

Hawai'i Teacher Standards Board  
650 Iwilei Road, Suite 201  
Honolulu, HI 96817  
Attention: Licensing Section



www.htsb.org  
licensingsection@htsb.org  
Phone: 808-586-2600

**ADDING THE ONLINE TEACHING FIELD TO AN EXISTING HAWAI'I TEACHING LICENSE**

**GENERAL INFORMATION & INSTRUCTIONS**

The field of Online Teaching may be added to a Standard or Advanced Hawaii License in good standing. Return the application and all supporting documents requested below to the Hawai'i Teacher Standards Board. HTSB cannot complete the processing of your application until ALL requirements are met. Before submitting your application, please do the following:

- Complete all information on this application and supporting documents. Submit all documents in one envelope.
- Sign and date this application.
- Make a copy of this application and supporting documents for your records.
- Create an HTSB online account so you will be notified by email when your application is complete.

**SECTION 1. PERSONAL INFORMATION** *All fields must be answered.*

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

Print name in CAPITAL LETTERS.

\_\_\_\_\_  
(LAST NAME) (FIRST NAME) (MI)

Former/Maiden Name(s), if applicable:

\_\_\_\_\_  
(LAST NAME) (FIRST NAME) (MI)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ OR Cell Phone \_\_\_\_\_

Non-Lotus Notes E-mail Address \_\_\_\_\_

Are you employed by the Hawai'i Department of Education? YES \_\_\_\_\_ NO \_\_\_\_\_

If employed provide the name of the school or education office: \_\_\_\_\_

**2. PROFESSIONAL FITNESS:** Since the issuance of your current license:

YES  NO Have you ever had a professional license or professional certificate sanctioned or disciplined by receiving a letter of censure, warning, reprimand, fine, probation or any other restriction or special condition?

YES  NO Have you ever been denied a professional license or certificate even if the certificate or license was later issued with conditions or limitations?

YES  NO Have you ever had a professional license or certificate suspended or revoked?

YES  NO Have you ever surrendered or relinquished a professional license or certificate during or following an investigation into allegations of misconduct?

YES  NO Do you have any current investigative or disciplinary action pending against a professional license or certificate or against an application for a professional license or certificate?

YES  NO Have you ever been dismissed or resigned employment during or following an investigation into allegations of misconduct?

YES  NO Have you been convicted or pled "*nolo contendere*" (no contest) to a felony or misdemeanor?

If you answered "yes" to any of the above questions, additional documentation may be requested after review of your application.

**SECTION 3. LICENSE REQUESTED** is Online Teaching.**SECTION 4: OPTIONS FOR ADDING THE FIELD OF ONLINE TEACHING:** *Select only one option below and submit all required documents with your application.***OPTION A: COMPLETE A PREPARATION PROGRAM IN ONLINE TEACHING**

For post-baccalaureate, master's or doctoral level programs:

**SUBMIT:** Official transcript showing completion of a degree/program/certificate in online learning and teaching which includes a practicum in online learning at the P-12 level at a regionally accredited institution of higher education.

**OPTION B: COMPLETE A MINIMUM OF NINE PROFESSIONAL DEVELOPMENT CREDITS IN ONLINE TEACHING**

For professional development offered by a private/non-profit organization or school district:

**SUBMIT:** Certificate or letter showing completion of a minimum of nine professional development credits that address online P-12 teaching and learning that utilize nationally recognized standards for online teaching.

**OPTION C: LICENSE/CERTIFICATE/ENDORESMENT FROM ANOTHER STATE WITH THE FIELD OF ONLINE TEACHING**

**SUBMIT:** Copy of your license/certificate/endorsement in online teaching from another state.

**SECTION 5: VERIFICATION OF EXPERIENCE AS AN ONLINE TEACHER**

You must have at least three years of successful teaching experience and verify successful employment as an online teacher who has taught a minimum of ten online P-12 courses within the last five years at a P-12 school recognized at a federal or state Department of Education level.

**SUBMIT:** A letter from a current or past administrator. The letter must:

- include your full name;
- be dated within six months of your application date;
- be addressed to the Hawaii Teacher Standards Board, attention Licensing Section;
- state that you have at least three years of successful teaching experience;

- list the ten online P-12 courses that you taught within the last five years prior to application.

**SECTION 6: STATEMENT OF AFFIRMATION** *Sign your name in blue ink.*

I certify that the statements contained in this application are true and correct. I understand that misrepresentation or falsification is grounds for Board refusal to deny my license or impose other disciplinary sanctions.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

Information on application is subject to release pursuant to the Freedom of Information Act. Once submitted, applications and supporting documentation become the property of the Hawai'i Teacher Standards Board and cannot be returned.