

# Career and Technical Education Permit

Revised 01/2023

A Career and Technical Education (CTE) Permit may be issued to an unlicensed individual employed by a Hawai'i Department of Education (HIDOE) or Hawai'i State Public Charter School (HIPCS) in a CTE classroom when no licensed teacher is available. A CTE Permit is valid for five (5) years and expires on June 30th. This permit may be **renewed once** for another five (5) years. (§ 8-54-9.6.b, 2019)

## Requirements for a CTE Permit

- Clear the Hawai'i Teacher Standards Board (HTSB) Professional Fitness check.
- Copy of a signed U.S. Social Security Card.  
**\*\*Note:** This item does *not* apply to previously employed and current Hawai'i Department of Education and Hawai'i State Public Charter School teachers who have already provided the required information.
- 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.
- Receive a recommendation from the HIDOE or HIPCS, including:
  - Valid industry license or certification, if one exists.
  - Three (3) years of experience in the field in which instruction will be offered.

*The school administrator will initiate this application process with the HIDOE district office or HIPCS Board.*

## Maintenance for a CTE Permit

Option A: <b>Renew CTE Permit</b>	<input type="checkbox"/> If you do not meet license requirements, apply to renew your CTE Permit as early as <b>July 1st</b> of the year that it expires.
Option B: <b>Convert to License</b>	<input type="checkbox"/> Complete a Hawai'i state-approved teacher education program (SATEP). <input type="checkbox"/> Apply to convert your CTE 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.