

Guide: Emergency Hire Permit

Revised 08/2025

An Emergency Hire Permit may be issued to an unlicensed individual who wishes to teach in a Hawai'i Department of Education (HIDOE) or Hawai'i State Public Charter School (HIPCS) in a shortage area or hard-to-fill position when no licensed teacher is available. An Emergency Hire Permit is valid for one year and expires on June 30th. This permit may be **reissued twice** for a maximum of three years while working to obtain a teacher license.

💡 Useful Tips 💡

If you are locked out of your HTSB account, email htsb@hawaii.gov for assistance. DO NOT create a new account.

- Check the **Contact HTSB tab** of your account for communication from HTSB licensing specialists and staff.
- Update your HTSB Profile: Name, Address, and Phone.
- Use a current personal email address (e.g., Gmail, Yahoo, Hotmail, iCloud) as the primary in the **Email tab** of your account. School or higher education email addresses are *not* acceptable.
- Submit clear and readable copies of your documents to the **Documents tab** of your account. [Click here](#) for a guide on how to upload documents.
- Information on your valid government-issued photo identification must match the Profile information in your account and all submitted documents. Further documentation may be required if needed.
- All HTSB Forms require wet/ink or digitally stamped signatures. The most updated versions of HTSB Forms are located on the HTSB website > *Licensing and Permits* > [HTSB Forms](#). Outdated versions and incomplete forms are *not* acceptable.

For more useful guides, visit the [Resources page](#) on the HTSB website.

****Important Note**

The application review process may take up to six weeks pending receipt of required documents. All applications will be processed in the order they are received. Go to your HTSB account's **My Profile Home** and check **My HTSB Transaction History** for the status of your application.

Requirements for an Emergency Hire Permit

- ☐ Start your application in the *Applications* tab of your HTSB online account. Complete all steps and click the "Submit" button.
- ☐ Clear the HTSB Professional Fitness check within your application.
- ☐ Submit a copy of your signed U.S. Social Security Card to the *Documents* tab.
- ☐ Submit a copy of your valid government-issued photo identification (upload one) to the *Documents* tab:
 - 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
 - A valid U.S. Visa
 - A valid U.S. Green Card

****Note:** A school identification will not be accepted.

- ☐ Submit a copy of an official transcript of your baccalaureate degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution to the *Documents* tab.
- ☐ All official transcripts and official documents from non-US institutions that you would like reviewed must include an course-by-course evaluation/report completed by a [National Association of Credential Evaluation Services \(NACES\) member agency](http://www.naces.org) (www.naces.org).
- ☐ Use the online application to select ONE of the options to determine your requirements.

<p>Option A:</p> <ul style="list-style-type: none"> • Employed by the HIDOE or a HIPCS. • Previously held an Emergency Hire Permit. 	<p><input type="checkbox"/> Please update your Name, Address, Email, and Phone Number.</p> <p>The HTSB staff will verify your previous permit and contact you if additional information is needed.</p>
<p>Option B:</p> <ul style="list-style-type: none"> • Newly employed by the HIDOE or a HIPCS. • Do not qualify for a Hawai'i license. • Never held an Emergency Hire Permit. 	<p><input type="checkbox"/> A jpg, PDF, or Word readable copy of a valid government-issued photo identification (read New Business Item 21-02 Revised).</p> <p><input type="checkbox"/> Use a personal email address (e.g., Gmail, Yahoo, Outlook, Apple).</p> <p><input type="checkbox"/> A copy of your signed Social Security Card (read New Business Item 21-24).</p> <p><input type="checkbox"/> A copy of your official transcript verifying the completion of a bachelor's degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution approved by a National Association of Credential Evaluation Services (NACES) member.</p>
<p>Option C:</p> <ul style="list-style-type: none"> • Intend to apply for employment in the HIDOE or a HIPCS. • Do not qualify for a Hawai'i license. • Previously held an Emergency Hire Permit. 	<p><input type="checkbox"/> Please update your Name, Address, Email, and Phone Number.</p> <p>The HTSB staff will verify your previous permit and contact you if additional information is needed.</p>
<p>Option D:</p> <ul style="list-style-type: none"> • Intend to apply for employment in the HIDOE or a HIPCS. • Do not qualify for a Hawai'i license. • Never held an Emergency Hire Permit. 	<p><input type="checkbox"/> A jpg, PDF, or Word readable copy of a valid government-issued photo identification (read New Business Item 21-02 Revised).</p> <p><input type="checkbox"/> Use a personal email address (e.g., Gmail, Yahoo, Outlook, Apple).</p> <p><input type="checkbox"/> A copy of your signed Social Security Card (read New Business Item 21-24).</p> <p><input type="checkbox"/> A copy of your official transcript verifying the completion of a bachelor's degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution approved by a National Association of Credential Evaluation Services (NACES) member.</p>
<p>Option E</p> <ul style="list-style-type: none"> • Completed a state-approved teacher education program (SATEP). • In the process of obtaining the required licensure documents. • Applying for an Emergency Hire Permit to ensure compliance with Hawai'i licensure requirements. 	<p><input type="checkbox"/> A jpg, PDF, or Word readable copy of a valid government-issued photo identification (read New Business Item 21-02 Revised).</p> <p><input type="checkbox"/> Use a personal email address (e.g., Gmail, Yahoo, Outlook, Apple).</p> <p><input type="checkbox"/> A copy of your signed Social Security Card (read New Business Item 21-24).</p> <p><input type="checkbox"/> A copy of your official transcript verifying the completion of a bachelor's degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution approved by a National Association of Credential Evaluation Services (NACES) member.</p>