

Guide: Hawaiian Permit

Revised 10/2025

A Hawaiian Permit may be issued to an unlicensed individual employed by a Hawai'i Department of Education or Hawai'i State Public Charter School in Kaiapuni Hawai'i / Hawaiian Language Immersion, 'Ōlelo Hawai'i / Hawaiian Language, Hawaiian Studies, or Hawaiian Knowledge classrooms when no licensed teacher is available. Applicants must be recommended by the Office of Hawaiian Education (OHE) for this permit. A Hawaiian Permit is valid for one (1) year and expires on June 30th. This permit may be **reissued four (4) times** for a term of five (5) years. A second term of five (5) years may be **renewed once**, valid for one (1) year at a time. (§ 8-54-9.6.a, 2019)

💡 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. Submit documents in PDF, Word or JPG/JPEG format. [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 Outdated versions and incomplete forms are *not* acceptable.
- Read more about the Add a Teaching Field Requirements on the HTSB website at: <https://hawaiiteacherstandardsboard.org/content/add-a-teaching-field/>
- 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 a Hawaiian Permit

- ☐ Clear the Hawai'i Teacher Standards Board (HTSB) Professional Fitness check.
- ☐ Copy of a signed U.S. Social Security Card.
- ☐ 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
 - A valid U.S. Visa
 - A valid U.S. Green Card
- **Note:** A school identification will not be accepted.
- ☐ Receive a recommendation from OHE for a Hawaiian Permit, including:
 - ☐ Hold the minimum of a high school diploma.

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- ☐ Assessed as proficient in the Hawaiian language by OHE in collaboration with a Hawaiian Language Immersion educator preparation program (HLI EPP).
- ☐ Complete thirty (30) hours of induction by OHE in collaboration with an HLI EPP.
- ☐ Submit a cultural growth plan on how you will complete a Hawai'i EPP and obtain licensure, to be monitored annually by OHE in collaboration with an HLI EPP.

Maintenance for a Hawaiian Permit

Option A: Renew Hawaiian Permit	☐ If you do not yet meet license requirements, apply to renew your Hawaiian Permit as early as July 1st of the year that it expires.
Option B: Convert to License	☐ Complete a Hawai'i state-approved teacher education program (SATEP). ☐ Apply to convert your Hawaiian Permit to a 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.