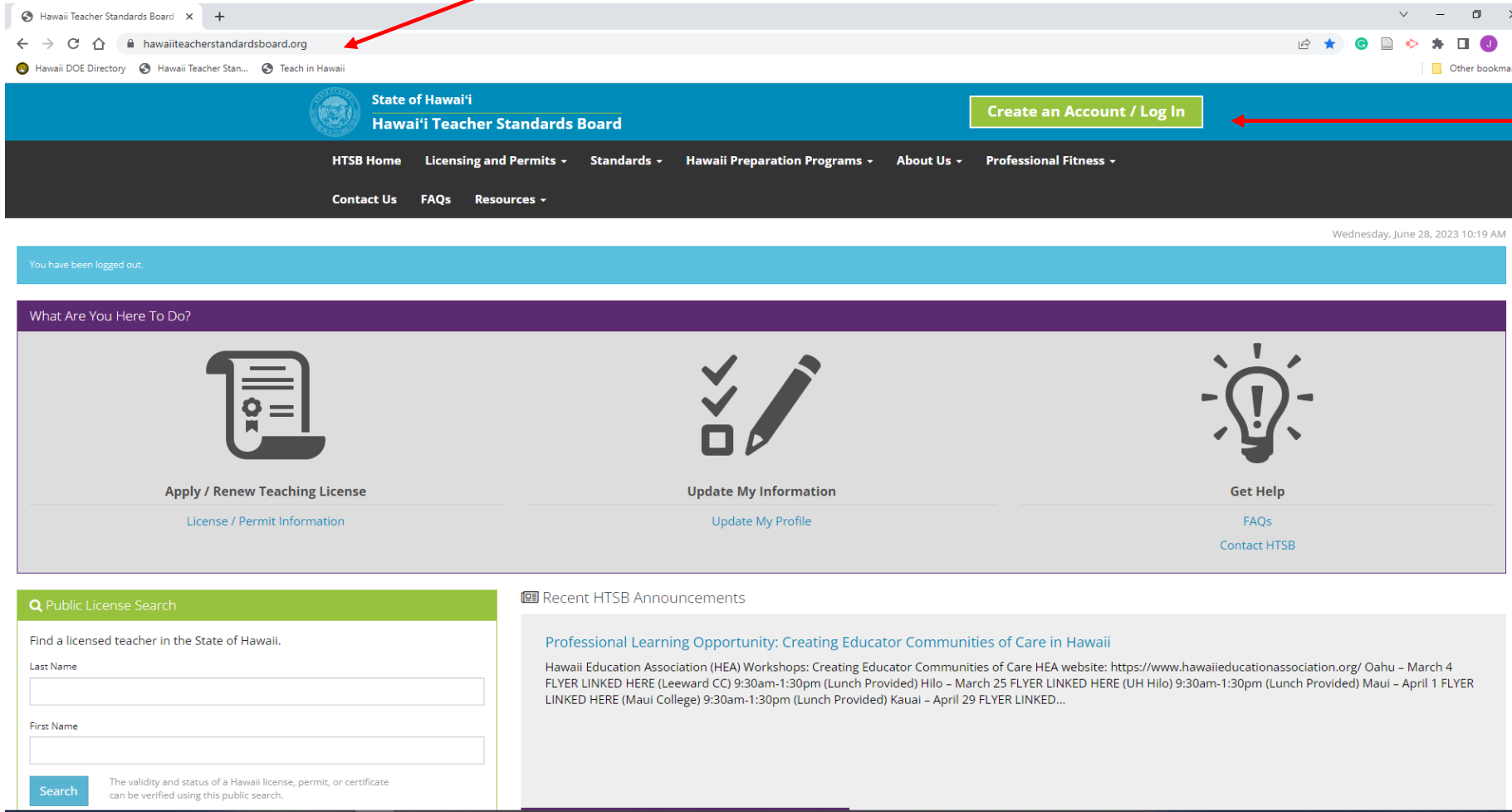


Convert a License

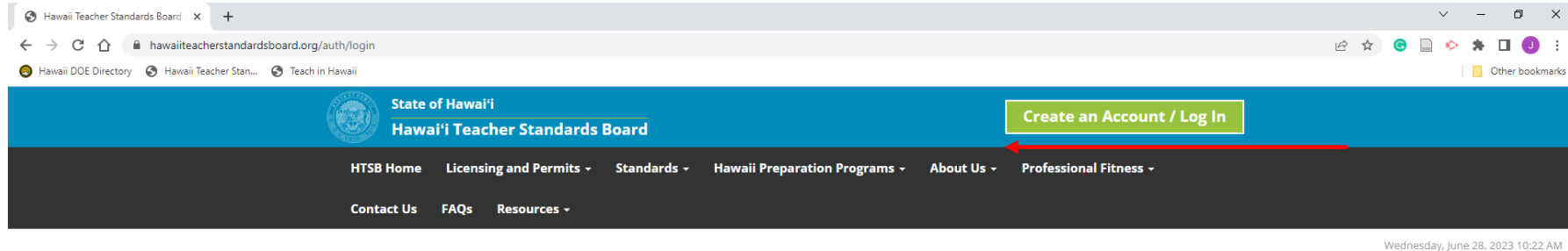
Open an internet browser and type in the HTSB website: hawaiiteacherstandardsboard.org



The screenshot shows a web browser window with the URL hawaiiteacherstandardsboard.org in the address bar. The website header features the State of Hawai'i logo and the text "Hawai'i Teacher Standards Board". A prominent green button labeled "Create an Account / Log In" is located in the top right corner. Below the header is a navigation menu with items: HTSB Home, Licensing and Permits, Standards, Hawaii Preparation Programs, About Us, Professional Fitness, Contact Us, FAQs, and Resources. A message "You have been logged out." is displayed in a blue banner. The main content area is titled "What Are You Here To Do?" and contains three columns of icons and text: "Apply / Renew Teaching License" (License / Permit Information), "Update My Information" (Update My Profile), and "Get Help" (FAQs, Contact HTSB). At the bottom, there is a "Public License Search" form and a "Recent HTSB Announcements" section with a link to "Professional Learning Opportunity: Creating Educator Communities of Care in Hawaii".

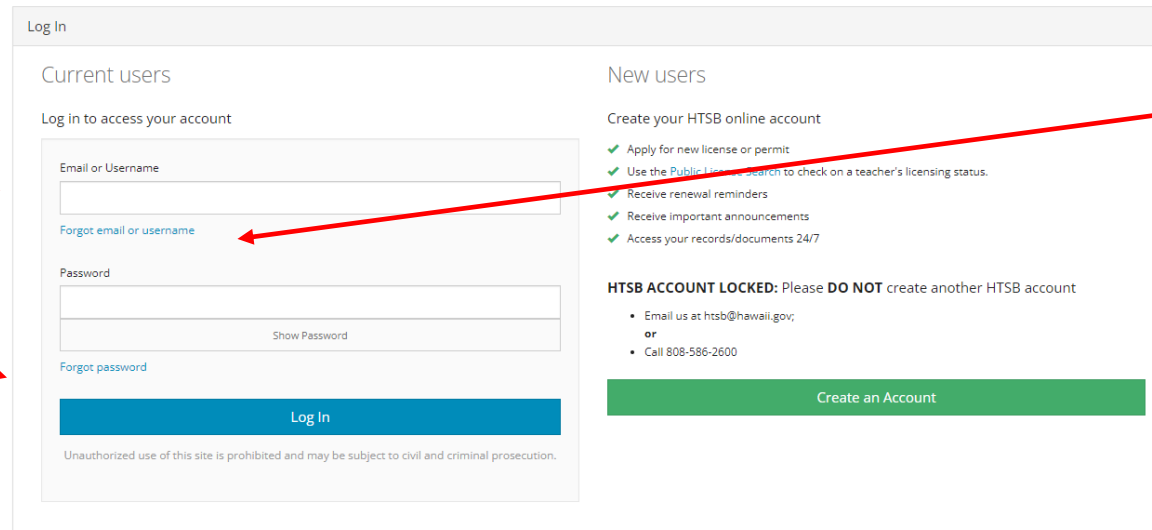
Log into your account at the top right-hand corner.

Convert a License



Type in your
username or
password.

Then click on the
blue LogIn button.



The login form is titled "Log In" and is divided into two sections: "Current users" and "New users".

Current users
Log in to access your account

Email or Username

[Forgot email or username](#)

Password

[Show Password](#)

[Forgot password](#)

Unauthorized use of this site is prohibited and may be subject to civil and criminal prosecution.

New users
Create your HTSB online account

- ✓ Apply for new license or permit
- ✓ Use the Public License Search to check on a teacher's licensing status.
- ✓ Receive renewal reminders
- ✓ Receive important announcements
- ✓ Access your records/documents 24/7

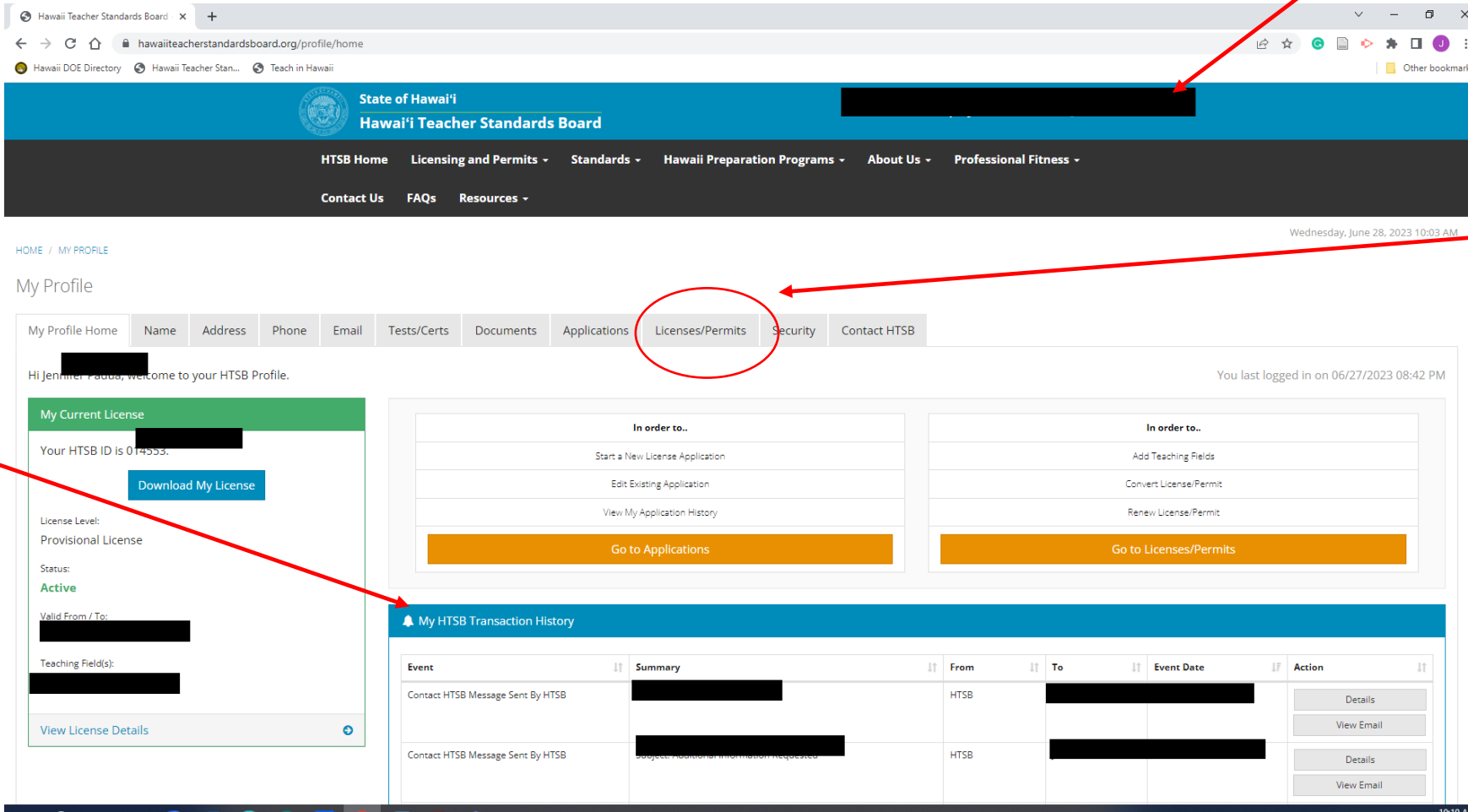
HTSB ACCOUNT LOCKED: Please **DO NOT** create another HTSB account

- Email us at htsb@hawaii.gov;
- **or**
- Call 808-586-2600

Or click on Forgot
Password.

Convert a License

Your name should be in the top right-hand corner.



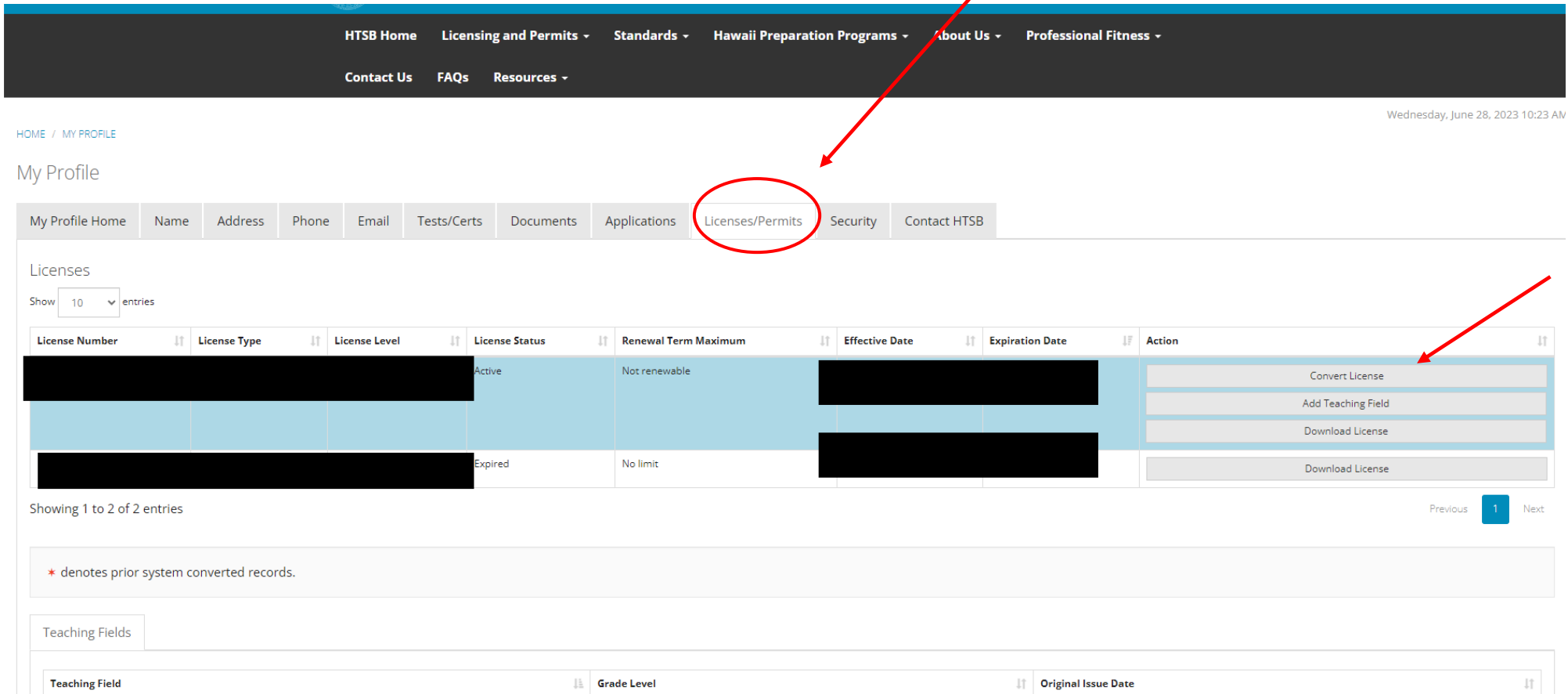
The screenshot shows the Hawaii Teacher Standards Board website. The top navigation bar includes links for HTSB Home, Licensing and Permits, Standards, Hawaii Preparation Programs, About Us, and Professional Fitness. The user's name is redacted in the top right corner. The 'My Profile' page has several tabs: My Profile Home, Name, Address, Phone, Email, Tests/Certs, Documents, Applications, Licenses/Permits (circled in red), Security, and Contact HTSB. A red arrow points from the text 'Click on Licenses/Permits tab.' to this tab. Below the tabs, there are sections for 'My Current License' (with a 'Download My License' button) and 'My HTSB Transaction History' (a table with columns for Event, Summary, From, To, Event Date, and Action). A red arrow points from the text 'Read messages by viewing My Transaction History.' to the 'My HTSB Transaction History' section.

Read messages by viewing My Transaction History.

Click on Licenses/Permits tab.

Convert a License

Be sure you are in the Licenses/Permits tab.



HTSB Home Licensing and Permits Standards Hawaii Preparation Programs About Us Professional Fitness

Contact Us FAQs Resources

HOME / MY PROFILE

Wednesday, June 28, 2023 10:23 AM

My Profile

My Profile Home Name Address Phone Email Tests/Certs Documents Applications Licenses/Permits Security Contact HTSB

Licenses

Show 10 entries

License Number	License Type	License Level	License Status	Renewal Term Maximum	Effective Date	Expiration Date	Action
[REDACTED]	[REDACTED]	[REDACTED]	Active	Not renewable	[REDACTED]	[REDACTED]	Convert License Add Teaching Field Download License
[REDACTED]	[REDACTED]	[REDACTED]	Expired	No limit	[REDACTED]	[REDACTED]	Download License

Showing 1 to 2 of 2 entries

Previous 1 Next

* denotes prior system converted records.

Teaching Fields

Teaching Field	Grade Level	Original Issue Date
----------------	-------------	---------------------

Click on Convert License.

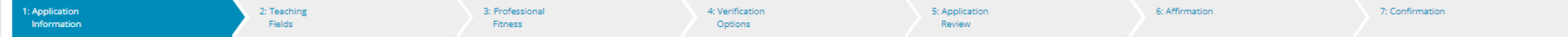
Convert a License

My Profile

My Profile Home Name Address Phone Email Tests/Certs Documents **Applications** Licenses/Permits Security Contact HTSB

You will link to the Application tab.

License Application



Step 1: Application Information

Please enter your application information.

Current Application

Application ID:
[Redacted]

Application Action:

Convert License/Permit

Converting License Level From:

Provisional License

Converting License Level To:

Status:

Unsubmitted

Application Action *

Convert License/Permit

Current License/Permit Level *

Provisional License

Convert License/Permit To *

Select the License Conversion.

Save and Go to Step 2

Click on Save and Go to Step 2.

Convert a License

My Profile Home | Name | Address | Phone | Email | Tests/Certs | Documents | **Applications** | Licenses/Permits | Security | Contact HTSB

License Application

1: Application Information | **2: Teaching Fields** | 3: Professional Fitness | 4: Verification Options | 5: Application Review | 6: Affirmation | 7: Confirmation

You will be in Application tab.

Step 2: Teaching Fields

Please enter one or more teaching fields. Please enter a row for each grade level.

Current Application

Application ID:
[REDACTED]

Application Action:
Convert License/Permit

Converting License Level From:
Provisional License

Converting License Level To:
Standard License

Status:
Unsubmitted

Current Teaching Field Category *
Early Childhood/Elementary

Current Teaching Field *
Elementary Education

Current Grade Level *
K-6

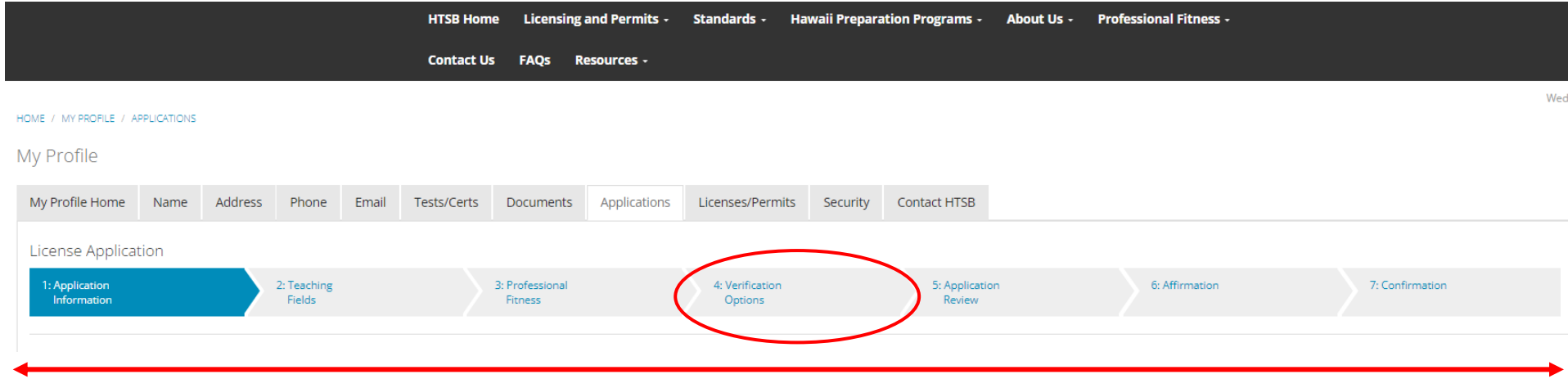
Your Teaching Fields and Grade Level fields will be shown.

Previous | **Save and Go to Step 3**

Click on Save and Go to Step 3.

Information on your Current Application.

Convert a License



HTSB Home Licensing and Permits - Standards - Hawaii Preparation Programs - About Us - Professional Fitness -

Contact Us FAQs Resources -

HOME / MY PROFILE / APPLICATIONS

My Profile

My Profile Home Name Address Phone Email Tests/Certs Documents Applications Licenses/Permits Security Contact HTSB

License Application

1: Application Information 2: Teaching Fields 3: Professional Fitness 4: Verification Options 5: Application Review 6: Affirmation 7: Confirmation

The progress bar will show all seven steps in the application.

Verification Step #4 will provide information on the evidence you are to submit. Scroll to the right and a window will appear.

Click save after each step and click Submit on Step 7.

Convert a License

HOME / MY PROFILE / APPLICATIONS

My Profile

My Profile Home Name Address Phone Email Tests/Certs Documents Applications Licenses/Permits Security Contact HTSB

License Application



Click on the Documents tab to upload evidence. Wed, 11/14/2024 10:00 AM

Convert a License

Click on the Add New Document to upload evidence.

HTSB Home Licensing and Permits - Standards - Hawaii Preparation Programs - About Us - Professional Fitness -

Contact Us FAQs Resources -

Wednesday, June 28, 2023 12:19 PM

HOME / MY PROFILE

My Profile

My Profile Home Name Address Phone Email Tests/Certs **Documents** Applications Licenses/Permits Security Contact HTSB

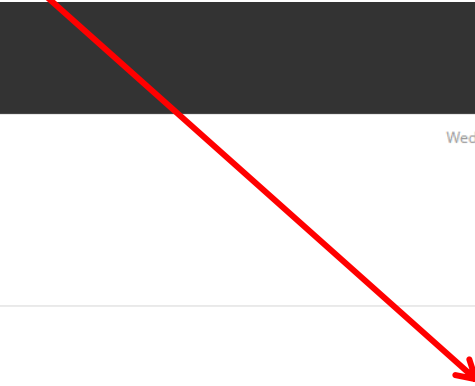
Documents

Show 10 entries

Document ID	Document Type	Document Name	Linked to Application	File Type	Notes	Created By	Create Date	Updated By	Update Date	Action
										View Document
										View Document
										View Document

Showing 1 to 3 of 3 entries

Previous 1 Next



A list of existing Documents is located in your Profile. Click View if you would like to see them. Contact HTSB staff if you would like to delete a document and provide the Document ID

