



Guide: Student Teacher Permit

Revised 10/2025

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.**

💡 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 Outdated versions and incomplete forms are *not* acceptable.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 Student Teacher Permit

- ☐ Do *not* create a Hawai'i Teacher Standards Board (HTSB) online account.
- ☐ The Hawai'i SATEP will submit a recommendation for the individual directly to HTSB for verification. The verification will create an HTSB online account for the individual.
- ☐ HTSB will send an email once the Hawai'i SATEP recommends an individual for a Student Teacher Permit.
- ☐ Complete the Student Teacher Permit application and receive approval before starting the clinical experience.
- ☐ 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.

Maintenance for a Student Teacher Permit

Option A: Renew Student Teacher Permit	☐ The Hawai'i SATEP will recommend an individual for renewal as many times as necessary.
Option B: Convert to License	☐ Complete a Hawai'i SATEP. ☐ 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.