

Applying for a Student Teacher Permit



Hawai'i Teacher Standards Board

Hawai‘i Approved Educator Preparation Programs (EPP)

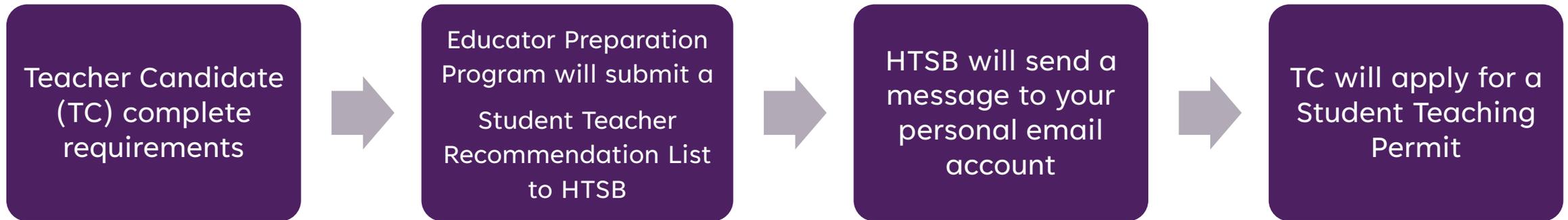
- Brigham Young University
- Chaminade University
- Hawai‘i Pacific University
- iteach - Hawai‘i
- Kahuawaiola at UH-Hilo
- Kaho‘iwai
- Leeward Community College – Career and Technical Education
- Leeward Community College – Special Education
- Teach for America - Hawai‘i
- University of Hawai‘i at Hilo
- University of Hawai‘i at Mānoa –Library and Informational Sciences
- University of Hawai‘i at Mānoa –School of Education
- University of Hawai‘i at West O‘ahu



**If you DO NOT have
an HTSB account,
DO NOT CREATE ONE.**



Student Teaching Permit Process



DO NOT apply until you receive an HTSB message.





Activate your HTSB Account through your personal email account.

TO:
CC:
BCC:

SUBJECT: HTSB: Please Complete Your Account Activation



State of Hawai'i
Hawai'i Teacher Standards Board

Dear

Your Hawai'i Teacher Standards Board (HTSB) account has been created and you can log in with the following credentials after you have activated your account by clicking on the url below.

→ Username:

→ Password:

Please click this link to activate your account:

→ <https://hawaiiteacherstandardsboard.org/>

Do **NOT** reply to this email as HTSB will not receive it. To reply, log in to your HTSB account and click on the **Contact HTSB tab** to send a message to HTSB staff. The *Contact HTSB* tab is the most efficient way to communicate with our office.

Sincerely,
HTSB

hawaiiteacherstandardsboard.org

Close

Student Teaching Permit Application Email



TO: @gmail.com
CC:
BCC:

SUBJECT: HTSB: Student Teacher Permit Data Import Complete



State of Hawai'i
Hawai'i Teacher Standards Board

Dear

has requested that a Student Teacher Permit application be initiated for you on the HTSB licensing system.

Our records indicate that you do not have an account in the HTSB system, so a new account was set up for you. Please follow the steps below to activate your new account and log in:

1. Click this link to activate your account: <https://hawaiiteacherstandardsboard.org/>

2. After your account is activated, you can log in using the following information:

Username:

Password:

Upon first login, you must reset your password and set up new security questions.

After login, please complete your Profile and then view, complete and submit the application for HTSB to review.

Please ensure that you are using a **personal email address** (e.g., Gmail, Yahoo, or iCloud) **and NOT** your employer/school email address (e.g., edu, @k12.hi.us). You can edit your email address in your profile by clicking on the **Email Tab**.

Please also upload a copy of your government-issued photo identification. For the government-issued photo ID, please submit a readable copy of one of the following:

- A valid U.S. passport or passport card;
- A valid international passport or passport card;
- A valid driver 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 (front, back side);
- A valid U.S. Coast Guard Merchant Mariner identification card; or
- A Native American Tribal Document

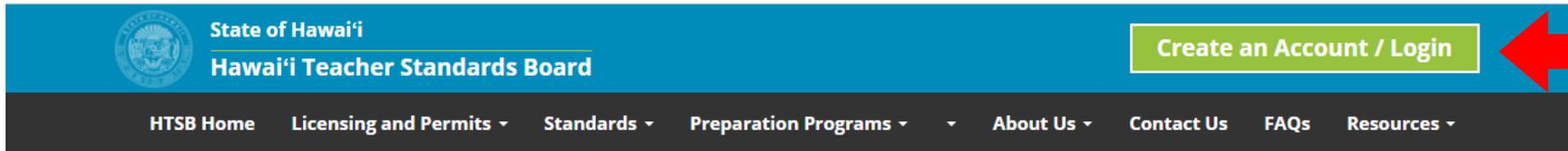
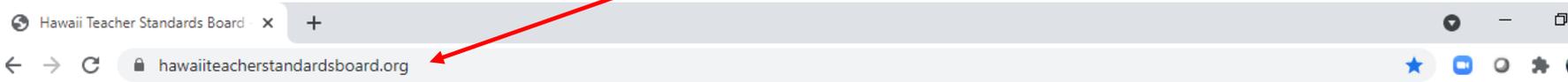
Information on the photo identification provided to HTSB must match the profile information on the HTSB account and all documents submitted. Further documentation may be required if needed.

Please do NOT reply to this email, as HTSB won't receive it. To contact HTSB, log in to your account and use the Contact HTSB tab, or email us at htsb@hawaii.gov.

Sincerely,
HTSB

HTSB Website

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



LOG IN

Monday, April 19, 2021 09:09 PM

What Are You Here To Do?

 Apply / Renew Teaching License License / Permit Information	 Update My Information Update My Profile	 Get Help FAQs Contact HTSB
--	---	--



HTSB website

Public License Search
Find a licensed teacher in the State of Hawaii.

Recent HTSB Announcements
[Hawaii Celebrates Our 2020 New and Renewed NBCTs!](#)

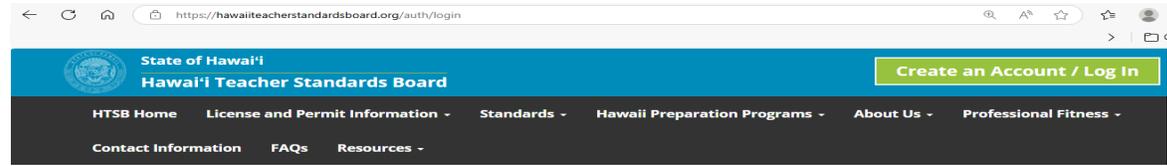




Multi-Factor Authentication

To view the Multi-Factor Authentication (MFA) How-to Guide, you may either:

1. Copy and paste the URL below to your browser, or
<https://bit.ly/htsbmfa>
2. Scan the QR Code.



Log In

Current users

Log in to access your account

Username

Forgot username

Password

Show Password

Forgot password

Multi-Factor Authentication Will Be Enabled on 8/1/25

Log In

Unauthorized use of this site is prohibited and may be subject to civil and criminal prosecution.

New users

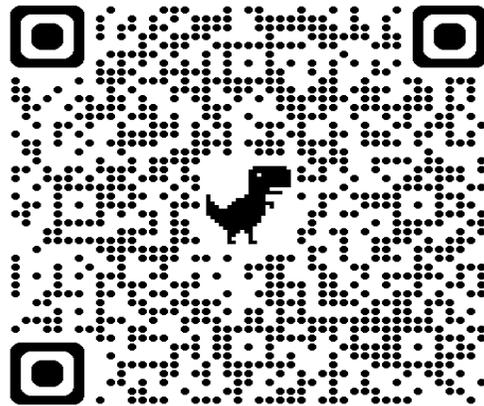
Create your HTSB online account

- ✓ 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 808-784-5580

Create an Account



Additional Security Verification

Step 1: How should we contact you?

Select Verification Method: *

Send Verification Code

Step 2: Enter the verification code

Verify

HTSB My Profile Page

Update your information by clicking on the tabs

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

Hi [Name] welcome to your HTSB Profile.

SSN Verified

My Current License / Permit

Your HTSB ID is [ID]

User Status:
Active

You currently do not have any license or permit. Please go to the applications tab to apply for a new license or permit.

[Go to applications](#)

My Action Items

Please click on the links below to take action on your action items.

- [Please Verify Your Personal Email Address](#)
- [Please Upload a Government Issued ID to Verify Your Identity. When uploading, please choose document type "Government Issued ID"](#)

My HTSB Transaction History

Event	Summary	From	To	Event Date	Action
Student Teacher Permit Data Import Complete - New User	Complete Student Teacher application	HTSB	[To]	[Date]	View Email

Showing 1 to 1 of 1 entries

Previous **1** Next



HTSB My Profile Page

Update your information by clicking on the tabs

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

Current Name Information

Name Change Request
Please see the [Change Your Name](#) page for additional instructions.

First Name *	Middle Name	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>
Social Security Number *	Birth Date *	Active-Duty Military Spouse? *	
<input type="text" value="....."/>	<input type="text" value="....."/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="button" value="Show Social Security Number"/>	<input type="button" value="Show Birth Date"/>		



Step #1: Application Information

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



Step 1: Application Information
Please enter your application information.

Current Application

Application ID:

Application Action:
New License/Permit Application

License Level:
Student Teacher Permit

Status:

Application Action *

License/Permit Level *

This permit is pending approval of your State Approved Teacher Education Program's recommendation.

Go to Step 2



Step #2 Teaching Fields



Step 2: Teaching Fields

Please enter one or more teaching fields. Please enter a row for each grade level.

<p>Current Application</p> <hr/> <p>Application ID:</p> <p>Application Action: New License/Permit Application</p> <p>License Level: Student Teacher Permit</p> <p>Status:</p>	<p>New Teaching Field Category *</p> <input type="text" value="Student Teacher"/>	<p>New Teaching Field *</p> <input type="text" value="Student Teacher"/>	<p>New Grade Level *</p> <input type="text" value="P-12"/>
---	---	--	--

Previous [Go to Step 3](#) ←



Step #3 Professional Fitness

Step 3: Professional Fitness

You are required to answer **ALL** questions. If you have already reported an incident that has been **Resolved** or **Previously Cleared** with the **HTSB**, you may answer 'No'. Only select 'Yes' for **New** incidents.

Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of these questions can be grounds for refusal to renew, suspend, deny, condition, or revoke a license, certificate, or permit.

Current Application	
Application ID:	
Application Action:	
License Level: Student Teacher Permit	
Status:	

1. Have you ever had a professional license, certificate, permit (or any other document which granted you the authority to carry on a particular trade/professional) revoked, suspended, or received a disciplinary action (which includes oral/written reprimands, restrictions or special conditions) due to allegations of misconduct which includes violations of the Model Code of Ethics for Educators? Yes No
2. Have you ever been denied a professional license, certificate, permit (or any other document which granted you the authority to carry on a particular trade/profession) due to allegations of misconduct, even if the license, certificate, or permit, or other document was later issued with or without conditions or limitations? Yes No
3. Have you voluntarily surrendered or relinquished a professional license, certificate, permit, (or any other document which granted you're the authority to carry on a particular trade/profession), following an allegation of misconduct, during an investigation into allegations of misconduct, or to avoid having an adverse action taken on your license, certificate, permit, or equivalent. Allegations of misconduct include violations of the Model Code of Ethics for Educators. Yes No
4. Do you have any current investigative or disciplinary action pending against your professional license, certificate, permit (or any other document which granted you the authority to carry on a particular trade/profession) due to allegations of misconduct (which includes violations of the Model Code of Ethics for Educators)? Yes No
5. Do you have any current investigative or disciplinary action pending against an application for a professional license, certificate, permit, or any other document which granted you the authority to carry on a particular trade/profession due to allegations of misconduct (which includes violations of the Model Code of Ethics for Educators)? Yes No
6. Do you have any current investigative or disciplinary action pending against you by your employer due to allegations of misconduct (which includes violations of the Model Code of Ethics for Educators)? Yes No
7. Have you ever been terminated, suspended, sanctioned, or disciplined (which includes an oral/written reprimand) from your employer following allegations of misconduct (which includes violations of the Model Code of Ethics for Educators)? Yes No
8. Have you ever resigned or retired from your employment during an investigation into allegations of misconduct (which includes violations of the Model Code of Ethics for Educators)? Yes No
9. Have you ever resigned or retired from your employment in lieu of termination after the completion of any investigation into allegations of misconduct (which includes violations of the Model Code of Ethics for Educators)? Yes No
10. Have you ever withdrawn or been dismissed from an educator preparation program following an allegation of misconduct, during an investigation into allegations of misconduct, or to avoid being expelled from a program? Yes No
11. Have you been convicted or pled "nolo contendere" (no contest) to a felony or misdemeanor? Yes No

Previous

Go to Step 4



Step #4 Verification Options

License Level:
Student Teacher Permit
Status:
Unsubmitted

- Chaminade University
- Option C (ST_NC)
Chaminade University: Behavioral Sciences (School Counseling)
- Option D (ST_ND)
Hawai'i Pacific University
- Option E (ST_NE)
iTeach Hawai'i
- Option F (ST_NF)
Kaho'iwai
- Option H (ST_NH)
Leeward Community College
- Option I (ST_NI)
Teach Away
- Option J (ST_NJ)
Teach For America
- Option K (ST_NK)
University of Hawai'i-Hilo
- Option L (ST_NL)
University of Hawai'i at Manoa
- Option M (ST_NM)
University of Hawai'i – West Oahu
- Option N (ST_NN)
University of Phoenix-Hawai'i

**Reminder to upload your
valid government-issued
identification**



Please upload a jpg, PDF, or Word readable copy of a valid government-issued photo identification to the **Documents tab** of your HTSB account.

Government-Issued Photo Identification Accepted by HTSB:

- 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.

****Please Note:** A school identification **will not** be accepted as a form of government-issued photo identification.

Information on the photo identification provided to HTSB must match the profile information on the HTSB account and all documents submitted. Further documentation may be required if needed (read [New Business Item 21-02](#)).



Step #5 Application Review

License Application



Step 5: Application Review

Here are the results of your application information review. If there are any validation errors (✖), you will not be able to proceed to the next step until you make the corrections.

Current Application

Application ID:

Application Action:
New License/Permit Application

License Level:
Student Teacher Permit

Status:

✔ Name and Personal Information [Edit](#)

Last Name	First Name	Middle Name	Suffix	SSN	Birth Date	Military Spouse?
-----------	------------	-------------	--------	-----	------------	------------------

✔ Address Information [Edit](#)

Country	Address 1	Address 2	State	County/Province	City	Postal Code
---------	-----------	-----------	-------	-----------------	------	-------------

US

✔ Phone Information [Edit](#)

Primary Phone?	Phone Type	Phone	Extension
----------------	------------	-------	-----------

Yes

Mobile

✔ Email Information [Edit](#)

Primary Email?	Email Type	Email
----------------	------------	-------

Yes

Personal



Step #6 Licensure Survey

License Application



Step 6: Initial Hawaii Licensure Survey

Current Application

Application ID:

Application Action:

New License/Permit Application

License Level:

Student Teacher Permit

Status:

Directions: The following survey questions are designed to assist the Hawaii Teacher Standards Board in collecting data about teacher licensure and educator preparation programs. Your answers are kept anonymous and do not affect your application. Answer each survey question honestly and to the best of your knowledge.

* 1. How many Student Teaching permits have you been issued?

0

* 2. What high school did you graduate from?

* 3. What Educator Preparation Program are you currently enrolled in?



Step #7 Affirmation

Be sure you READ before checking the boxes!

License Application



Step 7: Affirmation

Current Application

Application ID:

Application Action:

New License/Permit Application

License Level:

Student Teacher Permit

Status:

- I hereby declare that the information contained in this application, including the responses provided in the Professional Fitness section are true and accurate to the best of my knowledge.

I understand that the information provided on this application and the required documents that I have provided must be verified before it is approved by HTSB.

I understand that if I make and/or submit false, inaccurate, or misleading information on my application and/or, documents that are required, or omit information on my application and/or on documents that are required, those are grounds for a denial of my application and are grounds for disciplinary action taken on my current active license or permit which could include revocation, suspension, reprimand, and other special conditions.

I understand that the submission of my application does not mean that my application has been approved. Further I understand that the effective date of my license, permit, or certificate is based on the date upon which I meet all requirements.

I understand that it is my personal responsibility to maintain copies of documents related to this application and that HTSB will not provide that service for me.
- I have read and understand the Model Code of Ethics for Educators (MCEE) which supports the vision, core values, and mission of the Hawaii Teacher Standards Board in fostering professional standards for teachers, school counselors, and school librarians, not only with regard to academic rigor, but to include the highest ethical standards of professional conduct which foster commitment to students, the profession, and the community. This code is intended to advance the teaching profession and guide ethical understanding and decision making of P-12 educators in the State of Hawai'i. Click [here](#) to view the MCEE.
- I affirm that I understand the following: Hawaii license, permit, and certificate requirements are subject to change. I am responsible for being knowledgeable about current and revised regulations. It is my responsibility to maintain and obtain a valid appropriate Hawaii certification to practice the profession of teaching in this state. It is my duty as a professional educator to renew my license, permit, or certificate prior to its expiration date.

Previous

Go to Step 8



Step #8 Confirmation

[← Back to Applications List](#)

Your application has been successfully submitted

You will be receiving an email shortly about your application review process.

Please complete our Customer Service Survey to provide feedback so we can constantly improve our service to you.

[Customer Service Survey](#)



Application Submitted

TO:
CC:
BCC:

SUBJECT: HTSB: New License/Permit Application Submitted



State of Hawai'i

Hawai'i Teacher Standards Board

Dear

Your New License/Permit application has been submitted.

Please Diligently Monitor Your HTSB Account

Applications will NOT be processed until all Required Documents are uploaded to the [Documents tab](#) in applicants' Hawai'i Teacher Standards Board (HTSB) accounts.

Please log in to your HTSB account, go to the *Applications* tab, click the *View Application* button, and then click the *#4 Verification Options* to download any **required documents**. Required documents will appear as a blue downloadable link next to the verification option you selected. You may also refer to our [License and Permit Information](#) page and the **License and Permit Requirements** table about halfway down the page. Each license/permit listed has its own requirements/maintenance guide linked beside it.

If you have completed a Hawai'i preparation program, HTSB staff will complete your application when we receive the list from your program recommending you for licensure. You will not receive any other communication until the list has been received, usually about six (6) weeks after you complete your program.

All applications will expire after six (6) months of inactivity.

Do **NOT** reply to this email as HTSB will not receive it. To reply, log in to your HTSB account and click on the [Contact HTSB tab](#) to send a message to HTSB staff. **The *Contact HTSB tab* is the most efficient way to communicate with our office.**

If you forgot your password, click on the *Forgot Password* option on the login screen. If you are still unable to access your HTSB account, you may email us at htsb@hawaii.gov and respond to the prompt in the automatic reply.

We are experiencing a high volume of applications, emails, and phone calls. Your request will be handled in the order in which it was received. Duplication of inquiries may lead to a longer wait time. We appreciate your patience.

Sincerely,
HTSB

hawaiiiteacherstandardsboard.org



Download Copy of Student Teaching Permit

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

Licenses

Show 10 entries

License Number	License Type	License Level	License Status	Renewal Term Maximum	Effective Date	Expiration Date	Action
	Permit	Student Teacher	Active	0 terms	08/01/2025	06/30/2026	Convert Permit Download Permit

Showing 1 to 1 of 1 entries

Previous **1** Next



Upload a Valid Government-Issued Photo Identification in Documents tab

Your legal name on your government identification should match the name used at your institution and in your HTSB Profile.



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

Hi [Name], welcome to your HTSB Profile.

SSN Verified

My Current License / Permit

Your HTSB ID is [ID]

User Status:
Active

You currently do not have any license or permit. Please go to the applications tab to apply for a new license or permit.

[Go to applications](#)

My Action Items

Please click on the links below to take action on your action items.

- [Please Verify Your Personal Email Address](#)
- [Please Upload a Government Issued ID to Verify Your Identity. When uploading, please choose document type "Government Issued ID"](#)

My HTSB Transaction History

Event	Summary	From	To	Event Date	Action
Student Teacher Permit Data Import Complete - New User	Complete Student Teacher application	HTSB	[User]	[Date]	View Email

Showing 1 to 1 of 1 entries

Previous **1** Next



Upload a valid Government-Issued Photo Identification in the Documents tab.

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 *

No file chosen

Maximum file size is 30MB.

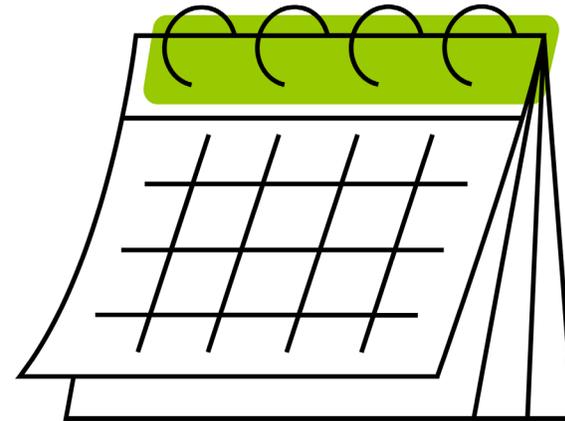
Notes





Application approval for a Student Teacher Permit may take up to one week.

HTSB will contact you if additional information is needed.



My Transaction History

welcome to your HTSB Profile.

You last logged in on

✓ ID Verified ✓ SSN Verified

My Current Permit

Your HTSB ID is

[Download My Permit](#)

User Status:
Active

License Level:

Status:
Active

Valid From / To:

Teaching Field(s):

[View Permit Details](#)

My Current License / Permit

My HTSB Transaction History

Event	Summary	From	To	Event Date	Action
Application Approved		HTSB			Details View Email
Application Submitted		HTSB			Details View Email
Document Uploaded			HTSB		Details
Email Verification Confirmed		HTSB			Details View Email
Email Verification		HTSB			Details View Email
Student Teacher Permit Data Import Complete - New User		HTSB			View Email

Showing 1 to 6 of 6 entries

Previous **1** Next





HAWAI'I TEACHER STANDARDS BOARD

650 Iwilei Road, Suite 268
Honolulu, Hawai'i 96817
www.hawaiiteacherstandardsboard.org

