



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

www.htsb.org
htsb@hawaii.gov
808-586-2600

**APPLICATION FOR RENEWABLE FIVE YEAR CAREER AND TECHNICAL EDUCATION
HAWAI'I STANDARD LIMITED TEACHING LICENSE**

Submit your 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.

Have you remembered to:

- Complete all information on this application and supporting documents.
- 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 to go to www.htsb.org to make payment by eCheck or credit card 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: _____

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

- YES NO Have you ever had a professional permit 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 permit or certificate even if the certificate or permit was later issued with conditions or limitations?
- YES NO Have you ever had a professional permit or certificate suspended or revoked?
- YES NO Have you ever surrendered or relinquished a professional permit 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 permit or certificate or against an application for a professional permit 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 will be requested by letter after review of your application.

SECTION 3. CTE LIMITED PERMIT FIELD REQUESTED *Enter the permit field(s) and level(s) you are requesting. Refer to HTSB website 'Forms' Section: <http://www.htsb.org/licensing-permits/forms/>*

Field _____	Level _____
Field _____	Level _____
Field _____	Level _____

SECTION 4. LICENSURE REQUIREMENTS

Additional information on how to submit documentation is found at the end of Section 4.

- Hold a minimum of an associate's degree.**

SUBMIT: An official transcript from a regionally accredited institution showing you graduated with a minimum of an associate's degree.

- Complete ONE of the following:**

1. Fifteen (15) hours of pedagogy coursework from a state approved teacher education program in the grade level of the permit.

SUBMIT: An official transcript showing completion of fifteen (15) hours of coursework from a state approved teacher education program from Hawaii or another state.

OR

2. Twelve (12) hours of pedagogy coursework from a state approved teacher education program in the grade level of the permit AND a passing score on the Principles of Learning and Teaching (PLT) in the appropriate grade level of the permit.

SUBMIT BOTH OF THE FOLLOWING:

An official transcript showing completion of twelve (12) hours of coursework from a state approved teacher education program from Hawaii or another state.

AND

Passing scores on the Principles of Learning and Teaching (PLT) in the grade level of your requested permit field.

You Need to Take	Test Code	Qualifying Score
For K-6 permit levels, take Principles of Learning and Teaching: Grades K-6	5622	160
For 6-12 permit levels, Principles of Learning and Teaching: Grades 7-12	5624	157
For K-12 permit levels, you may take either PLT above.		

Have three years of industry experience in the permit field.

SUBMIT:

HTSB Form CTE 3014 CTE Industry Experience

Meet the content knowledge requirement in ONE of the following ways:

Options	Documentation to Submit
Licensure test adopted by the HTSB in the content field.	Submit official passing score report for the subject assessment in your permit field.
Current valid national industry certification in the content field.	Submit a copy of your certification and the website address of the issuing organization so it can be verified.
Current valid industry permit in the content field.	Submit a copy of your permit and the website address of the issuing agency so it can be verified.
Thirty (30) hours of coursework in the content field.	Submit an official transcript from a regionally accredited institution showing thirty hours in the permit field you are requesting.

SECTION 5. FEE *Paying the fee online automatically issues your permit.*

You will be notified by email to pay your permit fee when all other requirements are met if you have created an online account at www.htsb.org.

Payment using the **MyHTSB online account** will automatically issue your permit, allow you to print a copy of your permit, and display your new permit information in the HTSB Permit Search for the public. When you pay online you may select a yearly payment plan and pay by eCheck or credit card, and you will receive an email reminder when an upcoming payment is due. The online system vendor, eHawaii.gov, charges an administrative fee to support the online system but HTSB will pay this fee for you when you pay online.

Payment Using the MyHTSB Online Account	Permit Fee	Administrative Fee charged by eHawaii.gov is paid by HTSB	Your Total
Annual Payment	\$48.00	\$5.80	\$48.00
One time full payment	\$240.00	\$29.00	\$240.00

If you choose to submit a personal check to pay your fee, you must include the eHawaii.gov administrative fee in the following amounts. Checks submitted for the incorrect amount will be returned, affecting the issuance date of your permit. Checks should be payable to HTSB and mailed to our office.

Payment by Personal Check	Permit Fee	Administrative Fee charged by eHawaii.gov	Your Total
Annual Payment	\$48.00	\$5.80	\$53.80
One time full payment	\$240.00	\$29.00	\$269.00

All payments are non-refundable.

SECTION 6. STATEMENT OF AFFIRMATION *Print this form, sign your name in blue ink, and mail to HTSB.*

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 permit 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.