

FAQs: Hawai'i Teaching License & Retirement

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Congratulations on your retirement! Below you will find answers to the most frequently asked questions about your Hawai'i teaching license and retirement.

1. What should I do with my license now that I'm retired (or will retire)?

Only you can make that decision. Think about your personal goals and what will work best for you in this new chapter of your life. If you think you may want to be a substitute teacher at some point during your retirement, you may want to keep your license active.

Please note that Hawai'i Teacher Standards Board (HTSB) does not have authority to answer questions about substitute teaching. It is recommended that you contact the Hawai'i DOE's [Substitute Office](#) or the local public school directly. HTSB is a licensing agency and a separate entity from the Hawai'i DOE.

- Hawai'i DOE TSEAS (Teacher Substitute Employee Automated System) Help Desk: 808-441-8400

2. Can I keep my license active or renew my license even if I'm retired?

Yes! Currently to renew your Standard or Advanced License, you must have a Hawai'i DOE EES rating within the last five years. If you do not, there are other renewal options requiring completion of specific HTSB Forms.

If you have been retired for more than five years, you may apply for a new Provisional License after your current license has expired. A Provisional License is a full teaching license valid for three years, but it is *non-renewable*.

3. Do I need to pay for my license?

No. Thanks to funding provided by the Hawai'i State Legislature, educators no longer need to pay any application or license fees.

4. Are license renewals automatic?

No. None of the application review and license renewal processes are automatic. You must complete the renewal application process and submit your application via your HTSB online account.

5. How do I check the status of my application?

Log in to your HTSB online account, go to **My Profile Home**, and check your **My HTSB Transaction History** for the status of your application. All applications will be processed in the order they are received.

6. How do I obtain a copy of my license?

You may download and print a copy of your license under the **Licenses/Permits tab** in your HTSB online account. HTSB does not mail hard copies. Regarding license renewal, if you are trying to obtain a copy of your “Future Active” license, you must wait until your current “Active” license expires.

7. Can I cancel my license?

No. But you can let your license expire or you can voluntarily surrender it without any recourse. If you would like to voluntarily surrender your license, you will need to submit the *HTSB Voluntary Surrender of License, Permit, or Certificate Request Form*. Visit the **HTSB Forms** page of our website.

8. What if my license is expiring but I don't intend to renew it?

You don't need to do anything! If your license is expiring this year, you will receive our automated email reminders. Please feel free to ignore these messages. If you end up changing your mind after your license has already expired, submit a new application via your HTSB online account.

9. What if I retire/retired from the Hawai'i DOE while an investigation regarding allegations of misconduct is still pending, or in lieu of being terminated from employment?

If you are applying for licensure or renewal, you are required to disclose this information on the applicable Professional Fitness question(s) in your application. Furthermore, your application will not be reviewed and processed for licensure until your Professional Fitness matter has been resolved.

10. Help! I still have questions.

Visit [our website](#) and log in to your HTSB online account. Use the Contact HTSB tab to ask any questions you may have regarding your license/permit, account, or application. This is the most efficient way to communicate with our office. All HTSB licensing specialists are answering messages in the order in which they receive them. You may also refer to the [FAQ](#) or [How-To Guides](#) page of our website.

If you are locked out of your HTSB online account, email htsb@hawaii.gov for assistance. Please DO NOT create a new account.