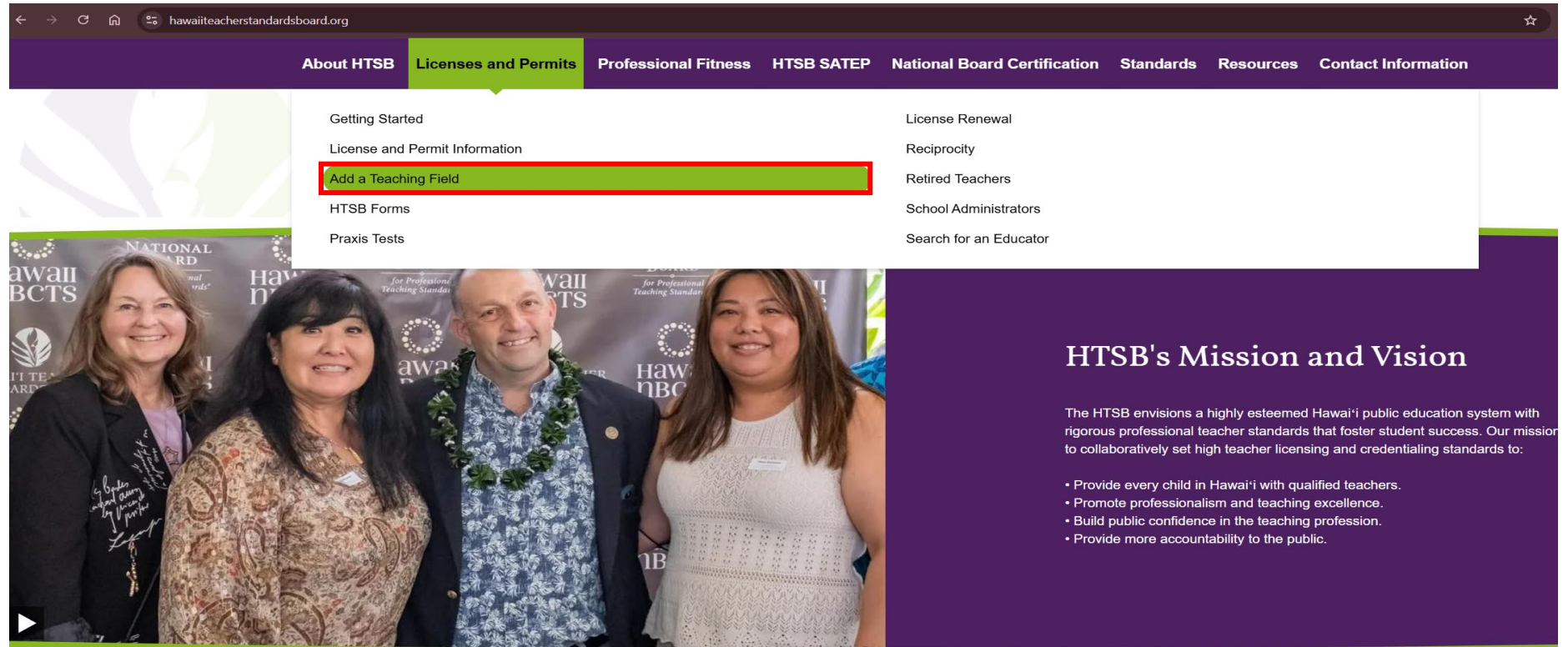


Add a Teaching Field

To Add a Teaching field, all individuals with an existing license must demonstrate their qualifications in **content knowledge AND teaching experience.**

Individuals with a Student Teaching Permit, Emergency Hire Permit, CTE Permit, or Hawaiian Permit are **not eligible** to Add a Teaching Field.

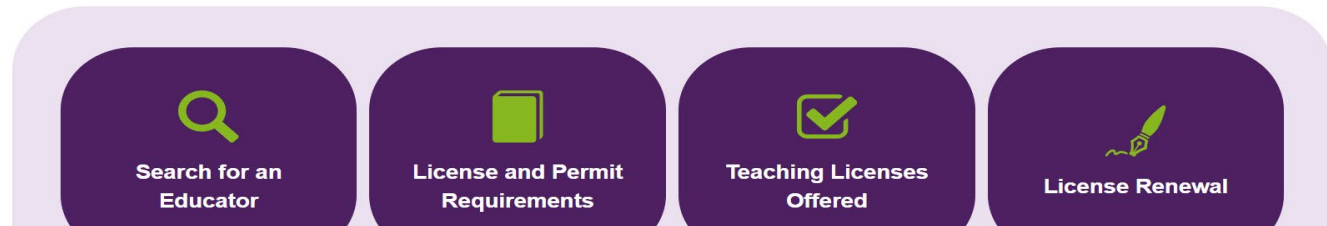


The screenshot shows the website's navigation menu with 'Licenses and Permits' selected. The dropdown menu includes 'Add a Teaching Field' (highlighted with a red box), 'Getting Started', 'License and Permit Information', 'HTSB Forms', 'Praxis Tests', 'License Renewal', 'Reciprocity', 'Retired Teachers', 'School Administrators', and 'Search for an Educator'. Below the menu is a video player showing four people at a conference, and a section titled 'HTSB's Mission and Vision' with a list of goals.

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.



Search for an Educator

License and Permit Requirements

Teaching Licenses Offered

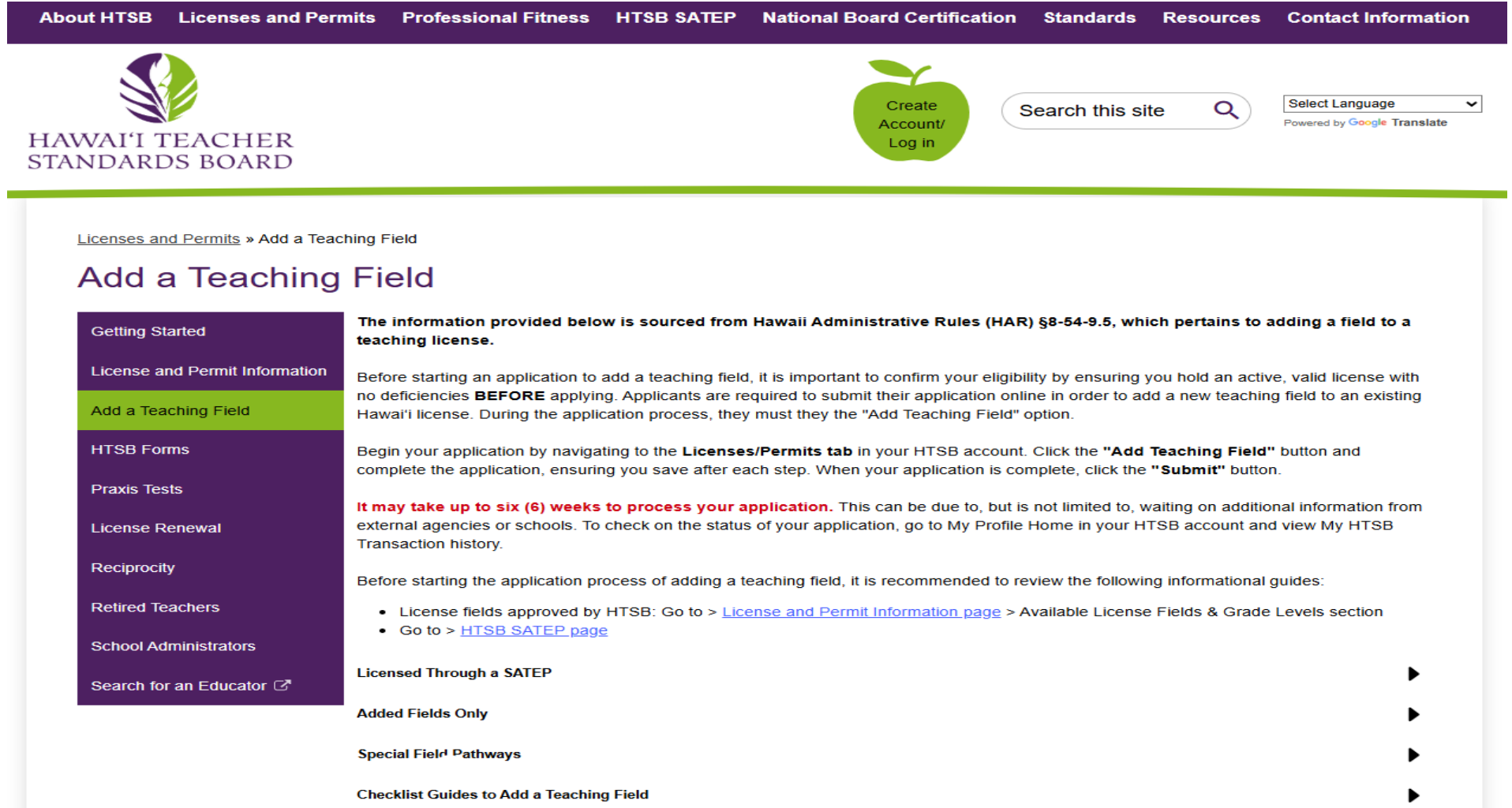
License Renewal

Add a Teaching Field

The Add a Teaching field webpage provides information on which teaching fields and grade levels you can add and guides on the different options.

The following teaching fields require completion of a state-approved teacher education program (SATEP).

- Early Childhood Education
- Reading Specialist
- School Counselor
- School Librarian



The screenshot shows the HTSB website navigation bar with links: About HTSB, Licenses and Permits, Professional Fitness, HTSB SATEP, National Board Certification, Standards, Resources, and Contact Information. The main header includes the HTSB logo, a search bar, and a language selector. The page content is titled 'Add a Teaching Field' and includes a sidebar with navigation options: Getting Started, License and Permit Information, Add a Teaching Field (highlighted), HTSB Forms, Praxis Tests, License Renewal, Reciprocity, Retired Teachers, School Administrators, and Search for an Educator. The main content area provides information sourced from Hawaii Administrative Rules (HAR) §8-54-9.5, detailing the application process, processing time (up to six weeks), and recommended informational guides.

[Licenses and Permits](#) » Add a Teaching Field

Add a Teaching Field

The information provided below is sourced from Hawaii Administrative Rules (HAR) §8-54-9.5, which pertains to adding a field to a teaching license.

Before starting an application to add a teaching field, it is important to confirm your eligibility by ensuring you hold an active, valid license with no deficiencies **BEFORE** applying. Applicants are required to submit their application online in order to add a new teaching field to an existing Hawai'i license. During the application process, they must select the "Add Teaching Field" option.

Begin your application by navigating to the **Licenses/Permits** tab in your HTSB account. Click the "**Add Teaching Field**" button and complete the application, ensuring you save after each step. When your application is complete, click the "**Submit**" button.

It may take up to six (6) weeks to process your application. This can be due to, but is not limited to, waiting on additional information from external agencies or schools. To check on the status of your application, go to My Profile Home in your HTSB account and view My HTSB Transaction history.

Before starting the application process of adding a teaching field, it is recommended to review the following informational guides:

- License fields approved by HTSB: Go to > [License and Permit Information page](#) > Available License Fields & Grade Levels section
- Go to > [HTSB SATEP page](#)

Licensed Through a SATEP ▶

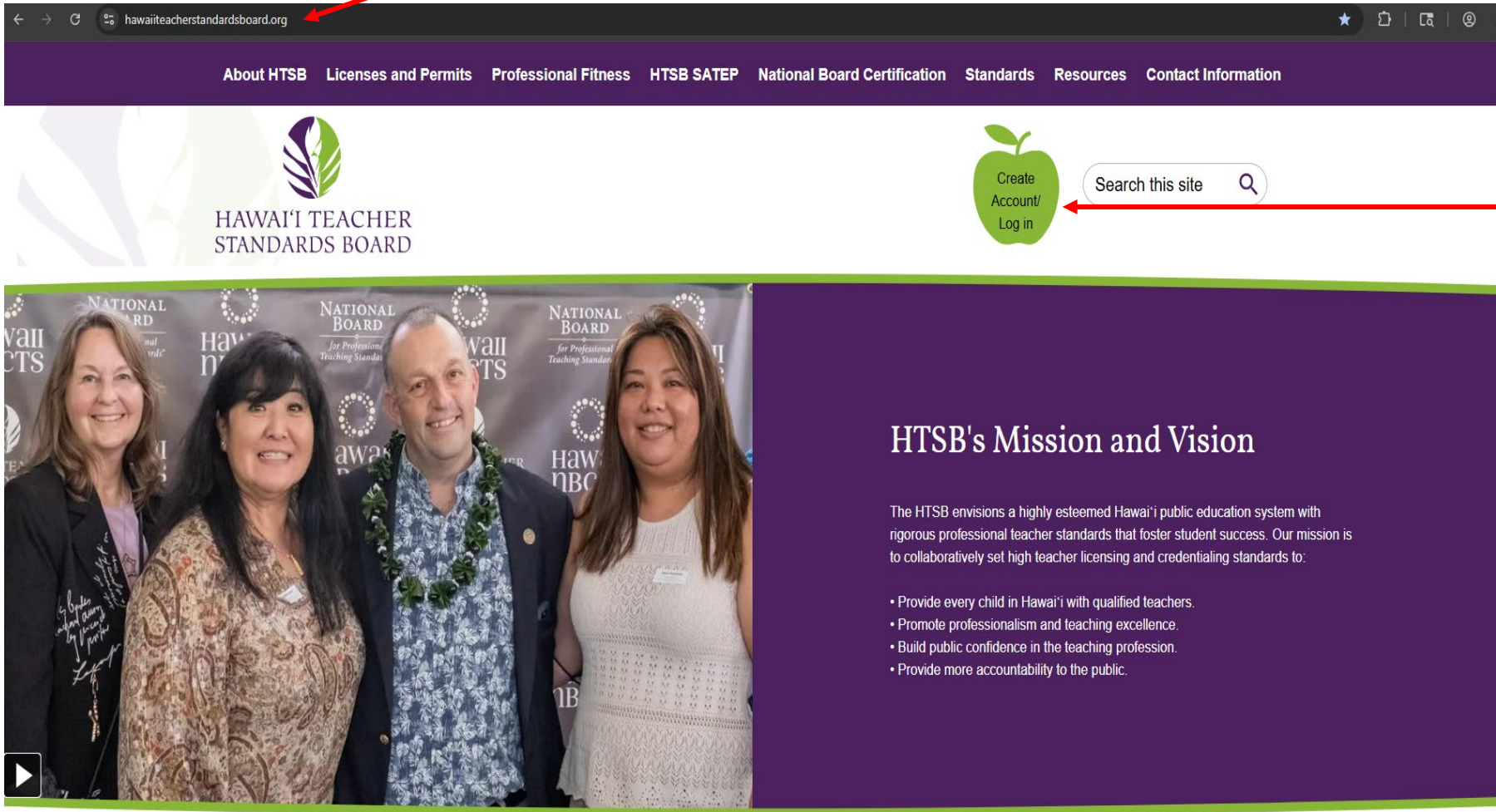
Added Fields Only ▶

Special Field Pathways ▶

Checklist Guides to Add a Teaching Field ▶

Add a Teaching Field

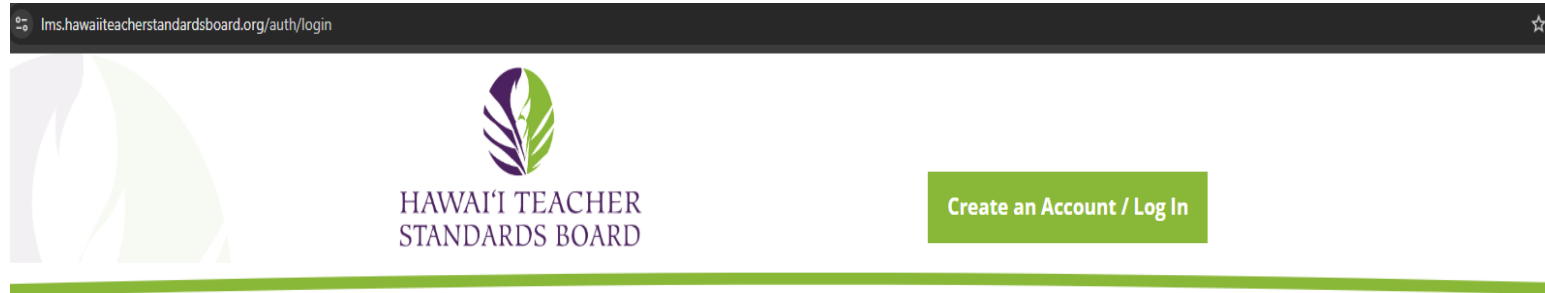
Open an internet browser and type in the HTSB website: hawaiiteacherstandardsboard.org



The screenshot shows a web browser window with the URL hawaiiteacherstandardsboard.org in the address bar. The website header is purple and contains navigation links: About HTSB, Licenses and Permits, Professional Fitness, HTSB SATEP, National Board Certification, Standards, Resources, and Contact Information. Below the header 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. 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 sidebar on the right titled "HTSB's Mission and Vision" with a list of four bullet points.

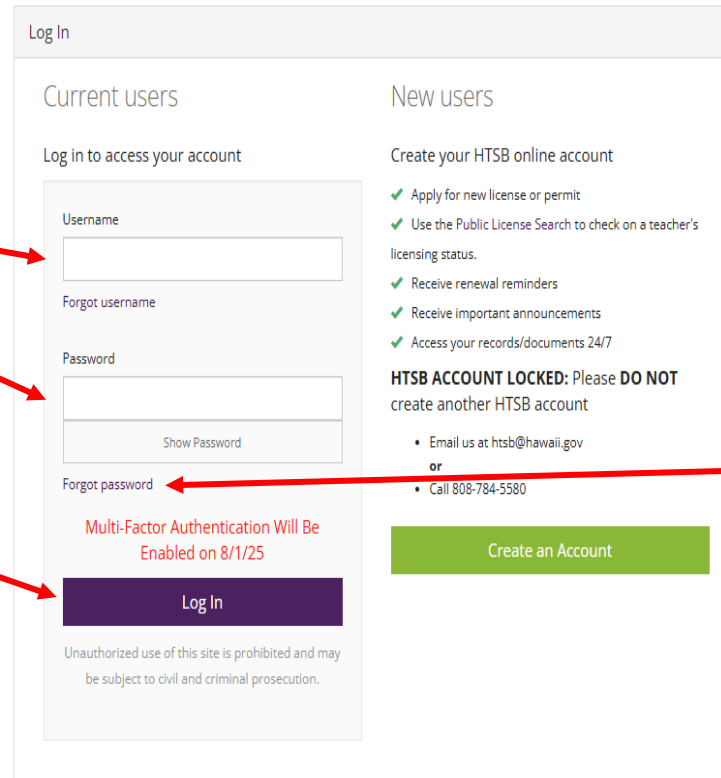
Log into your account at the top right-hand corner.

Add a Teaching Field



Type in your
username or
password.

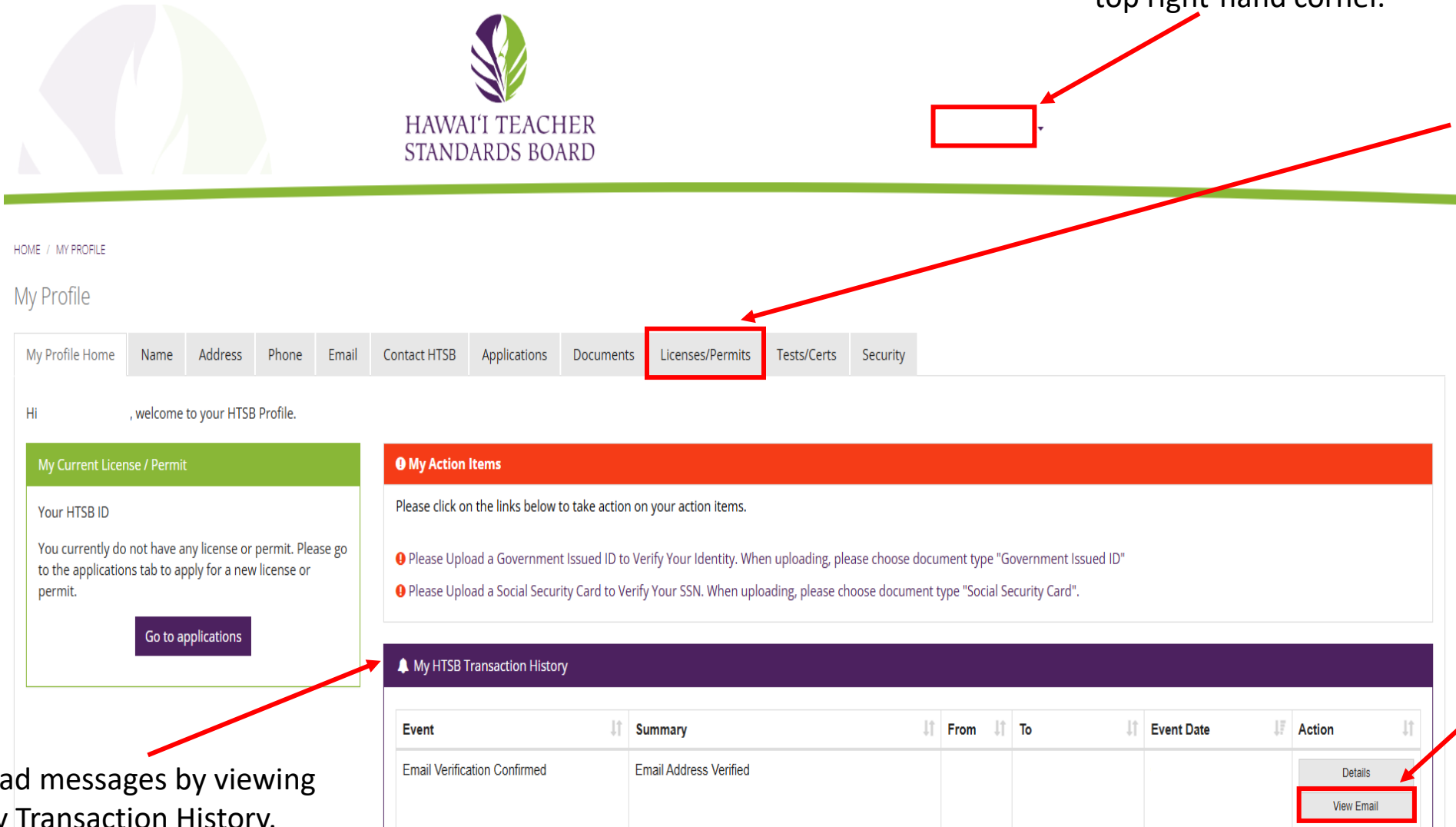
Then click on
the **purple**
Log In button.



The screenshot shows the main login form. It is titled 'Log In' and is divided into two columns: 'Current users' and 'New users'.
Under 'Current users', there is a section 'Log in to access your account' with the following fields:
- Username: A text input field.
- Forgot username: A link below the username field.
- Password: A text input field with a 'Show Password' link below it.
- Forgot password: A link below the password field.
At the bottom of this section is a purple 'Log In' button.
Under 'New users', there is a section 'Create your HTSB online account' with a list of benefits:
- 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
Below this list is a warning: 'HTSB ACCOUNT LOCKED: Please DO NOT create another HTSB account'.
At the bottom of this section is a green 'Create an Account' button.
At the very bottom of the form, there is a red warning: 'Multi-Factor Authentication Will Be Enabled on 8/1/25' and a small disclaimer: 'Unauthorized use of this site is prohibited and may be subject to civil and criminal prosecution.'

Or click on Forgot
Password.

Add a Teaching Field



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

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				Details View Email

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

Click on Licenses/Permits tab.

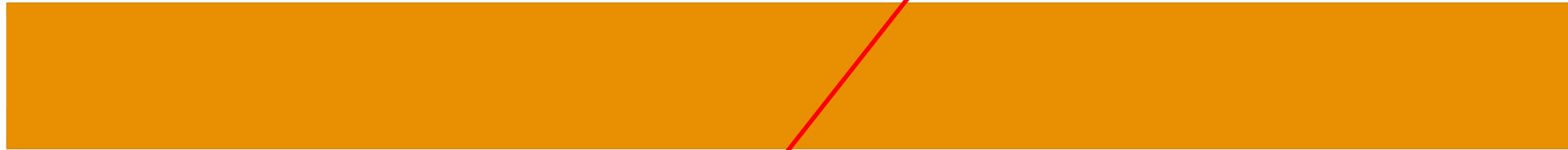
Read messages by viewing My Transaction History.

Add a Teaching Field

[HOME](#) / [MY PROFILE](#)

My Profile

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

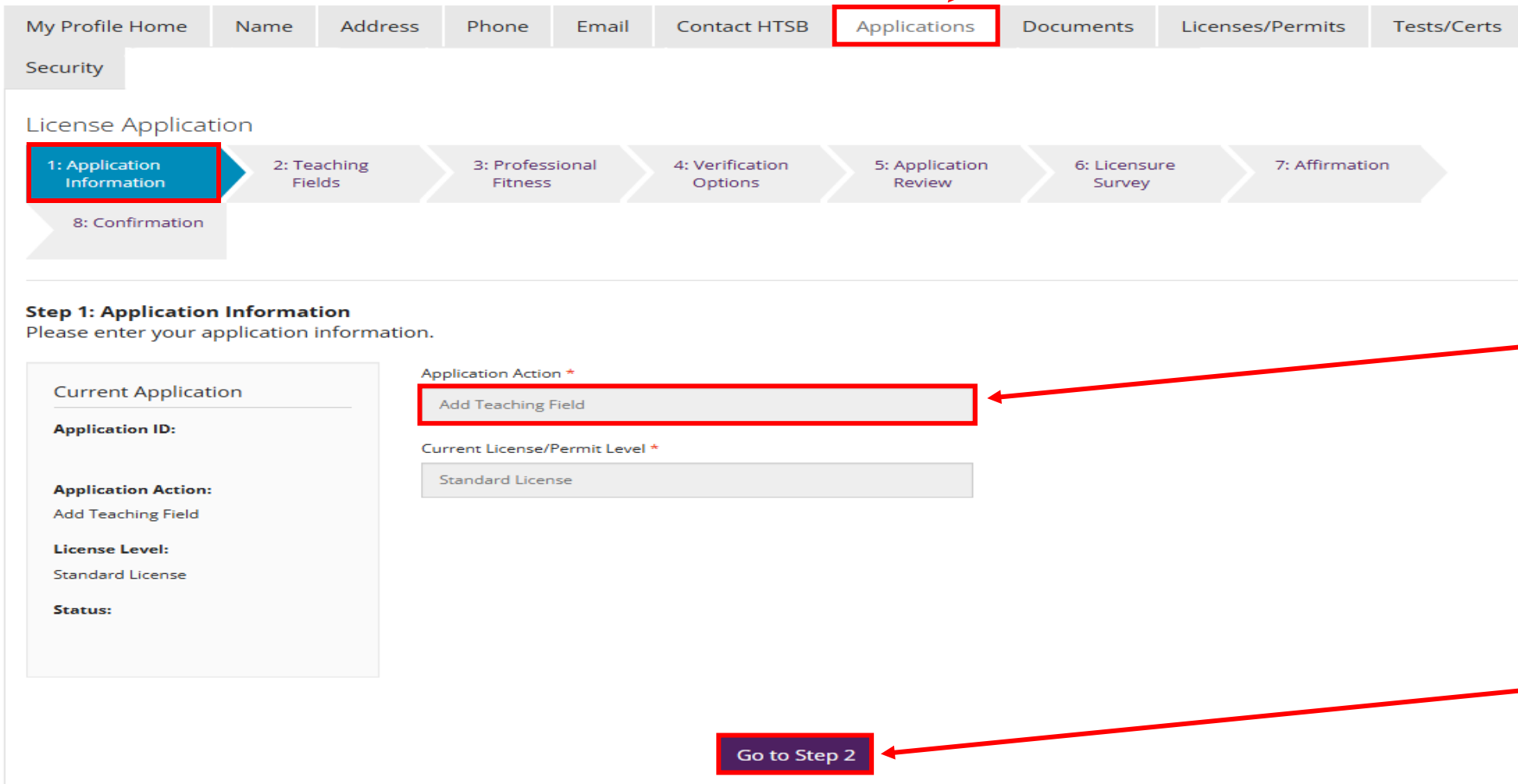
Show 10 entries

License Number	License Type	License Level	License Status	Renewal Term Maximum	Effective Date	Expiration Date	Action
							<ul style="list-style-type: none">Convert LicenseAdd Teaching FieldDownload License

Click on Add Teaching Field.

Add a Teaching Field

You will link to the Applications tab.



The screenshot shows the HTSB user interface. At the top, a navigation bar contains tabs: My Profile Home, Name, Address, Phone, Email, Contact HTSB, Applications (highlighted with a red box and an arrow), Documents, Licenses/Permits, and Tests/Certs. Below this is a 'License Application' progress bar with eight steps: 1: Application Information (highlighted with a red box), 2: Teaching Fields, 3: Professional Fitness, 4: Verification Options, 5: Application Review, 6: Licensure Survey, 7: Affirmation, and 8: Confirmation. The main content area is titled 'Step 1: Application Information' and includes the instruction 'Please enter your application information.' On the left, a summary box shows: Current Application, Application ID, Application Action: Add Teaching Field, License Level: Standard License, and Status. On the right, there are two input fields: 'Application Action *' with a dropdown menu showing 'Add Teaching Field' (highlighted with a red box and an arrow), and 'Current License/Permit Level *' with a dropdown menu showing 'Standard License'. At the bottom center, there is a 'Go to Step 2' button (highlighted with a red box and an arrow).

Shows you will Add a Teaching Field to your existing license.

Verify correct information and then click on Save and Go to Step 2.

Add a Teaching Field

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 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: Add Teaching Field	New Teaching Field Category *	New Teaching Field *	New Grade Level *
License Level: Standard License			
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.

Previous | **Go to Step 3**

Select:

- New Teaching Field Category for the subject.
- New Teaching Field.
- New Grade level.

Add a Teaching Field

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:

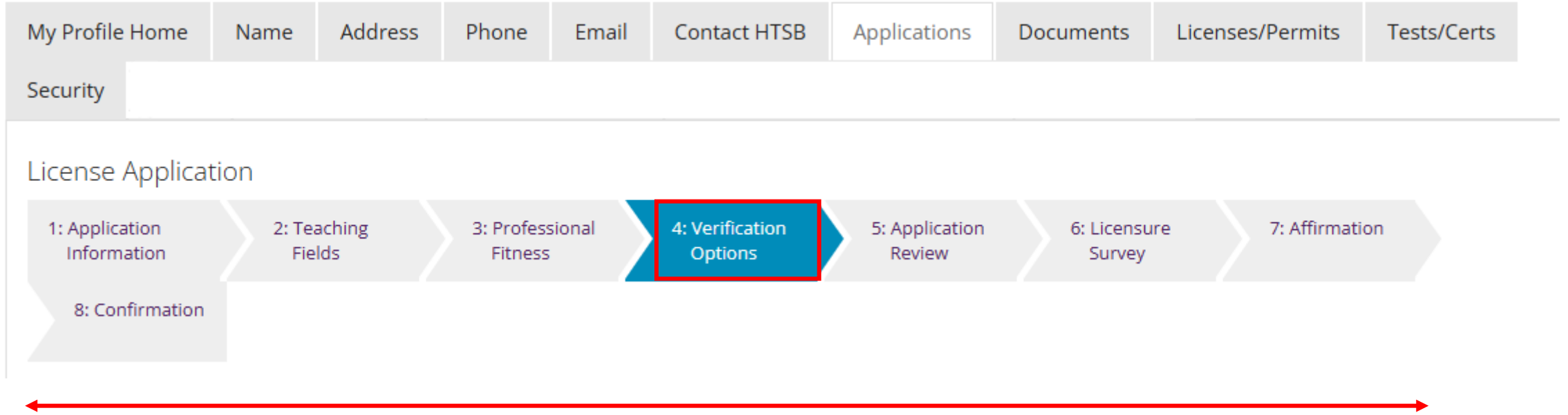
Status:

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

Scroll down and click on
Save and Go to Step 4.

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

Add a Teaching Field



The progress bar will show all 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 5.

Add a Teaching Field

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.

<p>Current Application</p> <hr/> <p>Application ID:</p> <p>Application Action:</p> <p>License Level:</p> <p>Status:</p>	<p>✓ Name and Personal Information Edit</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Suffix</th> <th>SSN</th> <th>Birth Date</th> <th>Military Spouse?</th> </tr> </thead> </table> <p>✓ Address Information Edit</p> <table border="1"> <thead> <tr> <th>Country</th> <th>Address 1</th> <th>Address 2</th> <th>State</th> <th>County/Province</th> <th>City</th> <th>Postal Code</th> </tr> </thead> </table> <p>✓ Phone Information Edit</p> <table border="1"> <thead> <tr> <th>Primary Phone?</th> <th>Phone Type</th> <th>Phone</th> <th>Extension</th> </tr> </thead> </table>	Last Name	First Name	Middle Name	Suffix	SSN	Birth Date	Military Spouse?	Country	Address 1	Address 2	State	County/Province	City	Postal Code	Primary Phone?	Phone Type	Phone	Extension
Last Name	First Name	Middle Name	Suffix	SSN	Birth Date	Military Spouse?													
Country	Address 1	Address 2	State	County/Province	City	Postal Code													
Primary Phone?	Phone Type	Phone	Extension																

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

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

Add a Teaching Field

Answer honestly and to the best of your ability.

License Application



Step 6: Initial Hawaii Licensure Survey

Responses are anonymous and do not affect your application.

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?

Add a Teaching Field

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.

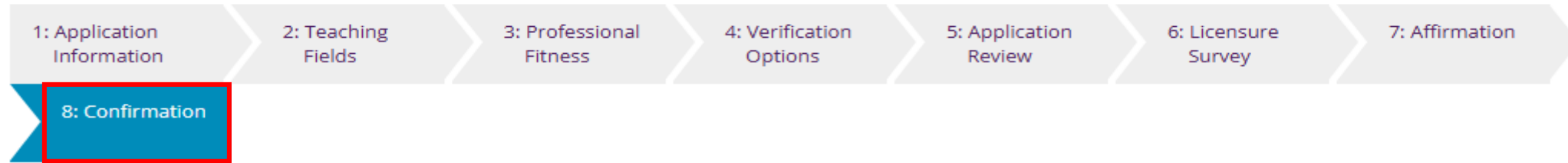
Previous

Go to Step 8

After reading over the Affirmation step, click Submit Application.

Add a Teaching Field

License Application



Step 8: Confirmation

[← Back to Applications List](#)

Current Application

Application ID: [Redacted]

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

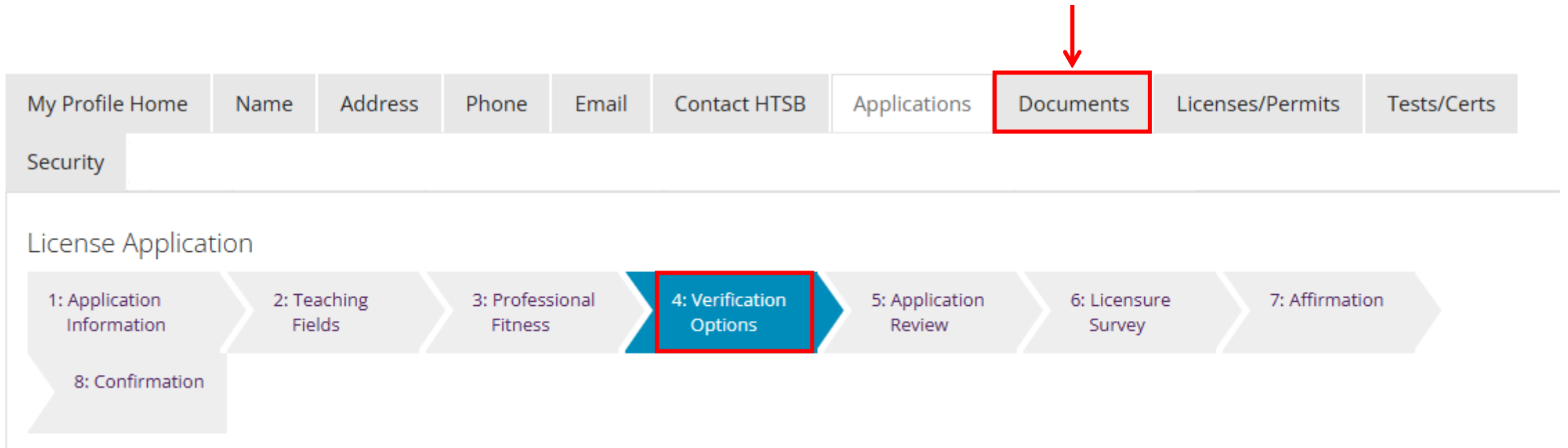
License Level: Please complete our Customer Service Survey to provide feedback so we can constantly improve our service to you.

Status: [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.

Add a Teaching Field

Click on the Documents tab to upload evidence.



The screenshot displays the user interface for the Hawai'i Teacher Standards Board. At the top, a navigation bar contains several tabs: My Profile Home, Name, Address, Phone, Email, Contact HTSB, Applications, Documents, Licenses/Permits, and Tests/Certs. The 'Documents' tab is highlighted with a red border, and a red arrow points down to it from the text above. Below the navigation bar is a 'Security' section. The main content area is titled 'License Application' and features a horizontal process flow with eight steps: 1: Application Information, 2: Teaching Fields, 3: Professional Fitness, 4: Verification Options, 5: Application Review, 6: Licensure Survey, 7: Affirmation, and 8: Confirmation. Step 4, 'Verification Options', is highlighted with a blue background and a red border, indicating the current step in the process.

Add a Teaching Field

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

Click on the Add New Document to upload evidence.

Add New Document

View Document

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

Add a Teaching Field

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

Documents

[← Back to Document Listing](#)

Add a New Document

Document Type *

Document Name *

Link To Application *

File Type *

Select Upload File * No file chosen

Maximum file size is 30MB.

Notes

Choose the file
from your
computer.

All fields with a * are required.

Use the drop-down menu to select the:

- Document Type
- Link to Application
- File Type

You must type in a Document Name.

You may provide a description in the Notes
box.

Click Upload.

Add a Teaching Field

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): _____

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

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

HTSB website: hawaiiteacherstandardsboard.org