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808-586-2600

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Always refer to the HTSB website, [www.htsb.org](http://www.htsb.org), for current policies  
and licensure and renewal requirements.

## **Authority, Duties and Powers of the HTSB**

The Hawai'i Teacher Standards Board was established in 1995 by an act of the State Legislature. The Board's main responsibilities include the following, as outlined in §302A-802 and 803:

- Establishing licensing standards for initial licensure and license renewal for teachers, school counselors and school librarians in public, public charter and non-public schools.
- Issuing and renewing licenses and permits.
- Identifying licensure criteria in Hawai'i Administrative Rules and Board policies in order to issue, renew, forfeit, restore, condition, revoke, suspend and reinstate licenses.
- Reviewing and adopting assessments to verify licensees have basic skills and content expertise.
- Setting license fees to cover the Board's expenses and office operations.
- Developing criteria for Career and Technical permits and programs.
- Pursuing license reciprocity with other jurisdictions.
- Monitoring the professional fitness of teachers, including holding hearings when warranted.
- Reviewing and approving State Approved Teacher Education Programs, both Hawai'i based and those out of state programs which form cohorts in Hawai'i.
- Supporting teacher quality, including Hawai'i's National Board for Professional Teaching Standards informational meetings and support sessions.
- Submitting an annual report to the Governor, Legislature and Superintendent of Schools.

## **Authority, Duties and Powers of the DOE (Employer)**

The Hawai'i Department of Education has the following responsibilities with respect to professional licensure, as outlined in §302A-804:

- Hiring licensed teachers to teach in their license fields for Hawai'i public schools.
- Reporting annually on the supply and demand of teachers; shortage areas; out-of-field teaching assignments and the department's efforts to address these shortages.
- Hiring an "Emergency Hire" for up to three years while that individual works to obtain a license, in the event there is no licensed teacher for a specific assignment.
- Reporting monthly to the Board information on "Emergency Hires".

## HTSB Board Composition

The Board consists of fifteen uncompensated members specified in Hawai'i Revised Statute §302A-801:

- Six licensed, practicing teachers. Teacher members are customarily nominated by the Hawai'i State Teachers Association and represent all geographical areas of the state and the various grade levels as much as possible.
- Three practicing administrators. Educational Officers are customarily nominated by the Hawai'i Government Employees Association and represent the various school levels as much as possible.
- The Chairperson of the Board of Education, or his/her designee.
- The Superintendent of Schools or his/her designee.
- The Dean of the College of Education at the University of Hawai'i-Manoa, or his/her designee from among member institutions of the Teacher Education Coordinating Committee.
- A representative from the Hawai'i Association of Independent Schools.
- Two members of the public.

As with all state boards, HTSB members are recommended to the Governor, who then submits nominees to the Senate Committee on Education for consideration and confirmation.

## Mission and Vision

### Mission

Our mission is to collaboratively set high teacher licensing and credentialing standards to:

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

### Vision

The HTSB envisions a highly esteemed public education system with rigorous professional teacher standards that foster student success.

## **Empowering Teachers Through an Independent Standards Board**

The Hawai'i Teacher Standards Board was created to enable educators to become a self-regulating profession and to adopt high standards for preparation and licensure. These standards and the criteria for licensure support a high quality education for Hawai'i's keiki. An independent board ensures that there is a "firewall" between an educator's employer and licensure. HTSB's focus is on educator preparation and licensure, not employment or P-12 policy. In addition, the board is composed of teachers from all geographic areas of the state, bringing experience and input from the field to licensing and preparation policies. A hallmark of a profession is for the profession to regulate itself, and an independent standards board serves that purpose. Through its work, the HTSB supports well-prepared professional educators from pre-service through their careers.

The National Commission on Teaching and America's Future (NCTAF) considers independent professional standards boards to be critical to maintaining consistent standards that are "not vulnerable to constantly changing politics". Nationally, there are thirteen independent standards boards which collectively license over 670,000 educators and approve 278 preparation programs. HTSB is a member of the National Independent Educator Standards Boards Association (NIESBA).

## **Significance of a License**

An educator's license signifies that the individual meets the standards for practice as established by the Hawai'i Teacher Standards Board, the state's licensing agency. A license is granted based on successful completion of an approved preparation program; meeting valid, reliable and psychometrically sound measures of content expertise; and meeting professional fitness standards to protect the students and uphold the public trust. It enables the licensee to practice their profession as required by state law.

## Licenses and Permits Issued by HTSB

The HTSB issues three types of licenses and three permits, outlined below. For detailed information, visit [www.htsb.org](http://www.htsb.org).

- Licenses:
  - Provisional License: demonstrates preparation and content expertise.
  - Standard License: demonstrates preparation, basic skills and content expertise.
  - Advanced License: demonstrates advanced preparation and teaching experience.
- Permits:
  - Career and Technical Education Permit: for CTE instructors employed by the DOE.
  - Emergency Hire Permit: for unlicensed DOE teachers.
  - Niihau Permit: for instructors on the island of Niihau.
- Other services:
  - License renewal: every five years for a Standard License and every ten years for an Advanced License.
  - License renewal audit: to ensure standards are met during license renewal.
  - Adding a field to an existing license: for licensed teachers to add a new teaching field to their license.

The HTSB recognizes reciprocity with other states and many territories. Educators prepared outside of the United States shall submit an evaluation of their preparation program from a member organization of The National Association of Credential Evaluation Services (NACES) for consideration for licensure.

## Employment Requirements for Hawai'i Public School Teachers

Under Hawai'i law, all Hawai'i Department of Education and Charter School teachers, school librarians and school counselors are required to have a current, valid license unless they are an emergency hire in a shortage area or hard to fill school. It is the individual educator's responsibility to maintain their license, including paying the license fee. Licensees who create an account with HTSB's online licensing system will receive a reminder email about renewing their license if they provide an active email address. It is the responsibility of the employer to validate that the teachers they hire are properly licensed. There is a fine of \$500 for both educators and their employer for violation of this law.

## Hawai'i State Approved Teacher Education Programs

The Hawai'i Teacher Standards Board is responsible for conducting the state approval reviews of professional education units and their content area programs, which prepare Hawai'i teachers, school counselors, and school librarians to be licensed. All Hawai'i educator preparation programs either are already or are in the process of becoming nationally accredited. The US Department of Education recognized the National Council for Accreditation of Teacher Education (NCATE) and the Teacher Education Accreditation Council (TEAC) as the only two organizations authorized to review and accredit educator preparation programs across the country. Teams composed of licensed P-12 teachers, teacher educators and experts in the teaching field look for evidence that institutions are preparing teacher candidates according to SATE Unit Standards, HTSB Teacher Performance Standards and national standards of the Specialized Professional Associations. Unit and Program Reviews are conducted on site so reviewers can examine evidence that the unit meets standards and interview faculty and candidates to make recommendations to the HTSB about whether the unit and program(s) should be granted State approval. Hawai'i educator preparation programs may be housed in an institution of higher education, a non-profit organization, a school district or a private company. A complete listing may be found on [www.htsb.org](http://www.htsb.org).

## National Board for Professional Teaching Standards Support

National Board Certification is an advanced teaching credential. It complements, but does not replace, a state's teaching license. National Board Certification is achieved upon successful completion of a voluntary assessment program designed to recognize effective and accomplished teachers who meet high standards based on what teachers should know and be able to do. National Board Certification is available nationwide for most pre-K to 12 teachers. As part of the certification process, candidates complete 10 assessments that are reviewed by trained teachers in their certificate areas. The assessments include four portfolio entries that feature teaching practice and six constructed response exercises that assess content knowledge.

National board certification is administered and conferred by The National Board for Professional Teaching Standards (NBPTS). It is an independent, nonpartisan, nonprofit organization of teachers and other education stakeholders who are working to strengthen the teaching profession and to improve student learning. The majority of the NBPTS board members are regularly engaged classroom teachers. The standards describe the highest level of teaching in different disciplines across different student development levels. They represent a consensus among accomplished teachers and education experts about what accomplished teachers should know and be able to do. The Five Core Propositions and the NBPTS standards form the foundation for National Board Certification certificates.

The standards are based on five core propositions:

- Teachers are committed to students and their learning.
- Teachers know the subjects they teach and how to teach those subjects to students.
- Teachers are responsible for managing and monitoring student learning.
- Teachers think systematically about their practice and learn from experience.

- Teachers are members of learning communities.

HTSB encourages and supports NBPTS candidates by presenting informational meetings and providing support sessions.

The DOE manages a separate reimbursement for any remaining fees and a stipend for NBPTS certified teachers.

## Code of Ethics

### Preface

The Hawai'i Teacher Standards Board Code of Ethics supports the vision, core values, and mission of the board in fostering professional standards for teachers, 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, to guide the professional behavior of P-12 educators in the State of Hawai'i, and to form the basis for disciplinary action taken by the Board, as authorized in Hawai'i Revised Statutes §302A-807.

### Principle I: Commitment to Students

Hawai'i P-12 educators shall:

- Provide students with appropriate educational services based on research and accepted best practices;
- Provide services to students in a nondiscriminatory manner;
- Take all reasonable precautions to protect the health, safety and well-being of students;
- Maintain a respectful, professional relationship with students;
- Keep information about students in confidence, unless disclosure is required by law or serves a professional purpose;
- Nurture in students life-long respect and compassion for themselves and others;
- Promote the right and freedom of students to learn, explore ideas, develop learning skills and acquire the necessary knowledge to achieve their full potential;
- Not exploit professional relationships with students for personal gain.

### Principle II: Commitment to the Profession

Hawai'i P-12 educators shall:

- Exhibit behaviors which uphold the dignity of the profession;
- Be fair and equitable in their treatment of all members of the profession in a nondiscriminatory manner;
- Keep information about colleagues in confidence, unless disclosure is required by law or serves a compelling professional purpose;
- Continue to study, apply, and advance the professional knowledge base for P-12 educators and maintain a commitment to professional education.

### Principle III: Commitment to the Community

Hawai'i P-12 educators shall:

- Distinguish between personal and institutional views in communication to the public;
- Be truthful in representing facts concerning educational matters;

- Decline any gratuity, gift or favor that would impair or influence professional decisions or actions;
- Make information about education research and best practices available to students, parents, colleagues, and the public;
- Be open and honest with students, parents, colleagues, and the public.

## Professional Standards

The HTSB adopted new professional standards for teachers, school counselors and school librarians in 2011-2012. The new standards are based on national standards and were reviewed by panels of teachers, counselors, librarians and professional preparation faculty prior to adoption. The standards for teachers are adopted from these professional organizations:

- Teacher standards: Interstate New Teacher Assessment and Support Consortium (InTASC)
- School counselor standards: American School Counselor Association (ASCA)
- School librarian standards: American Library Association and Association of American School Librarians (ALA/AASL)

## Standards for Teachers

### Standard 1: Learner Development

The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

### Standard 2: Learning Differences

The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standard.

### Standard 3: Learning Environments

The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.

### Standard 4: Content Knowledge

The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content.

### Standard 5: Application of Content

The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

### Standard 6: Assessment

The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.

#### Standard 7: Planning for Instruction

The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

#### Standard 8: Instructional Strategies

The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

#### Standard 9: Professional Learning and Ethical Practice

The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.

#### Standard 10: Leadership and Collaboration

The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.

## Standards for School Counselors

#### Standard 1:

The professional school counselor plans, organizes and delivers the school counseling program.

#### Standard 2:

The professional school counselor is able to implement a school guidance curriculum through the use of effective instructional skills and careful planning of structured group sessions.

#### Standard 3:

The professional school counselor implements the individual planning component by guiding individuals and groups of students and their parents or guardians through the development of educational and career plans.

#### Standard 4:

The professional school counselor provides responsive services through the effective use of individual and small-group counseling, consultation and referral skills.

#### Standard 5:

The professional school counselor provides system support through effective school counseling program management and support for other educational programs.

#### Standard 6:

The professional school counselor discusses the counseling department management system and the program action plans with the school administrator.

#### Standard 7:

The professional school counselor collects and analyzes data to guide program direction and emphasis.

#### Standard 8:

The professional school counselor monitors the students on a regular basis as they progress in school.

#### Standard 9:

The professional school counselor develops a system for evaluating the results of the counseling program.

#### Standard 10:

The professional school counselor is an advocate for students, a leader, collaborator, and a systems change agent.

## Standards for School Librarians

### Standard 1: Teaching for Learning

School librarians are effective teachers who demonstrate knowledge of learners and learning. They model and promote collaborative planning, instruction in multiple literacies, and inquiry-based learning, enabling members of the learning community to become effective users and creators of ideas and information. They design and implement instruction that engages students' interests and develops their ability to inquire, think critically, gain and share knowledge.

### Standard 2: Literacy and Reading

School librarians promote reading for learning, personal growth, and enjoyment. They use a variety of strategies to reinforce classroom reading instruction to address the diverse needs and interests of all readers.

### Standard 3: Information and Knowledge

School librarians model and promote ethical, equitable access to and use of physical, digital, and virtual collections of resources. They provide a variety of information sources and services that support the needs of the diverse learning community. They use a variety of research strategies to generate knowledge to improve practice in school libraries.

### Standard 4: Advocacy and Leadership

School librarians advocate for dynamic school library programs and positive learning environments that focus on student learning and achievement by collaborating and connecting with teachers, administrators, librarians, and the community. They are committed to continuous learning and professional growth and lead professional development activities for other educators. They provide leadership by articulating ways in which school libraries contribute to student achievement.

### Standard 5: Program Management and Administration

School librarians plan, develop, implement, and evaluate school library programs, resources, and services in support of the mission of the library program and the school according to the ethics and principles of library science, education, management, and administration.

## Funding

§302A-806 established the Hawai'i Teacher Standards Board special fund. All money received by the board, including fees, fines, grants, donations or any other revenue, is deposited into this fund and used to pay the expenses of the board, including operational and personnel costs and reimbursements to board members for travel expenses incurred. The HTSB is authorized under §302A-803 to establish licensing fees in accordance with chapter 91 and determine the manner by which fees are collected into the HTSB special fund. The board collects the license fee from licensees and the fee to practice the profession of teaching from emergency hires. The fee has been set at \$48 per school year in §8-54-5 and has not been raised since the board assumed licensing responsibilities in 2002.

HTSB started accepting direct payment of fees on July 1, 2010. Prior to that time, Hawai'i Department of Education teachers paid fees through payroll deduction. All others have always paid the entire fee directly to HTSB prior to being licensed. Because the HTSB wanted to ease the transition to direct payment they provided for a "payment plan" for fees when teachers use the online licensing system for payment. No other state teacher licensing agency and, as far as we know, no other Hawai'i state licensing entity offers a payment plan instead of requiring full payment at time of license issuance. Currently, teachers may either pay the full five-year license fee of \$240 or they may make yearly

payments of \$48 for the life of the five-year license. There is a portal administrative fee charged by the company that maintains the online licensing system for the convenience of being able to file an application and pay online. HTSB does not retain any portion of the portal administrative fee. An individual may also pay via certified or cashier's check or money order. Personal checks are accepted, but in the event a personal check is dishonored the license effective date may be revised.

Email reminders are sent in advance to remind individuals they have an upcoming payment. HTSB absorbed all portal administrative fees for all teachers making payments between July 1, 2010 and June 30, 2011 to assist in this transition. The Board has not instituted other fees it is allowed by law to collect: license application processing fee; fee to add a licensing field; and fee to change a name.

## Top Five Frequently Asked Questions

### 1. How do I know if official documentation submitted to HTSB has been received?

Official documents are those required for licensure, such as HTSB forms, transcripts, and copies of out of state licenses. HTSB is usually able to process your documents within two days of receipt. You will receive an email confirming that your document was received. Your documents will then be scanned and attached to your online license record. Creating your HTSB account will allow you to see the names of the documents received and uploaded to your account. To protect your privacy, these documents will not be viewable online. Any documents submitted for Professional Fitness issues will not be listed or scanned into your account.

### 2. What do I have to do if I answer "yes" to a Professional Fitness question on the application?

You will be contacted by the Licensing Specialist if you answer "yes" to any of the Professional Fitness questions on an HTSB application or at time of fee payment. After confirming that your situation is indeed a professional fitness issue, an official request will be mailed to you asking for additional information. It is imperative that you respond to inquiries and provide documentation in a timely manner so that your issue can be resolved and your license application can be completed.

### 3. How do I pay the license fee?

The most convenient way to pay the license fee is the HTSB online licensing system. When you pay online, you may select a payment plan instead of paying the full amount. The online system vendor charges an administrative fee for use of the payment system, and HTSB does not receive any of this additional charge. You may also pay the fee directly to the HTSB office by cashier's check, money order or personal check. If you pay this way, you will not be charged an administrative fee. However, if your check is dishonored by your financial institution, your license effective date will be affected. All late payments will incur a \$25 late fee, as allowed under Hawai'i Administrative Rules.

### 4. How do I know what licensure test to take?

You should always check the HTSB website, [www.htsb.org](http://www.htsb.org), for a list of the current licensure tests. The test that you take should correspond to the teacher preparation program you completed. For example, if your preparation program was in elementary education, you would take the content test in elementary education, regardless of your current teaching assignment. Please note that tests change periodically, so you should always check the HTSB website before registering for a test. In addition, tests

are offered at various times of the year, so it is a good idea to give yourself plenty of time instead of waiting for the last possible test administration of the year.

#### 5. How can I find out when my license expires and get a copy of my license?

Anyone may use the Public Search feature of the HTSB website to check their month and year of license expiration. Licensees may check the expiration date in their online licensing account at [www.htsb.org](http://www.htsb.org) and may print a copy of their license using the “Generate License” button which will show when their license is in “active” status.

## Contact Information

Office Information:	Hours: 7:45 AM - 4:30 PM, Monday through Friday. Closed weekends and state holidays. Main Telephone Number: <b>808.586.2600</b> FAX Number: <b>808.586.2606</b> Mailing Address: Hawai'i Teacher Standards Board 650 Iwilei Rd, #201 Honolulu, HI 96817
Website, online applications and fee payments:	Website Address: <a href="http://www.htsb.org">www.htsb.org</a>
Questions about license requirements, adding a field, renewals, licensure testing and name change:	<ul style="list-style-type: none"> <li>• Use the Contact HTSB tab in your online licensing record at <a href="http://www.htsb.org">www.htsb.org</a> to send a message to the Licensing Section.</li> <li>• Phone: 808.586.2603</li> <li>• Email: <a href="mailto:licensingsection@htsb.org">licensingsection@htsb.org</a></li> <li>• Make an appointment to come to the HTSB office or to meet on SKYPE with the Licensing Section: call 808.586.2617 to set up your appointment. Appointments are not required but will facilitate your visit to HTSB.</li> <li>• Visit the HTSB office in person.</li> </ul>
Questions about Professional Fitness Issues:	Phone: <b>808.586.2619</b>
Questions about National Board for Professional Teaching Standards:	Phone: <b>808.586.2616</b>
Questions from institutions or organizations applying for State Approval of Teacher Education Programs:	Phone: <b>808.586.2616</b>
Administrative Office and Executive Director:	Phone: <b>808.586.2605</b>