

Student Teacher Permit

Revised 01/2023

A Student Teacher Permit may be issued to an unlicensed individual recommended by a Hawai'i state-approved teacher education program (SATEP) to serve as a student-teacher. A Student Teacher Permit is valid for one (1) year limited duty and expires on June 30th. This permit may be renewed as many times as a preparation program recommends the individual. **An Emergency Hire Permit holder should not apply for a Student Teacher Permit.**

Requirements for a Student Teacher Permit

- Do *not* create a Hawai'i Teacher Standards Board (HTSB) online account.
- HTSB will send an email once the Hawai'i SATEP recommends an individual for a Student Teacher Permit.
- Clear the HTSB Professional Fitness check.
- 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
- **Note:** A school identification will not be accepted.
- The Hawai'i SATEP will submit the individual's name directly to HTSB for verification, as well as create an HTSB online account for the individual.
- Complete the Student Teacher Permit application and receive approval before starting the clinical experience.

Maintenance for a Student Teacher Permit

Option A: Renew Student Teacher Permit	<input type="checkbox"/> The Hawai'i SATEP will recommend an individual for renewal as many times as necessary.
Option B: Convert to License	<input type="checkbox"/> Complete a Hawai'i SATEP. <input type="checkbox"/> Apply to convert your Student Teacher 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.

Submit your documents in PDF, Word or JPG/JPEG format to your HTSB online account in the *Documents* tab. Information on your valid government-issued photo identification must match the profile information on your HTSB account and all submitted documents. Further documentation may be required if needed.