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# LICENSE OR PERMIT REQUIRED FOR ALL HAWAII PUBLIC SCHOOL TEACHERS

*Category:* Featured

Pursuant to Hawai'i Revised Statutes (HRS) §302A-805 and Hawai'i Administrative Rules §8-54-1.1, full and half-time teachers in the Hawaii Department of Education and Charter Schools must hold a valid teaching license or permit. Emergency Hires, unlicensed Career and Technical Education teachers and unlicensed Niihau teachers must hold the appropriate permit.

Under HRS §302A-808, teachers may be fined up to \$500 for teaching in a public school without a valid license or permit. Principals may also be assessed the \$500 fine for each teacher they knowingly employ without an active license or permit. Failure to keep your license or permit current could prompt your employer to impose serious consequences and may also make you ineligible for employment in public schools for the upcoming school year.

Part of keeping a license or permit active means the fee is current, and there is a fine for those who do not meet the requirements of the law. Accounts with delinquent fees are automatically converted from "active" to "forfeited" status thirty days after the date the fee becomes delinquent. A forfeited license or permit may be restored to active status by paying all applicable license and late fees.

Information is below on commonly asked questions about access to the HTSB online licensing system, the most convenient way to apply, renew and pay fees.

## MYHTSB ACCOUNT INFORMATION

### Where do I find information about licenses and permits?

- All information can be found on [htsb.org](http://htsb.org)

### How do I create an HTSB online account and login?

- Go to [htsb.org](http://htsb.org) and click on Teacher Login in the orange box on the right side of the screen;
- If you need technical assistance to create an account, login or make payment, Live Help is available Monday-Friday from 7:45 am to 4:30 pm by clicking on the "Live Help" or "Technical Help" button in the purple bar across the top of the webpage or by clicking "Forgot Password" beside the Login button.

### How do I submit an application for a license or permit?

- Go to [htsb.org](http://htsb.org);
- Click on the Teacher Login in the orange box and login to your account;

- Click on the Application button and choose the appropriate application;
- Complete the information and submit.

### How do I renew my license?

- Go to [htsb.org](http://htsb.org);
- Click on the orange "Licensing & Permits" dropdown menu and go to "Renew";
- After reading the renewal instructions, click on the "Renew Online!" button;
- If you renew online, your new license dates will show immediately in your record and in the Public Search feature of the HTSB website;
- Maintain all documentation requested in the application for renewal in the event you are selected for the license renewal audit;
- If you still owe fees on your current license, those fees must be paid prior to being able to renew.

### How do I pay my license or permit fee?

- If you are a DOE teacher you may be eligible for DOE payment assistance;
- Login to your HTSB account and click on the "Payment Information" tab;
- The online system offers a payment plan if you pay by credit card or eCheck. An administrative fee will be charged by eHawaii.gov, the online system vendor but HTSB pays the administrative fee for you if you pay online.

### How do I contact HTSB if I need assistance?

- The best way to contact HTSB is by using the MyHTSB "Contact HTSB" tab in your MyHTSB online licensing record.
- You may also contact the Licensing Section according to the first letter of your last name:
  - Last names A-H, Tel.: 808-586-2613                      FAX: 808-586-2775
  - Last names I-O, Tel.: 808-586-3190                      FAX: 808-586-2774
  - Last names P-Z, Tel.: 808-586-2618                      FAX: 808-586-2779
- Ask general questions or set up a Skype session by emailing [licensingsection@htsb.org](mailto:licensingsection@htsb.org).
- Visit our office at 650 Iwilei Road, Suite 201, Honolulu, HI 96817, between 7:45 am -4:30 pm,
- Monday-Friday, excluding state holidays. Free parking available behind Dole Cannery in parking lot adjacent to Costco.