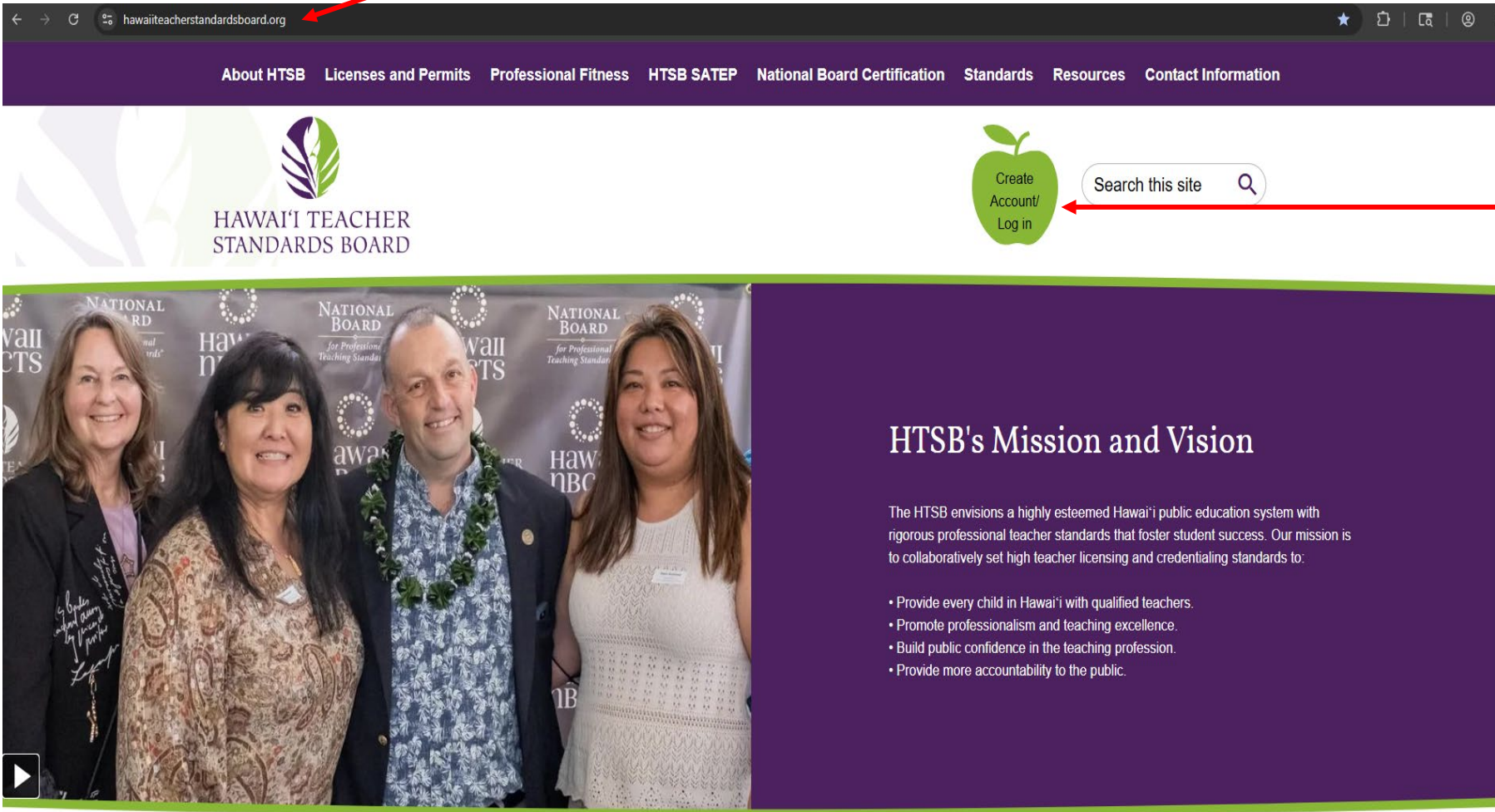


Convert a License

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



The screenshot shows the HTSB website homepage. At the top, there is a purple navigation bar with links: About HTSB, Licenses and Permits, Professional Fitness, HTSB SATEP, National Board Certification, Standards, Resources, and Contact Information. Below the navigation bar is the HTSB logo and name. To the right of the logo is a green apple icon with the text "Create Account/ Log in" and a search bar labeled "Search this site". A red arrow points from the text above to the URL in the browser's address bar. Another red arrow points from the text on the right to the "Create Account/ Log in" button. The main content area features a video player on the left showing four people in front of a backdrop with the HTSB logo, and a purple section on the right titled "HTSB's Mission and Vision" with a list of bullet points.

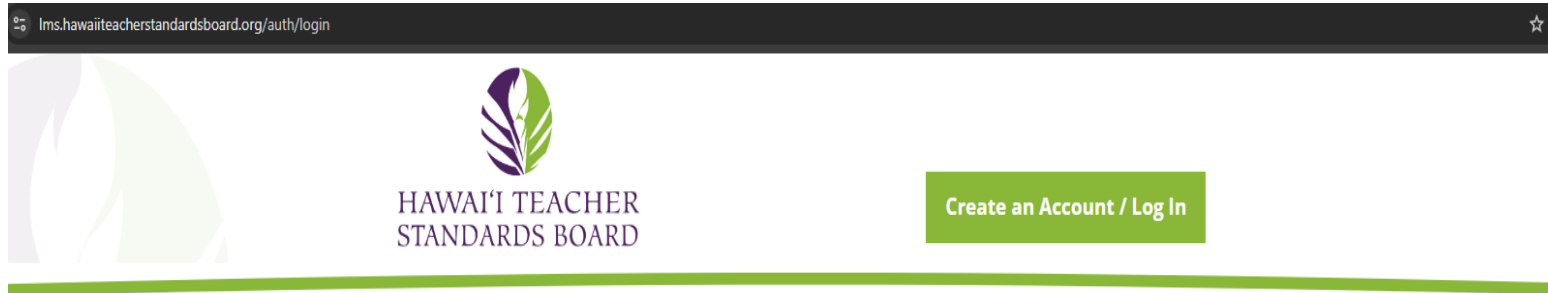
HTSB's Mission and Vision

The HTSB envisions a highly esteemed Hawai'i public education system with rigorous professional teacher standards that foster student success. Our mission is to collaboratively set high teacher licensing and credentialing standards to:

- Provide every child in Hawai'i with qualified teachers.
- Promote professionalism and teaching excellence.
- Build public confidence in the teaching profession.
- Provide more accountability to the public.

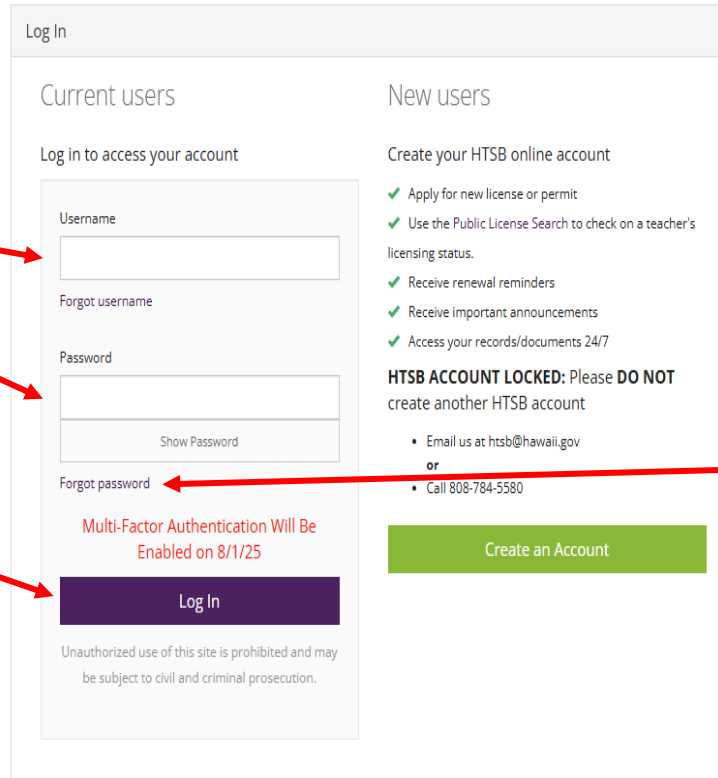
Log into your account at the top right-hand corner.

Convert a License



Type in your
username or
password.

Then click on
the **purple**
Log In 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.

Convert a License



HAWAI'I TEACHER
STANDARDS BOARD



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

HOME / MY PROFILE

My Profile

My Profile Home

Name

Address

Phone

Email

Contact HTSB

Applications

Documents

Licenses/Permits

Tests/Certs

Security

Hi , welcome to your HTSB Profile.

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

Click on Licenses/Permits tab.

Read messages by viewing My Transaction History.

Convert a License

Be sure you are in the Licenses/Permits tab.

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

Licenses

Show 10 entries

License Number	License Type	License Level	License Status	Renewal Term Maximum	Effective Date	Expiration Date	Action
							Convert License
							Add Teaching Field
							Download License

Click on Convert License.

Convert a License

You will link to the Application tab.

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:

Convert License/Permit

Converting License Level From:

Emergency Hire Permit

Converting License Level To:

Status:

Application Action *

Convert License/Permit

Current License/Permit Level *

Emergency Hire Permit

Convert License/Permit To *

Select the License Conversion.

Click on Save and Go to Step 2.

Go to Step 2

Convert a License

You will be in Application tab.

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

Security

License Application

1: Application Information | **2: Teaching Fields** | 3: Professional Fitness | 4: Verification Options | 5: Application Review | 6: Licensure Survey | 7: Affirmation | 8: Confirmation

Step 2: Teaching Fields

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

Current Application

Application ID:

Application Action:

Converting License Level From:

Converting License Level To:

Status:

New Teaching Field Category *

New Teaching Field *

New Grade Level *

Previous | **Go to Step 3**

Your Teaching Fields and Grade Level fields will be shown.

Information on your Current Application.

Click on Save and Go to Step 3.

Convert a License

License Application



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.

Information
on your
Current
Application

→

Current Application

Application ID:

Application Action:

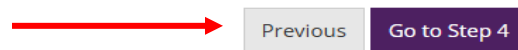
License Level:

Status:

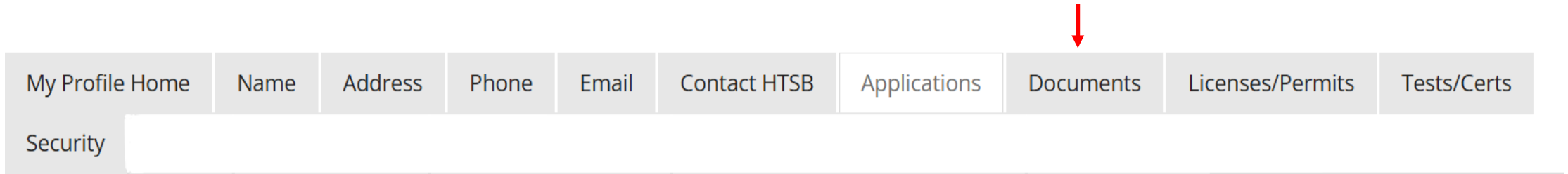
1. Have you ever had a professional license, certificate, permit (or any other document which granted you the authority to carry on a particular trade/professional) revoked, suspended, or received a disciplinary action (which includes oral/written reprimands, restrictions or special conditions) due to 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

Please read each statement carefully and respond honestly with a Yes or No.

Click on Save and Go to Step 4.



Convert a License



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 to the right identifying the evidence needed to review your application.

Click on Save and Go to Step 5.

Convert a License

License Application



Step 5: 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.

Current Application

Application ID:

Application Action:

License Level:

Status:

✓	Name and Personal Information	Edit														
<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: 20%;">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?										
✓	Address Information	Edit														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Country</th> <th style="width: 15%;">Address 1</th> <th style="width: 15%;">Address 2</th> <th style="width: 5%;">State</th> <th style="width: 15%;">County/Province</th> <th style="width: 10%;">City</th> <th style="width: 10%;">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										
✓	Phone Information	Edit														
<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: 20%;">Phone</th> <th style="width: 30%;">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													

Please ensure all information entered is correct and up-to-date. Correct any fields marked with an **X**.

For some applications, you may have seven steps, and for other applications, you may have eight steps.

Convert a License

License Application



Answer honestly and to the best of your ability.

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?

* 3. What is your educational employment status?

Responses are anonymous and do not affect your application.

Convert a License

License Application



Step 7: Affirmation

Current Application

Application ID:

Application Action:

License Level:

Status:

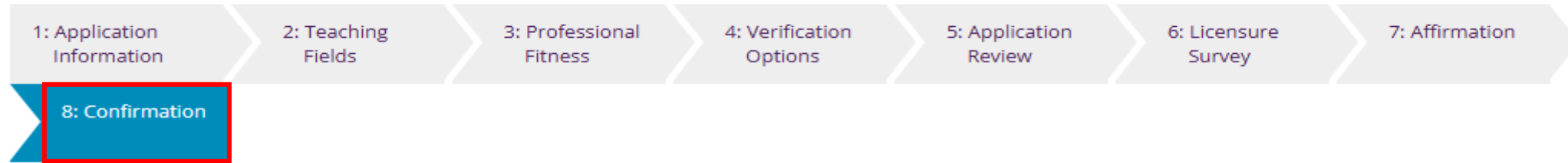
- I hereby declare that the information contained in this application, including the responses provided in the Professional Fitness section are true and accurate to the best of my knowledge.
I understand that the information provided on this application and the required documents that I have provided 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

Convert a License

License Application



Step 8: Confirmation

Current Application

Application ID:

Application Action:

License Level:

Status:

[← Back to Applications List](#)

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

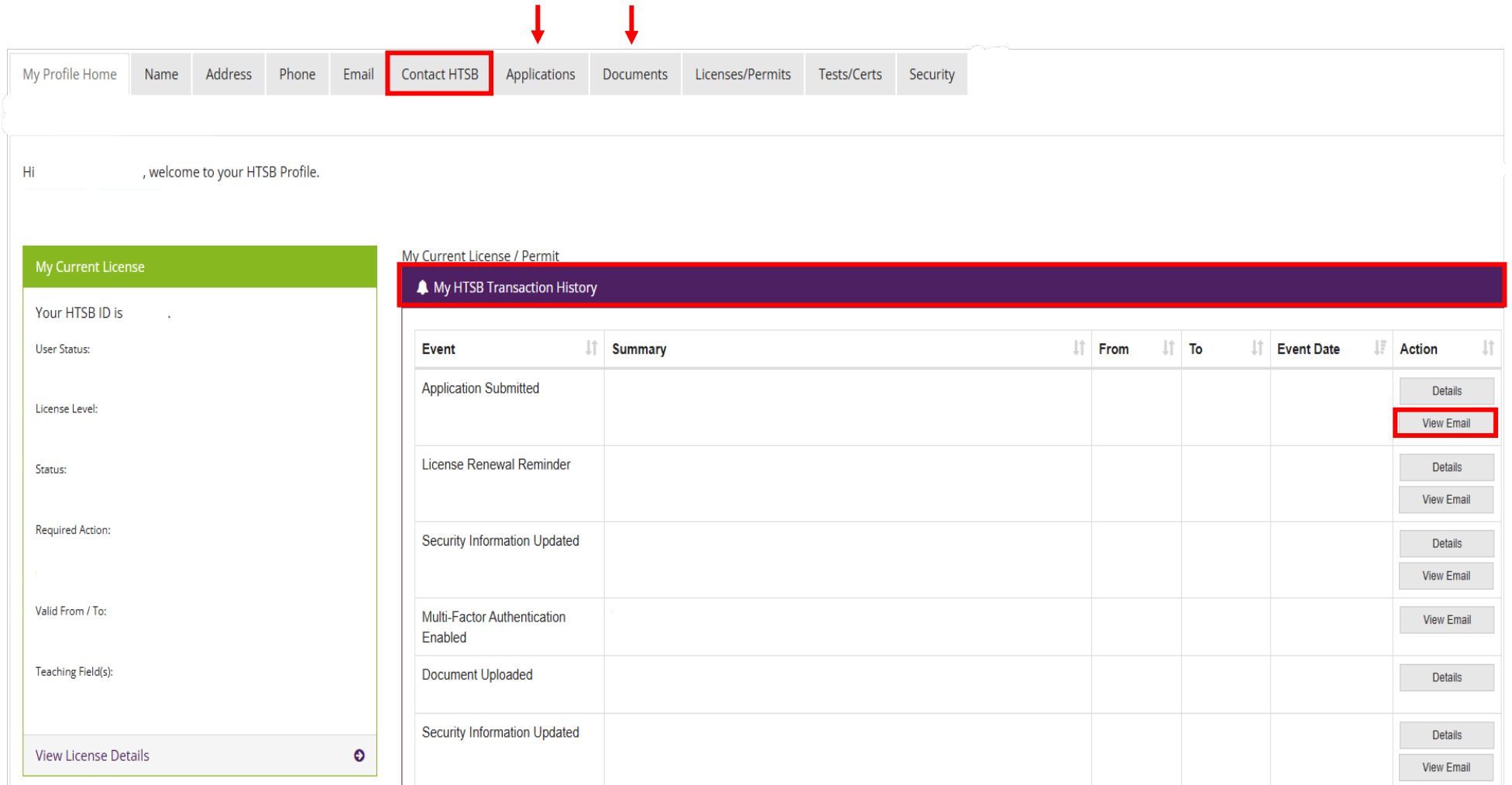
Please complete our Customer Service Survey to provide feedback so we can constantly improve our service to you.

[Customer Service Survey](#)

After reviewing 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.

Convert a License

Read messages by
viewing the Contact
HTSB tab or My
Transaction History.



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

Hi _____, welcome to your HTSB Profile.

My Current License

Your HTSB ID is _____

User Status: _____

License Level: _____

Status: _____

Required Action: _____

Valid From / To: _____

Teaching Field(s): _____

[View License Details](#)

My Current License / Permit

My HTSB Transaction History

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

HTSB Website: hawaiiteacherstandardsboard.org