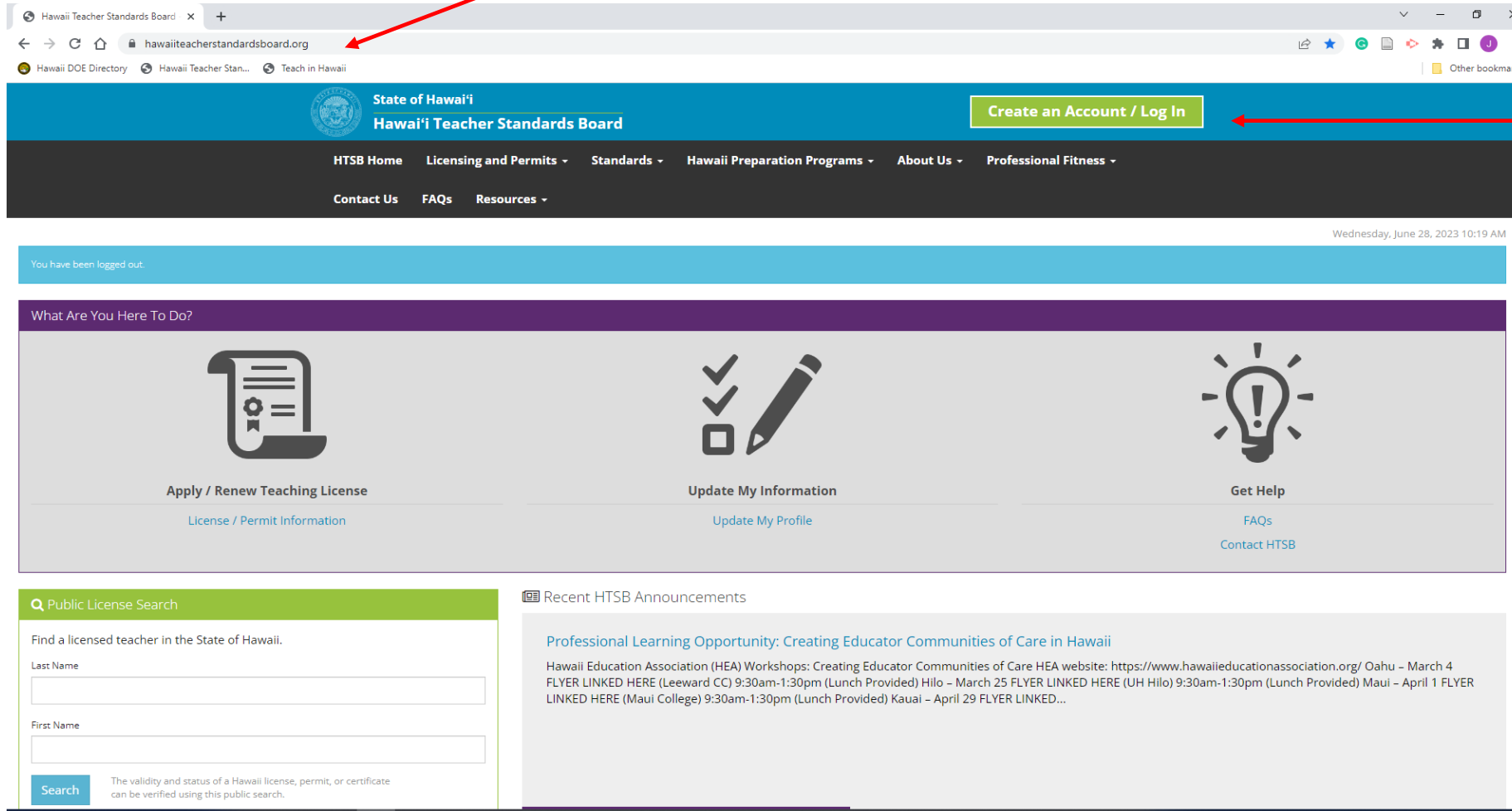


Uploading a Document

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



Hawai'i Teacher Standards Board

Create an Account / Log In

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

Contact Us FAQs Resources

Wednesday, June 28, 2023 10:19 AM

You have been logged out.

What Are You Here To Do?

Apply / Renew Teaching License
License / Permit Information

Update My Information
Update My Profile

Get Help
FAQs
Contact HTSB

Public License Search

Find a licensed teacher in the State of Hawaii.

Last Name

First Name

Search

The validity and status of a Hawaii license, permit, or certificate can be verified using this public search.

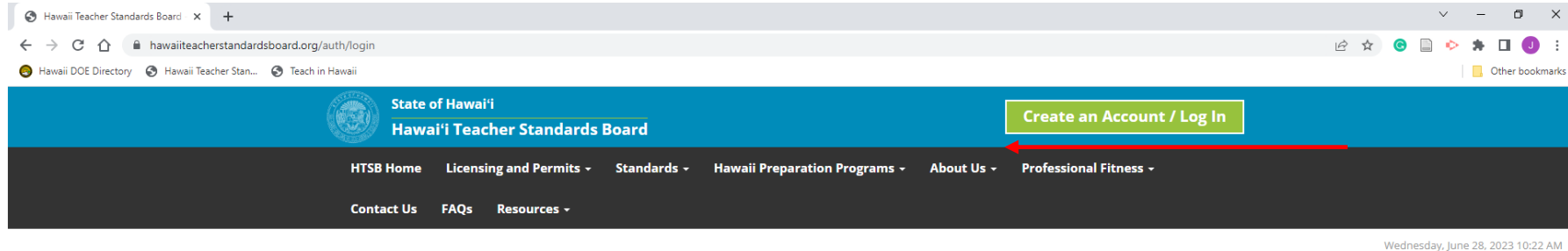
Recent HTSB Announcements

Professional Learning Opportunity: Creating Educator Communities of Care in Hawaii

Hawaii Education Association (HEA) Workshops: Creating Educator Communities of Care HEA website: <https://www.hawaiieducationassociation.org/> Oahu – March 4 FLYER LINKED HERE (Leeward CC) 9:30am-1:30pm (Lunch Provided) Hilo – March 25 FLYER LINKED HERE (UH Hilo) 9:30am-1:30pm (Lunch Provided) Maui – April 1 FLYER LINKED HERE (Maui College) 9:30am-1:30pm (Lunch Provided) Kauai – April 29 FLYER LINKED...

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

Uploading a Document



Type in your
username or
password.

Then click on the
blue LogIn button.

Log In

Current users

Log in to access your account

Email or Username

Forgot email or username

Password

Show Password

Forgot password

Log In

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

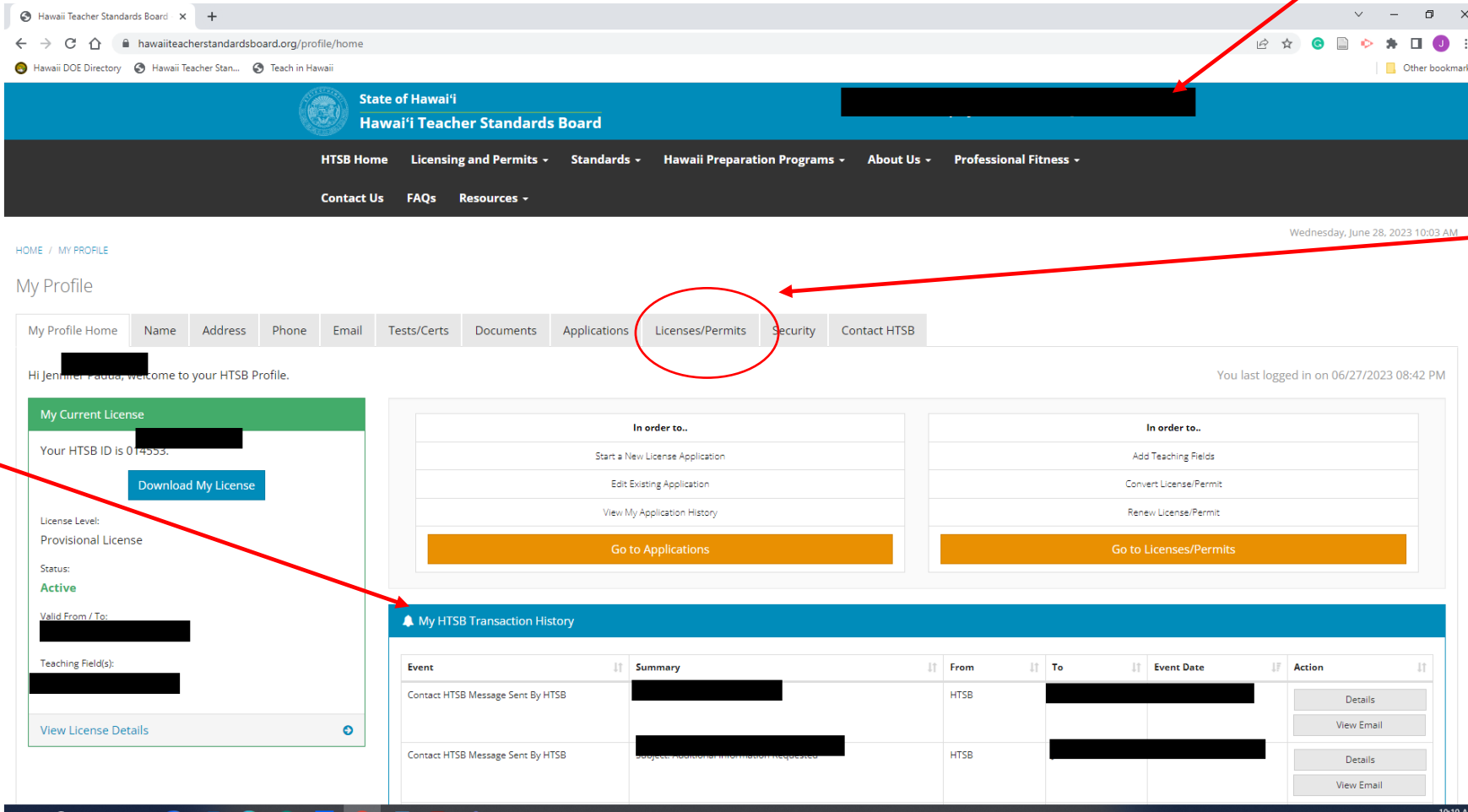
- Email us at htsb@hawaii.gov;
- **or**
- Call 808-586-2600

Create an Account

Or click on Forgot
Password.

Uploading a Document

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.

Uploading a Document

HOME / MY PROFILE / APPLICATIONS

My Profile

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

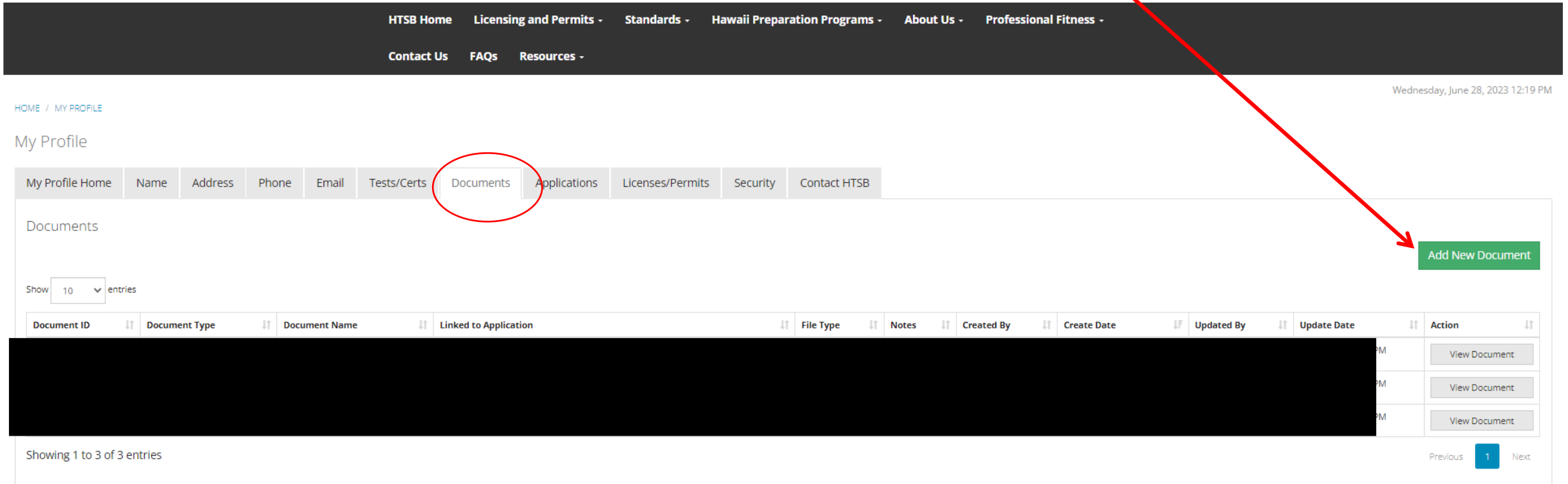
License Application

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

Click on the Documents tab to upload evidence.

Uploading a Document

Click on the Add New Document to upload evidence.



The screenshot shows the HTSB website navigation bar with links for Home, Licensing and Permits, Standards, Hawaii Preparation Programs, About Us, Professional Fitness, Contact Us, FAQs, and Resources. The user is logged in to their My Profile page, with the 'Documents' tab selected. A red circle highlights the 'Documents' tab, and a red arrow points from the text above to the 'Add New Document' button. The page displays a list of documents with columns for Document ID, Document Type, Document Name, Linked to Application, File Type, Notes, Created By, Create Date, Updated By, Update Date, and Action. The Action column contains 'View Document' buttons for three entries. The page also shows a 'Showing 1 to 3 of 3 entries' indicator and a pagination control with 'Previous', '1', and 'Next' buttons.

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

Uploading a Document

HOME / MY PROFILE

My Profile

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

Documents

[← Back to Document Listing](#)

Add a New Document

Document Type *

Document Name *

Link To Application *

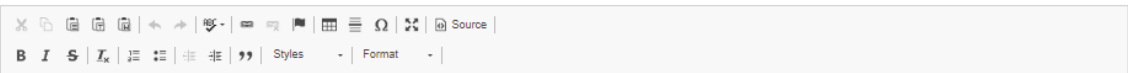
File Type *

Select Upload File *

[Choose File](#) No file chosen

Maximum file size is 30MB.

Notes



[Upload](#)

Choose the file from your computer.

Click Upload.

All fields with a * are required.

Use the drop-down menu to select the:

- Document Type
- Link to Application
- File Type

You must type in a Document Name.

You may provide a description in the Notes box.