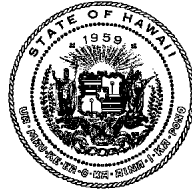


Hawai'i Teacher Standards Board
650 Iwilei Road, Suite 201
Honolulu, HI 96817
Attention: Licensing Section



Contact: www.htsb.org
Phone: (808) 586-2603
Email: licensingsection@htsb.org
Fax: (808) 586-2606

APPLICATION FOR RENEWAL OF HAWAII TEACHING LICENSE

You must renew your license before your current expiration date.

GENERAL INFORMATION & INSTRUCTIONS - RENEWING YOUR LICENSE

NOTE: Renewals submitted online are processed immediately by HTSB's online system. Applications submitted in paper format are processed in the order in which they are received. If you submit a paper application please anticipate a processing time of at least four months.

SECTIONS 1-2: All questions must be answered.

SECTIONS 3-4: You must be able to answer "YES" or you cannot complete the renewal form nor submit your application.

- SECTION 3: VERIFICATION OF EXPERIENCE The HTSB Form Verification of Experience RA 4010, found on www.htsb.org, is to be completed in order to complete this section. You are to keep this form for your records.
SECTION 4: VERIFICATION OF SATISFYING HAWAII TEACHER PERFORMANCE STANDARDS DOCUMENTATION FORM The HTSB Form Renewal Activity Documentation HTSB Form 5010, found on www.htsb.org, is to be completed in order to complete this section. You are to keep this form for your records.

SECTION 5: You must pay the license fee with your renewal. Go to www.htsb.org to make payment.

SECTION 6: You must sign and date your application for it to be accepted.

Return the application for renewal to the Hawaii Teacher Standards Board at the address shown above.

HTSB cannot complete the processing of your renewal application until ALL requirements are met. Failure to renew or satisfactorily complete license renewal requirements will result in an expired license. If your license expires, you must submit an application for initial license and all supporting documentation and fees required by the Board. The HTSB shall randomly audit a licensee's compliance with completion and verification of the requirements in Section 4.

Have you remembered to:

- Complete all information on this application.
Sign and date this application.
Make a copy of this application for your records.
Retain all forms and documentation.
Submit license fee payment by eCheck or credit card online. If paying in person or by mail, submit cashier's check or money order payable to HTSB.

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) (MIDDLE INITIAL)

Former/Maiden Name(s), if applicable:

(LAST NAME) (FIRST NAME) (MIDDLE INITIAL)

Mailing Address City State Zip Code

Home Phone OR Cell Phone

Non-Lotus Notes E-mail Address

If employed provide the name of the school or education office:
Are you employed by the Hawai'i Department of Education? YES NO

SECTION 2. PROFESSIONAL FITNESS All questions must be answered.

Since July 1, 2002:

- 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?
- YES NO Have you ever had any civil judgment or other court order entered against you resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior toward other persons?

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

SECTION 3. VERIFICATION OF EXPERIENCE

I have served in a contracted P-12 position(s) in public or accredited nonpublic schools in the last five years of the date on this application and obtained the Verification of Experience form signed by my Superintendent, Principal or Headmaster.

YES

SECTION 4. VERIFICATION OF SATISFYING HAWAII TEACHER PERFORMANCE STANDARDS

I have completed the professional development or activities specified by HTSB for all TEN (10) of the Hawaii Teacher Performance Standards and completed the Verification of Satisfying Hawaii Teacher Performance Standards Documentation Form. I verify that I have documentation to support this form.

YES

SECTION 5. PAYMENT OF FEES

If renewing online, you will be allowed to pay the five year license renewal fee within the first year of issuance through monthly, quarterly, semi-annually or lump sum payments. The renewal fee of \$240 for the new five year period may be paid online by eCheck or Credit Card.

If submitting the renewal in hard copy, you must attach your payment of the entire \$240 renewal fee by cashiers check or money order payable to: Hawaii Teacher Standards Board.

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 renew my license or impose other disciplinary sanctions.

SIGNATURE OF LICENSEE _____ DATE _____