

Advanced License

Revised 06/2026

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. An Advanced License is valid for ten (10) years and expires on June 30th. This license is renewable (Hawaii Administrative Rules §8-54-9.3).

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 from 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.
- 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. 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 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 Outdated versions and incomplete forms are *not* acceptable.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 [Resources page](#) on the HTSB website.

****Important Note**

The application review process may take up to six (6) 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 for an Advanced License

- Clear the Hawai'i Teacher Standards Board (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.

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- Hold a valid Standard License from Hawai'i or another U.S. state. If your Standard License is from another U.S. state, **submit HTSB Form OS3009.**
- Submit a copy of an official transcript of your baccalaureate degree 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.
- Verify five (5) years out of the last eight (8) years of contracted full-time teaching experience in a P-12 school setting under a current and valid Hawai'i Standard License or an equivalent license issued by another U.S. state. **Submit HTSB Form EX1000.**
- Choose ONE of options A through F below for the remaining requirements:

Option A: Advanced Degree	<input type="checkbox"/> Completed a master's, specialist or doctoral degree, or have passed thirty (30) hours of graduate coursework from a regionally accredited U.S. institution either in an area relevant to the field for which a license is sought or which improves professional practice. **Note: This degree or coursework <u>cannot</u> be what you used to obtain your initial license.
Option B: Graduate Coursework	<input type="checkbox"/> Completed thirty (30) hours of graduate coursework from a regionally accredited U.S. institution either in an area relevant to the field for which a license is sought or which improves professional practice.
Option C: National Board Certified Teachers	<input type="checkbox"/> Possess a baccalaureate degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution. <input type="checkbox"/> Hold a valid National Board Certification in the licensed field. Submit a copy of your official letter.
Option D: Did Not Renew Advanced License Before Due Date	<input type="checkbox"/> The license did not expire more than two years ago. <input type="checkbox"/> Provide a copy of a teacher evaluation completed within the past five years. <input type="checkbox"/> Verify at least one full year within the last five years of successful full-time teaching experience in a P-12 setting in Hawai'i, the U.S., or U.S. jurisdiction.
Option E: No Teacher Evaluation. Did Not Renew Advanced License Before Due Date	<input type="checkbox"/> The license did not expire more than two years ago. <input type="checkbox"/> Provide evidence of each HTSB Teacher Performance Standard. <input type="checkbox"/> Verify at least one full year within the last five years of successful full-time teaching experience in a P-12 accredited setting in Hawai'i, the U.S., or a U.S. jurisdiction.
Option F: Resigned or Retired	<input type="checkbox"/> The license did not expire more than two years ago. <input type="checkbox"/> Provide a copy of a teacher evaluation completed within the past five years. <input type="checkbox"/> Verify at least one full year within the last five years of successful full-time teaching experience in a P-12 accredited setting in Hawai'i, the U.S., or a U.S. jurisdiction.

Maintenance for an Advanced License

Apply to renew your Advanced License as early as **January 1st** of the year that it expires.

See the guide for ***Renewing a Standard or Advanced License***.