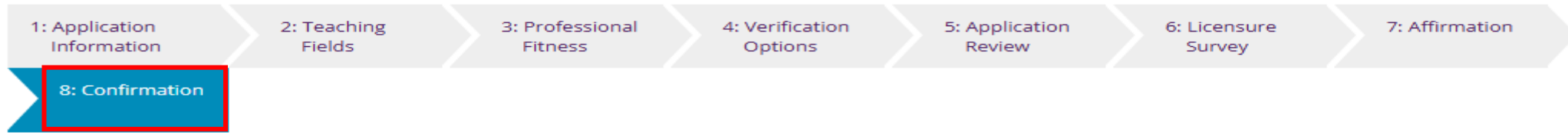
- I hereby declare that the information contained in this application, including the responses provided in the Professional Fitness section are true and accurate to the best of my knowledge.
I understand that the information provided on this application and the required documents that I have provided must be verified before it is approved by HTSB.
I understand that if I make and/or submit false, inaccurate, or misleading information on my application and/or, documents that are required, or omit information on my application and/or on documents that are required, those are grounds for a denial of my application and are grounds for disciplinary action taken on my current active license or permit which could include revocation, suspension, reprimand, and other special conditions.
I understand that the submission of my application does not mean that my application has been approved. Further I understand that the effective date of my license, permit, or certificate is based on the date upon which I meet all requirements.
I understand that it is my personal responsibility to maintain copies of documents related to this application and that HTSB will not provide that service for me.
- 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, school counselors, and school librarians, 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.](#)
- I affirm that I understand the following: Hawaii license, permit, and certificate requirements are subject to change. I am responsible for being knowledgeable about current and revised regulations. It is my responsibility to maintain and obtain a valid appropriate Hawaii certification to practice the profession of teaching in this state. It is my duty as a professional educator to renew my license, permit, or certificate prior to its expiration date.

Previous

Go to Step 8

Start an Application

License Application



Step 8: Confirmation

Current Application

Application ID:

Application Action:

License Level:

Status:

[← Back to Applications List](#)

Your application has been successfully submitted.

You will be receiving an email shortly about your application review process.

After receiving all verification documents, your application may take up to six weeks to review. If additional information is needed a licensing specialist will contact you. Go to Application Step #4 to see what verification documents are needed.

Start an Application

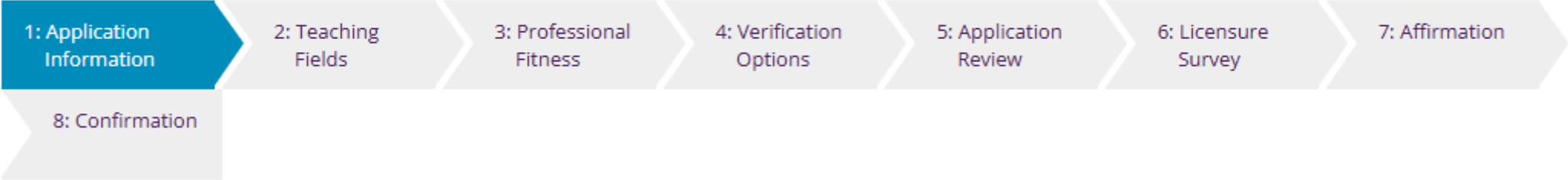
Click on the Documents tab to upload evidence.



| | | | | | | | | | |
|-----------------|------|---------|-------|-------|--------------|--------------|------------------|------------------|-------------|
| My Profile Home | Name | Address | Phone | Email | Contact HTSB | Applications | Documents | Licenses/Permits | Tests/Certs |
|-----------------|------|---------|-------|-------|--------------|--------------|------------------|------------------|-------------|

Security

License Application



```
graph LR; 1[1: Application Information] --> 2[2: Teaching Fields]; 2 --> 3[3: Professional Fitness]; 3 --> 4[4: Verification Options]; 4 --> 5[5: Application Review]; 5 --> 6[6: Licensure Survey]; 6 --> 7[7: Affirmation]; 7 --> 8[8: Confirmation];
```

Step 1: Application Information
Please enter your application information.

Start an Application

My Profile Home | Name | Address | Phone | Email | Contact HTSB | Applications | **Documents** | Licenses/Permits | Tests/Certs | Security

Documents

Show 10 entries

| Document ID | Document Type | Document Name | Linked to Application | File Type | Notes | Created By | Create Date | Updated By | Update Date | Action |
|-------------|---------------|---------------|-----------------------|-----------|-------|------------|-------------|------------|-------------|----------------------|
| | | | | | | | | | | View Document |

Add New Document

Click on the Add New Document to upload evidence.

Contact HTSB staff if you would like to delete a document and provide the Document ID.

A list of existing Documents is located in your Profile. Click View if you would like to see them.

Start an Application

My Profile Home | Name | Address | Phone | Email | **Contact HTSB** | Applications | Documents | Licenses/Permits | Tests/Certs | Security

Hi _____, welcome to your HTSB Profile. You last logged in on _____

My Current License

Your HTSB ID is _____

User Status: _____

License Level: _____

Status: _____

Required Action: _____

Valid From / To: _____

Teaching Field(s): _____

My Current License / Permit

My HTSB Transaction History

| Event | Summary | From | To | Event Date | Action |
|------------------------------|---------|------|----|------------|---|
| Application Submitted | | | | | Details View Email |
| Document Uploaded | | | | | Details |
| Document Uploaded | | | | | Details |
| License Renewal Reminder | | | | | Details View Email |
| Security Information Updated | | | | | Details |

Information about your application status or account will sent through the Contact HTSB tab.

Any activity with your HTSB account will be located in the My HTSB Transaction History located on your HTSB My Profile Home page.