

Emergency Hire Permit

Revised 01/2023

An Emergency Hire Permit may be issued to an unlicensed individual who wishes to teach in a Hawai'i Department of Education or Hawai'i State Public Charter School in a shortage area or hard-to-fill position when no licensed teacher is available. An Emergency Hire Permit is valid for one (1) year and expires on June 30th. This permit may be **reissued twice** for a maximum of three (3) years while working to obtain a license.

Requirements for an Emergency Hire 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.
- Possess a baccalaureate degree from a regionally accredited U.S. institution or the equivalent from a non-U.S. institution.

****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.