

TITLE: License Renewal and License Fee Payment

The Hawaii Teacher Standards Board approves the following policy for renewal of licenses and payment of license fees:

- Teachers holding a license expiring up to and including ~~December 31, 2010~~ June 30, 2011 ~~may~~ should renew their license online at www.htsb.org. These teachers will not incur additional fees.
- Teachers with unpaid license fees ~~may~~ should create their HTSB account, select a payment plan and begin paying fees online at www.htsb.org up to and including ~~December 31, 2010~~ June 30, 2011 without incurring additional fees.
- After ~~December 31, 2010~~ June 30, 2011 any teachers who do not renew their license will be listed as “expired” on the HTSB public search website and reported to the Hawaii Department of Education on a monthly basis as having an expired license. These teachers will incur all administrative fees associated with payment of their license fee.
- After ~~December 31, 2010~~ June 30, 2011 any teachers who do not keep their license fees current will be listed as “suspended for non-payment of fees” on the HTSB public search website and reported to the Hawaii Department of Education on a monthly basis as having a suspended license. These teachers will incur all administrative fees associated with payment of their license fee.

HTSB adopts this policy in order to assist teachers who encountered difficulty in creating their online accounts, starting license fee payment and renewing their licenses. The Board also takes this opportunity to remind teachers that under Hawaii law they are required to maintain an active license, pay their license fee, or in the case of Emergency Hires, the fee to practice the profession of teaching.

Notice of this policy will be sent to the Hawaii Department of Education, Charter Schools, HAIS, and HSTA within thirty days.

Submitted by: Janice Shishido

Referred to:

