

## Guide: Standard License

*Revised 06/2026*

A Standard License may be issued to teachers who have completed a state-approved teacher education program (SATEP) and taught **three or more years** of full-time teaching experience within the last five 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. A Standard License is valid for five years and expires on June 30th. This license is renewable (Hawaii Administrative Rules §8-54-9.2).

### 💡 Useful Tips 💡

If you are locked out of your HTSB account, email [htsb@hawaii.gov](mailto: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](mailto: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 Outdated versions and incomplete forms are *not* acceptable.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 HTSB website's Resources page.

### **\*\*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 a Standard License

- ☐ Clear the Hawai'i Teacher Standards Board (HTSB) Professional Fitness check.
  - ☐ Copy of your signed U.S. Social Security Card.
  - ☐ Copy of your 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
    - A valid U.S. Visa
    - A valid U.S. Green Card
- \*\*Note:** A school identification will not be accepted.
- ☐ Completed a state-approved teacher education program.
  - ☐ Verify three years out of the last five years of full-time teaching experience in a P-12 contracted position from a school in Hawai'i or another U.S. state. **Submit the HTSB Form EX1000.**
  - ☐ 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.
  - ☐ Choose ONE of options A through H below for the remaining requirements:

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| Option A:<br><b>Hawai'i Approved SATEP</b>                           | <input type="checkbox"/> Complete a Hawai'i-approved teacher, librarian or counselor SATEP. The Hawai'i SATEP will send a recommendation to the HTSB.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Option B:<br><b>Other U.S. Approved SATEP</b>                        | <input type="checkbox"/> Receive satisfactory completion of a teacher, librarian or counselor SATEP in the U.S. <b>Submit HTSB Form LA3009.</b><br><input type="checkbox"/> Pass the following licensure tests identified in <i>NBI 21-13</i> : <ul style="list-style-type: none"> <li><input type="checkbox"/> Praxis Core Academic Skills for Educators in Reading, Writing, and Mathematics</li> <li><input type="checkbox"/> Praxis Principles of Learning and Teaching (PLT) for recommended grade level(s)</li> <li><input type="checkbox"/> Praxis content test(s)</li> </ul> <p><b>**Note:</b> Candidates seeking licensure in a World Language may submit passing score(s) from the American Council on the Teaching of Foreign Languages (ACTFL).</p> |
| Option C:<br><b>Out-of-State Valid License Holders (Reciprocity)</b> | <input type="checkbox"/> Possess a valid unrevoked standard or equivalent, teaching license from another state issued for the first time on or after July 1, 2006. <b>Submit HTSB Form OS3009.</b><br><input type="checkbox"/> Submit a copy of your valid U.S. teaching license.<br><input type="checkbox"/> Verification of satisfactory completion of a teacher, librarian, or counselor SATEP in the U.S. <b>may</b> be requested. <b>Submit HTSB Form LA3009.</b><br><p><b>**Note:</b> Issued for the first time prior to 2006 requires basic skills and content knowledge verification.</p>                                                                                                                                                               |

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| Option D:<br><b>National Board<br/>Certified Teacher</b>                                                                               | <input type="checkbox"/> Hold a valid National Board Certification in the license field. <b><i>Submit a copy of your official letter.</i></b>                                                                                                                                                                                                                                                     |
| Option E:<br><b>HIDOE teacher<br/>Did Not Renew<br/>Standard License<br/>Before Due Date</b>                                           | <input type="checkbox"/> The license did not expire more than two years ago.<br><input type="checkbox"/> Provide a copy of a teacher evaluation completed within the past five years.<br><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:<br><b>HIPCS, Private<br/>School, or Out-<br/>of-state teacher<br/>Did Not Renew<br/>Standard License<br/>Before Due Date</b> | <input type="checkbox"/> The license did not expire more than two years ago.<br><input type="checkbox"/> Provide a copy of a teacher evaluation completed within the past five years.<br><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 G:<br><b>No Teacher<br/>Evaluation.<br/>Did Not Renew<br/>Standard License<br/>Before Due Date</b>                              | <input type="checkbox"/> The license did not expire more than two years ago.<br><input type="checkbox"/> Provide evidence of <b>each</b> HTSB Teacher Performance Standard.<br><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 H:<br><b>Resigned or<br/>Retired</b>                                                                                            | <input type="checkbox"/> The license did not expire more than two years ago.<br><input type="checkbox"/> Provide a copy of a teacher evaluation completed within the past five years.<br><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 a Standard License

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

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