What is the Hawaii Teacher Standards Board?

• An independent board established in 1995 to make the profession of teaching self-governing and accountable for who becomes licensed and remains licensed in Hawaii.
• In 2002, HTSB began issuing, renewing, revoking, suspending and reinstating licenses.
What is the significance of a license?

- Signifies preparation and competence
- Signifies legitimacy to practice the profession
- Signifies maintenance of standards of practice
Initial Hawaii License

1. Submit license application with Professional Fitness questions: Now online!
2. Submit proof of State Approved Program
3. Submit passing PRAXIS scores
   • PPST Reading, Writing and Math;
   • Content Test, if one exists for your field
   • As of August 1, 2011, the PLT is NOT required.
4. Pay fee
What if I have a “yes” answer in the Professional Fitness Section?

• You will be contacted for more information:
  • Your signed statement
  • Official court documentation
  • 2 letters of reference
  • Other documentation may be requested.
• If you lie your license could be denied or revoked!
How do I document my SATEP?

- Hawaii program completer since July 2, 2002: your institution will notify HTSB. You do not have to submit anything else.
- Program in another state: Submit the Institutional Recommendation (IR), Form LA 300_.
Can I submit a transcript instead of the IR?

- Very few transcripts contain the language “Completed a State Approved Teacher Education”, so to be safe, submit the IR.
- Hawaii program completers must be documented by the institution directly to HTSB.
How do I submit Praxis test scores?

- If you list code “8620” on your test registration your scores will be reported to HTSB automatically.
- Otherwise, you must submit original or notarized copies of your test results.
- ETS only keeps scores for 10 years!
- Always keep an original score report . . .
How do I know what tests to take?

• Go to www.htsb.org
• Go to www.ets.org/praxis and scroll to Hawaii’s ETS Praxis page
• Everyone takes the PPST Reading, Writing and Mathematics
• The content test depends on your PROGRAM (SATEP)
• NOTE: If you have a license from another state you may be able to use those tests.
How do I pay the license fee?

• You will be notified by email that it is time to pay the license fee once all other requirements have been met.
• You will make your payment online by creating an account with HTSB.
Where do I find application forms?

• Go to www.htsb.org
  • Renewal and Standard License applications are online now.
  • Other HTSB applications will be available online soon.
Who do I call or email with questions?

• Call HTSB: 586-2603
• Email HTSB: licensingsection@htsb.org
• Calling and emailing multiple times or different people only delays your response time.
• We cannot give your specific feedback until you submit your application and documents!
• Once you set up your HTSB online record, you can contact our office directly from your record.
When will My license become official?

• Your application is forwarded to the HTSB for approval at their monthly meeting.
• It becomes official on the Board meeting date, but your license effective date is the first day of the month in which you become licensed.
• The DOE is notified that you are licensed.
• Your license will be visible in HTSB’s Public Search on the website.
• The official license is the online license.
• You may print a copy from your record.
Check the HTSB website, www.htsb.org, periodically for changes in criteria.

Thank You! Questions!