

# Hawaiian Permit

Revised 10/2023

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)

## 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.  
**\*\*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 OHE for a Hawaiian Permit, including:
  - Hold the minimum of a high school diploma.
  - 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: <b>Renew Hawaiian Permit</b>	<input type="checkbox"/> If you do not yet meet license requirements, apply to renew your Hawaiian 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 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.

- Check the **Contact HTSB tab** of your online account for communication from HTSB licensing specialists and staff.
- Provide a current personal email address (e.g. Google, Yahoo, Hotmail) 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.
- Information on your valid government-issued photo identification must match the profile information in your HTSB account and all submitted documents. Further documentation may be required if needed.
- Forms are located on the HTSB website > *Licensing and Permits* > *HTSB Forms*.

If you are locked out of your HTSB account, email [htsb@hawaii.gov](mailto:htsb@hawaii.gov) for assistance. Do **NOT** create a new account.