

**TITLE: License and Permit Fee Structure Revision**

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The Hawaii Teacher Standards Board approves the following revision effective July 1, 2011, to the license and permit fee structure:

1. Licensees with an effective license date July 1, 2011 through June 30, 2016 have one of the following options for payment of their license fees via the automated HTSB checkout system on [www.htsb.org](http://www.htsb.org) using a credit card or eCheck:

a. Make full payment of the license/renewal fee of \$240.00 at the time of licensure or renewal for the new five-year license period. The licensee will pay the online processing fee.

OR

b. Make yearly payments of the license/renewal fee of \$48.00 by June 30<sup>th</sup> of each year of the license. The licensee will pay the online processing fee.

2. Licensees with an effective license date July 1, 2011 through June 30, 2016 may make full payment of the license fee of \$480.00 by cashier's check or money order, payable to the Hawaii Teacher Standards Board, mailed or presented to the HTSB office. No processing fee will be assessed.

3. Emergency hires with an effective permit date of July 1, 2011 will make full payment of \$48.00 for payment of their one-year emergency hire permit via the automated HTSB checkout system on [www.htsb.org](http://www.htsb.org) using a credit card or eCheck. The licensee will pay the online processing fee.

4. Licensees and permittees with an effective date on or after July 1, 2016 must:

a. Make full payment of the license or permit fee at time of license issuance or renewal;

AND

b. Use the online system to pay their license and permit fees, including the online processing fee, via the automatic HTSB checkout system on [www.htsb.org](http://www.htsb.org) using a credit card or eCheck.

Note: HTSB does not retain any portion of the online processing fee.