

Standard Limited Career and Technical Education License

Revised 01/2023

A Standard Limited License restricts teaching to the field on the license, and additional fields may not be added. Three (3) years of industry experience in the license field are required. A Standard Limited Career and Technical Education (CTE) License holder may ***not*** teach other subjects and may only add other limited CTE fields. A Standard Limited CTE License is valid for five (5) years and expires on June 30th. This limited license is renewable. (NBI 10-42 revised, 2011)

Requirements for a Standard Limited CTE License

- Clear the Hawai'i Teacher Standards Board (HTSB) Professional Fitness check.
- Copy of a signed U.S. Social Security Card.
****Note:** This item does ***not*** apply to previously employed and current Hawai'i Department of Education and Hawai'i State Public Charter School teachers who have already provided the required information.
- Copy of a valid government-issued photo identification (submit one):
 - A valid U.S. passport or passport card
 - A valid international passport or passport card
 - A valid driver's license issued by any U.S. state
 - A valid identification card issued by any U.S. state
 - A valid U.S. military or military dependent identification card (including the back side)
 - A valid U.S. Coast Guard Merchant Mariner identification card
 - A Native American Tribal Document****Note:** A school identification will ***not*** be accepted.
- Hold the minimum of an associate degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution.
- Have a minimum of three (3) years of industry experience directly in the field of the license.
- Pass basic skills (Praxis Core Academic Skills for Educators 5752).
- Choose between options A or B below for coursework requirement options:

Option A: Coursework	<input type="checkbox"/> Pass fifteen (15) semester hours of pedagogy coursework in the grade level of the license.
Option B: Coursework & PLT Test	<input type="checkbox"/> Pass twelve (12) semester hours of pedagogy coursework from a SATEP in the grade level of the license. <input type="checkbox"/> Pass the Principles of Learning and Teaching (PLT) licensure test in the grade level of the license.

Choose ONE of options A through D below for content knowledge options:

Option A: Praxis	<input type="checkbox"/> Pass Praxis in the content area, if one exists.
Option B: National Industry Certification	<input type="checkbox"/> Hold a current valid National Industry Certification in the content area.
Option C: Industry License	<input type="checkbox"/> Hold a current valid industry license in the content area.
Option D: Coursework	<input type="checkbox"/> Complete thirty (30) hours of coursework in the content area.

Maintenance for a Standard Limited CTE License

Apply to renew your Standard Limited License as early as **January 1st** of the year that it expires.

See the guide for **Renewing a Standard or Advanced License**.

****Note:** During HTSB's peak application period, it may take up to six (6) weeks for your application to be processed, especially if licensing specialists are waiting on supporting documentation from agencies, schools, or organizations.

Submit your documents in PDF, Word or JPG/JPEG format to your HTSB online account in the *Documents* tab. Information on your valid government-issued photo identification must match the profile information on your HTSB account and all submitted documents. Further documentation may be required if needed.