

Applying for a Student Teacher Permit



Hawai'i Teacher Standards Board

Hawai‘i Approved Educator Preparation Programs (EPP)

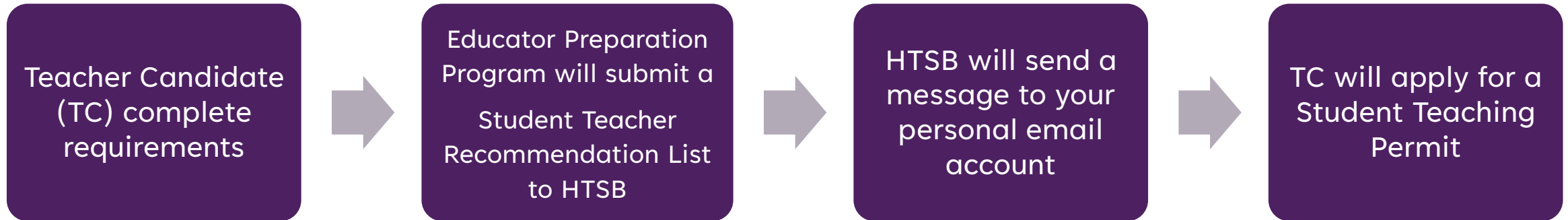
- Brigham Young University
- Chaminade University
- Hawai‘i Pacific University
- iteach - Hawai‘i
- Kahuawaiola at UH-Hilo
- Kaho‘iwai
- Leeward Community College – Career and Technical Education
- Leeward Community College – Special Education
- Teach for America - Hawai‘i
- University of Hawai‘i at Hilo
- University of Hawai‘i at Mānoa – Library Informational Sciences
- University of Hawai‘i at Mānoa – School of Education
- University of Hawai‘i at West O‘ahu



**If you DO NOT have
an HTSB account,
DO NOT CREATE ONE.**



Student Teaching Permit Process



DO NOT apply until you receive an HTSB message.





Activate your HTSB Account through your personal email account.

TO:
CC:
BCC:

SUBJECT: HTSB: Please Verify Your Email



State of Hawai'i
Hawai'i Teacher Standards Board

Dear _____ :

Your HTSB account has been created and you can login with the following credentials after you have activated your account by clicking on the url below.

→ Username:

Password:

Please click this link to activate your account:

→ <https://hawaiiteacherstandardsboard.org/auth/activate>

Please do NOT reply to this email as HTSB will not receive it. To reply, login to your account and click on the Contact HTSB tab to send a note to HTSB. You may also contact our office at 808-586-2600.

Sincerely,
HTSB

Close

Student Teaching Permit Application Email



TO:
CC:
BCC:

SUBJECT: HTSB: Student Teacher Permit Data Import Complete



State of Hawai'i
Hawai'i Teacher Standards Board

Dear _____ :

_____ has requested that a Student Teacher Permit application be initiated for you on the Hawai'i Teacher Standards Board (HTSB) licensing system.

Log in to your existing HTSB account at <https://lms.hawaiiteacherstandardsboard.org> to view, complete, and submit the application for HTSB to review. Please ensure that you are using a **personal email address** (e.g., Gmail, Yahoo, iCloud) and **NOT** your employer/school email address (e.g., .edu, k12.hi.us). You can edit your email address in your profile by clicking on the *Email* tab.

To complete the application, please upload a copy of your valid government-issued photo identification (submit one of the following):

- 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
- A valid U.S. Visa
- A valid U.S. Green Card

****Note:** A school identification will not be accepted.

Information on the government-issued photo identification provided to HTSB must match the profile information in your HTSB account and all documents submitted. Further documentation may be required if needed.

Do **NOT** reply to this email as HTSB will not receive it. To reply, log in to your HTSB account and click on the **Contact HTSB tab** to send a message to HTSB staff. The *Contact HTSB* tab is the most efficient way to communicate with our office.

If you are unable to access your HTSB account, please email us at htsb@hawaii.gov and respond to the prompt in the automated reply.

Sincerely,
HTSB

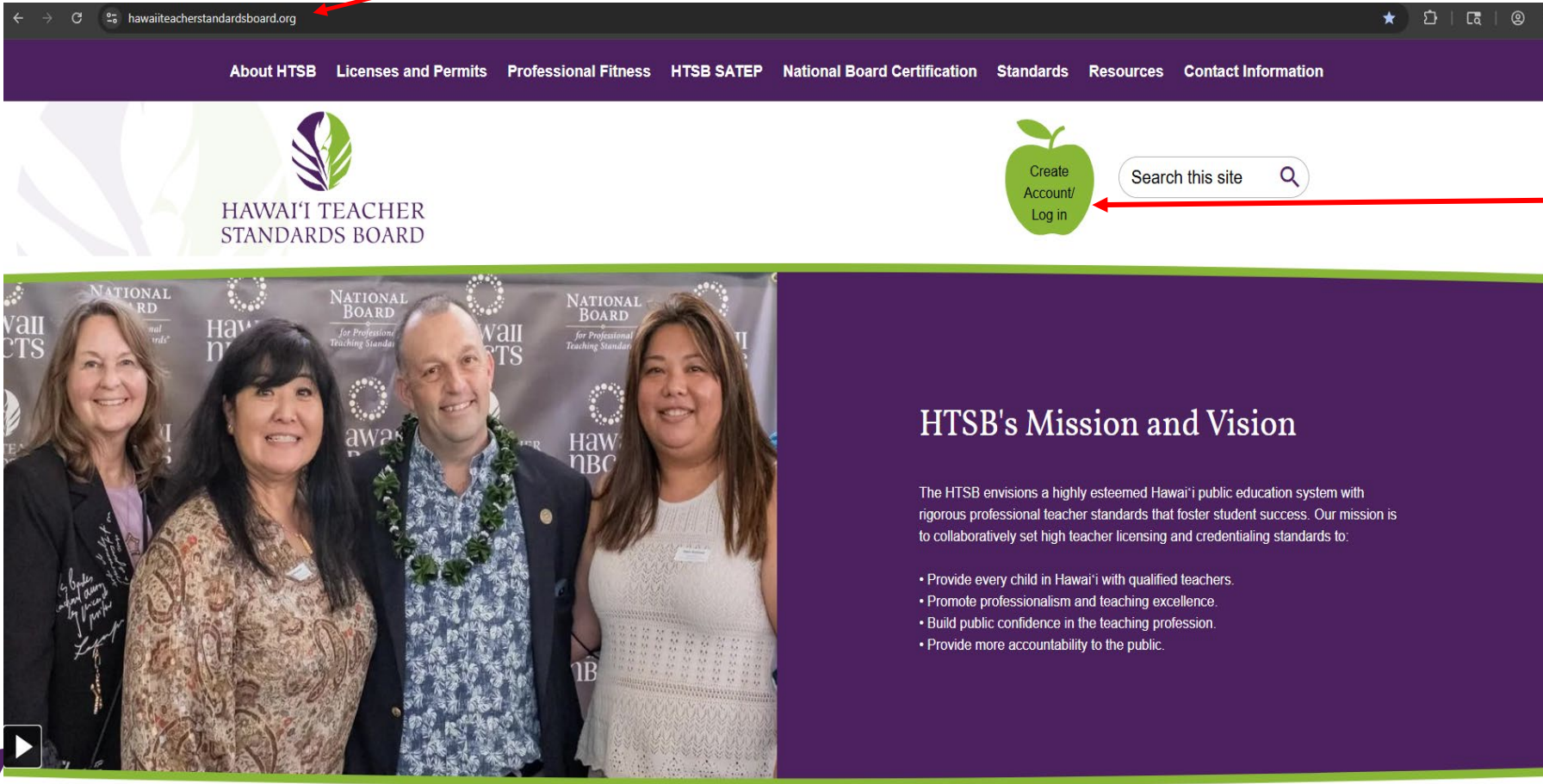
hawaiiteacherstandardsboard.org



HAWAII TEACHER STANDARDS BOARD

HTSB Website

Scroll to the top and click back to the HTSB Home website: hawaiiteacherstandardsboard.org



Log into your account at the top right-hand corner.



HTSB website

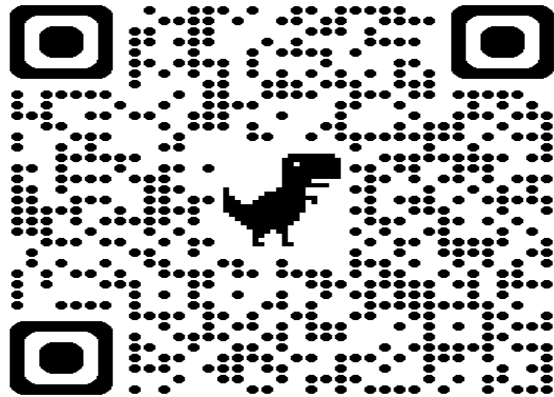




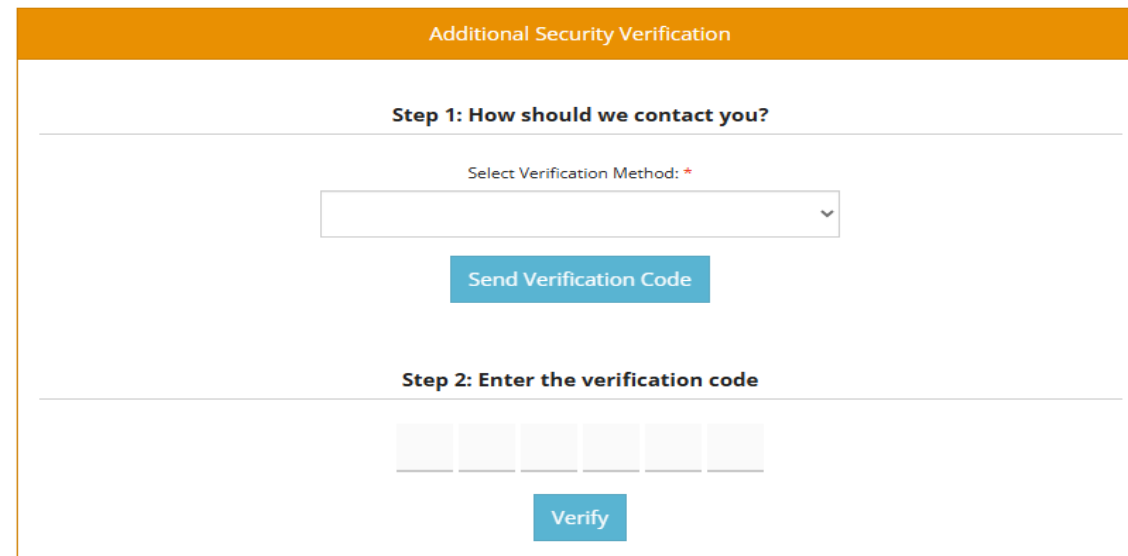
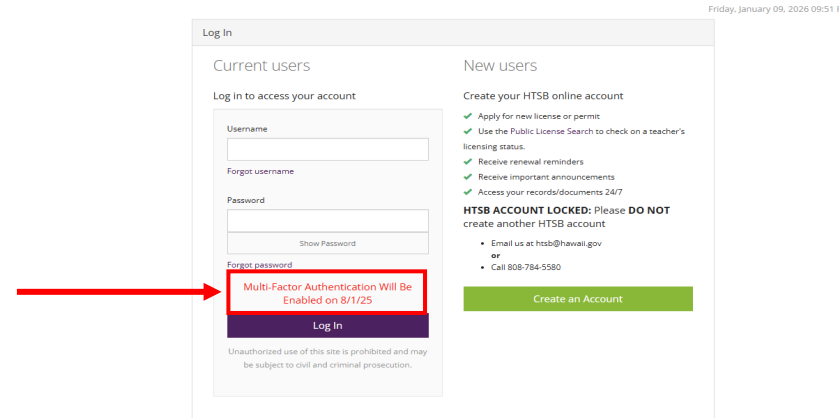
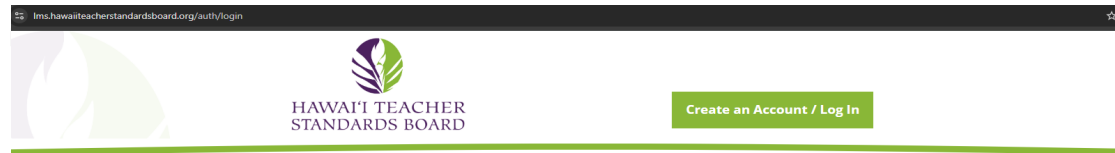
Multi-Factor Authentication

To view the Multi-Factor Authentication (MFA) How-to Guide, you may either:

1. Copy and paste the URL below to your browser, or
<https://bit.ly/4qRoLij>
2. Scan the QR Code.



If you do not see an email, please check your SPAM folder.



HTSB My Profile Page

Update your information by clicking on the tabs

My Profile Home **Name** Address Phone Email Contact HTSB Applications Documents Licenses/Permits Tests/Certs Security

Hi , welcome to your HTSB Profile.

My Current License / Permit

Your HTSB ID is .

You currently do not have any license or permit. Please go to the applications tab to apply for a new license or permit.

[Go to applications](#)

My Action Items

Please click on the links below to take action on your action items.

- Please Upload a Government Issued ID to Verify Your Identity. When uploading, please choose document type "Government Issued ID"
- Please Upload a Social Security Card to Verify Your SSN. When uploading, please choose document type "Social Security Card".

My HTSB Transaction History

Event	Summary	From	To	Event Date	Action
Email Verification Confirmed	Email Address Verified	HTSB			Details View Email



HTSB My Profile Page

Update your information by clicking on the tabs

My Profile Home **Name** Address Phone Email Contact HTSB Applications Documents Licenses/Permits Tests/Certs Security

Current Name Information

Name Change Request
Please see the [Change Your Name](#) page for additional instructions.

First Name *	Middle Name	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>
Social Security Number *	Birth Date *	Active-Duty Military Spouse? *	
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="button" value="Show Social Security Number"/>	<input type="button" value="Show Birth Date"/>		



Step #1: Application Information

- My Profile Home
- Name
- Address
- Phone
- Email
- Contact HTSB
- Applications
- Documents
- Licenses/Permits
- Tests/Certs
- Security



Step 1: Application Information
Please enter your application information.

Current Application

Application ID:

Application Action:
New License/Permit Application

License Level:
Student Teacher Permit

Status:

Application Action *

License/Permit Level *

This permit is pending approval of your State Approved Teacher Education Program's recommendation.

Go to Step 2



Step #2 Teaching Fields

License Application



Step 2: Teaching Fields

Please enter one or more teaching fields. Please enter a row for each grade level.

<p>Current Application</p> <hr/> <p>Application ID:</p> <p>Application Action: New License/Permit Application</p> <p>License Level: Student Teacher Permit</p> <p>Status:</p>	<p>New Teaching Field Category *</p> <input type="text" value="Student Teacher"/>	<p>New Teaching Field *</p> <input type="text" value="Student Teacher"/>	<p>New Grade Level *</p> <input type="text" value="P-12"/>
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[Previous](#) [Go to Step 3](#) ←



Step #3 Professional Fitness

Step 3: Professional Fitness

You are required to answer **ALL** questions. If you have already reported an incident that has been **Resolved** or **Previously Cleared** with the **HTSB**, you may answer 'No'. Only select 'Yes' for **New** incidents.

Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of these questions can be grounds for refusal to renew, suspend, deny, condition, or revoke a license, certificate, or permit.

Current Application

Application ID:
[Redacted]

Application Action:
New License/Permit Application

License Level:
Student Teacher Permit

Status:
[Redacted]

1. Have you ever had a professional license, certificate, permit (or any other document which granted you the authority to carry on a particular trade/profession) revoked, suspended, or received a disciplinary action (which includes oral/written reprimands, restrictions or special conditions) due to allegations of misconduct which includes violations of the Model Code of Ethics for Educators? Yes No
2. Have you ever been denied a professional license, certificate, permit (or any other document which granted you the authority to carry on a particular trade/profession) due to allegations of misconduct, even if the license, certificate, or permit, or other document was later issued with or without conditions or limitations? Yes No
3. Have you voluntarily surrendered or relinquished a professional license, certificate, permit, (or any other document which granted you the authority to carry on a particular trade/profession), following an allegation of misconduct, during an investigation into allegations of misconduct, or to avoid having an adverse action taken on your license, certificate, permit, or equivalent? Allegations of misconduct include violations of the Model Code of Ethics for Educators. Yes No
4. Do you have any current investigative or disciplinary action pending against your professional license, certificate, permit (or any other document which granted you the authority to carry on a particular trade/profession) due to allegations of misconduct (which includes violations of the Model Code of Ethics for Educators)? Yes No
5. Do you have any current investigative or disciplinary action pending against an application for a professional license, certificate, permit, or any other document which granted you the authority to carry on a particular trade/profession due to allegations of misconduct (which includes violations of the Model Code of Ethics for Educators)? Yes No
6. Do you have any current investigative or disciplinary action pending against you by your employer due to allegations of misconduct (which includes violations of the Model Code of Ethics for Educators)? Yes No
7. Have you ever been terminated, suspended, sanctioned, or disciplined (which includes an oral/written reprimand) from your employer following allegations of misconduct (which includes violations of the Model Code of Ethics for Educators)? Yes No
8. Have you ever resigned or retired from your employment during an investigation into allegations of misconduct (which includes violations of the Model Code of Ethics for Educators)? Yes No
9. As a person paid under the salary schedule contained in the unit 5 collective bargaining agreement have you resigned or retired during the pendency of any investigation into allegations of sexual assault, sexual harassment, or other physical abuse of a student, including criminal and workplace investigations? Yes No
10. Have you ever resigned or retired from your employment in lieu of termination after the completion of any investigation into allegations of misconduct (which includes violations of the Model Code of Ethics for Educators)? Yes No
11. Have you ever withdrawn or been dismissed from an educator preparation program following an allegation of misconduct, during an investigation into allegations of misconduct, or to avoid being expelled from a program? Yes No
12. Have you been convicted or pled "nolo contendere" (no contest) to a felony or misdemeanor? Yes No

Previous

Go to Step 4



Step #4 Verification Options

License Level:
Student Teacher Permit
Status:
Unsubmitted

- Chaminade University
- Option C** (ST_NC)
Chaminade University: Behavioral Sciences (School Counseling)
- Option D** (ST_ND)
Hawai'i Pacific University
- Option E** (ST_NE)
iTeach Hawai'i
- Option F** (ST_NF)
Kaho'iwai
- Option H** (ST_NH)
Leeward Community College
- Option I** (ST_NI)
Teach Away
- Option J** (ST_NJ)
Teach For America
- Option K** (ST_NK)
University of Hawai'i-Hilo
- Option L** (ST_NL)
University of Hawai'i at Manoa
- Option M** (ST_NM)
University of Hawai'i – West Oahu
- Option N** (ST_NN)
University of Phoenix-Hawai'i

**Reminder to upload your
valid government-issued
identification**



Please upload a jpg, PDF, or Word readable copy of a valid government-issued photo identification to the **Documents tab** of your HTSB account.

Government-Issued Photo Identification Accepted by HTSB:

- 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.

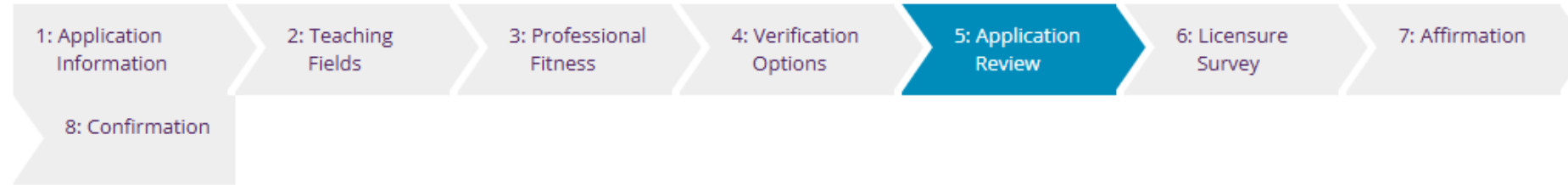
****Please Note:** A school identification **will not** be accepted as a form of government-issued photo identification.

Information on the photo identification provided to HTSB must match the profile information on the HTSB account and all documents submitted. Further documentation may be required if needed (read [New Business Item 21-02](#)).



Step #5 Application Review

License Application



Step 5: Application Review

Here are the results of your application information review. If there are any validation errors (✘), you will not be able to proceed to the next step until you make the corrections.

Current Application

Application ID:

Application Action:
New License/Permit Application

License Level:
Student Teacher Permit

Status:

✓ Name and Personal Information [Edit](#)

Last Name	First Name	Middle Name	Suffix	SSN	Birth Date	Military Spouse?
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✓ Address Information [Edit](#)

Country	Address 1	Address 2	State	County/Province	City	Postal Code
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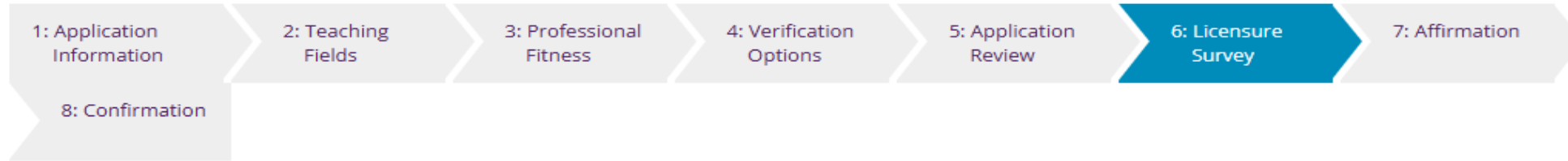
✓ Phone Information [Edit](#)

Primary Phone?	Phone Type	Phone	Extension
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Step #6 Licensure Survey

License Application



Step 6: Initial Hawaii Licensure Survey

Current Application

Application ID:

Application Action:

New License/Permit Application

License Level:

Student Teacher Permit

Status:

Directions: The following survey questions are designed to assist the Hawaii Teacher Standards Board in collecting data about teacher licensure and educator preparation programs. Your answers are kept anonymous and do not affect your application. Answer each survey question honestly and to the best of your knowledge.

* 1. How many Student Teaching permits have you been issued?

* 2. What high school did you graduate from?

* 3. What Educator Preparation Program are you currently enrolled in?



Step #7 Affirmation

Be sure you READ before checking the boxes!

License Application



Step 7: Affirmation

Current Application

Application ID:

Application Action:
New License/Permit Application

License Level:
Student Teacher Permit

Status:

- I hereby declare that the information contained in this application, including the responses provided in the Professional Fitness section are true and accurate to the best of my knowledge.

I understand that the information provided on this application and the required documents that I have provided must be verified before it is approved by HTSB.

I understand that if I make and/or submit false, inaccurate, or misleading information on my application and/or, documents that are required, or omit information on my application and/or on documents that are required, those are grounds for a denial of my application and are grounds for disciplinary action taken on my current active license or permit which could include revocation, suspension, reprimand, and other special conditions.

I understand that the submission of my application does not mean that my application has been approved. Further I understand that the effective date of my license, permit, or certificate is based on the date upon which I meet all requirements.

I understand that it is my personal responsibility to maintain copies of documents related to this application and that HTSB will not provide that service for me.
- I have read and understand the Model Code of Ethics for Educators (MCEE) which supports the vision, core values, and mission of the Hawaii Teacher Standards Board in fostering professional standards for teachers, school counselors, and school librarians, not only with regard to academic rigor, but to include the highest ethical standards of professional conduct which foster commitment to students, the profession, and the community. This code is intended to advance the teaching profession and guide ethical understanding and decision making of P-12 educators in the State of Hawai'i. Click [here](#) to view the MCEE.
- I affirm that I understand the following: Hawaii license, permit, and certificate requirements are subject to change. I am responsible for being knowledgeable about current and revised regulations. It is my responsibility to maintain and obtain a valid appropriate Hawaii certification to practice the profession of teaching in this state. It is my duty as a professional educator to renew my license, permit, or certificate prior to its expiration date.

Previous

Go to Step 8



Step #8 Confirmation

[← Back to Applications List](#)

Your application has been successfully submitted

You will be receiving an email shortly about your application review process.

Please complete our Customer Service Survey to provide feedback so we can constantly improve our service to you.

[Customer Service Survey](#)



Application Submitted

TO:
CC:
BCC:

SUBJECT: HTSB: New License/Permit Application Submitted



State of Hawai'i

Hawai'i Teacher Standards Board

Dear _____ :

Your New License/Permit application has been submitted.

Please Diligently Monitor Your HTSB Account

Applications will NOT be processed until all Required Documents are uploaded to the *Documents* tab in applicants' Hawai'i Teacher Standards Board (HTSB) accounts.

Please log in to your HTSB account, go to the *Applications* tab, click the *View Application* button, and then click the *#4 Verification Options* to download any **required documents**. Required documents will appear as a blue downloadable link next to the verification option you selected. You may also refer to our ***License and Permit Information*** page. Each license/permit listed has its own requirements/maintenance guide linked beside it.

If you have completed a Hawai'i preparation program, HTSB staff will complete your application when we receive the list from your program recommending you for licensure. You will not receive any other communication until the list has been received, usually about six (6) weeks after you complete your program.

All applications will expire after six (6) months of inactivity.

Do **NOT** reply to this email as HTSB will not receive it. To reply, log in to your HTSB account and click on the ***Contact HTSB*** tab to send a message to HTSB staff. **The *Contact HTSB* tab is the most efficient way to communicate with our office.**

If you have forgotten your password, click the "*Forgot Password*" option on the login screen. If you are still unable to access your HTSB account, please email us at htsb@hawaii.gov and respond to the prompt in the automated reply.

We are experiencing a high volume of applications, emails, and phone calls. Your request will be processed in the order it was received. Duplication of inquiries may lead to a longer wait time. We appreciate your patience.

Sincerely,
HTSB

hawaiiteacherstandardsboard.org



Download Copy of Student Teaching Permit

My Profile Home | Name | Address | Phone | Email | Contact HTSB | Applications | Documents | **Licenses/Permits** | Tests/Certs | Security

Licenses

Show 10 entries

License Number	License Type	License Level	License Status	Renewal Term Maximum	Effective Date	Expiration Date	Action
	Permit	Student Teacher	Active	0 terms	08/01/2025	06/30/2026	Convert Permit Download Permit

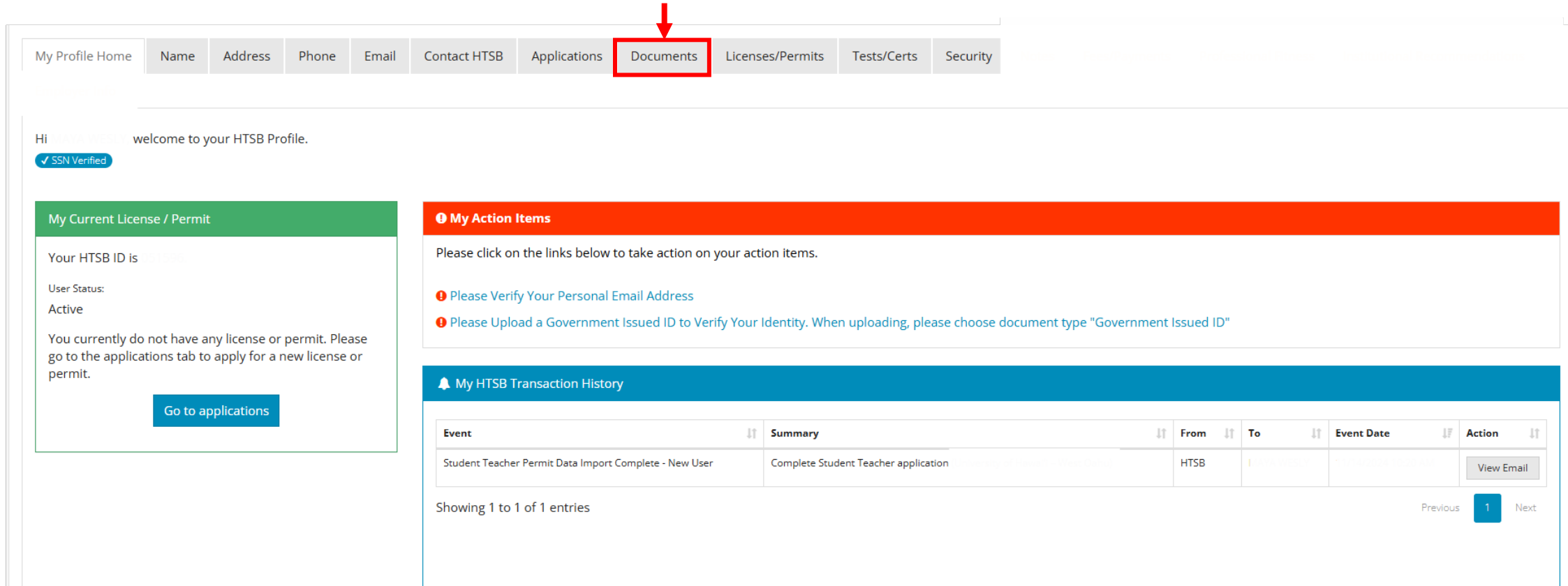
Showing 1 to 1 of 1 entries

Previous 1 Next



Upload a Valid Government-Issued Photo Identification in Documents tab

Your legal name on your government identification should match the name used at your institution and in your HTSB Profile.



The screenshot shows the HTSB Profile interface. At the top, a navigation bar contains several tabs: My Profile Home, Name, Address, Phone, Email, Contact HTSB, Applications, Documents, Licenses/Permits, Tests/Certs, and Security. The 'Documents' tab is highlighted with a red box, and a red arrow points to it from above. Below the navigation bar, the user is greeted with 'Hi [Name] welcome to your HTSB Profile.' and a 'SSN Verified' status indicator. The main content area is divided into three sections: 'My Current License / Permit' (green header), 'My Action Items' (orange header), and 'My HTSB Transaction History' (blue header). The 'My Action Items' section contains two items: 'Please Verify Your Personal Email Address' and 'Please Upload a Government Issued ID to Verify Your Identity. When uploading, please choose document type "Government Issued ID"'. The 'My HTSB Transaction History' section contains a table with one entry: 'Student Teacher Permit Data Import Complete - New User'.

My Profile Home | Name | Address | Phone | Email | Contact HTSB | Applications | **Documents** | Licenses/Permits | Tests/Certs | Security

Hi [Name] welcome to your HTSB Profile.
✓ SSN Verified

My Current License / Permit

Your HTSB ID is [ID]

User Status:
Active

You currently do not have any license or permit. Please go to the applications tab to apply for a new license or permit.

[Go to applications](#)

My Action Items

Please click on the links below to take action on your action items.

- ⓘ Please Verify Your Personal Email Address
- ⓘ Please Upload a Government Issued ID to Verify Your Identity. When uploading, please choose document type "Government Issued ID"

My HTSB Transaction History

Event	Summary	From	To	Event Date	Action
Student Teacher Permit Data Import Complete - New User	Complete Student Teacher application	HTSB			View Email

Showing 1 to 1 of 1 entries

Previous **1** Next



Upload a valid Government-Issued Photo Identification in the Documents tab.



My Profile Home | Name | Address | Phone | Email | Contact HTSB | Applications | **Documents** | Licenses/Permits | Tests/Certs | Security

Documents

[← Back to Document Listing](#)

Add a New Document

Document Type *

Document Name *

Link To Application *

File Type *

Select Upload File *
Choose File No file chosen

Maximum file size is 30MB.

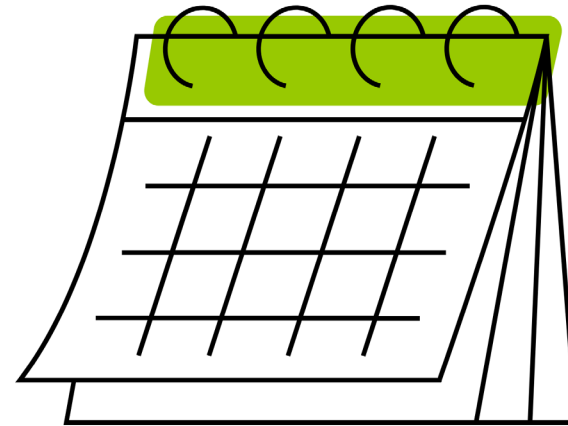
Notes

Upload



Application approval for a Student Teacher Permit may take up to one week.

HTSB will contact you if additional information is needed.



My Transaction History

Hi [Name], welcome to your HTSB Profile.

You last logged in on 01/17/2026 05:08 PM

✓ ID Verified ✓ SSN Verified

My Current Permit

Your HTSB ID is [ID]

[Download My Permit](#)

User Status: Active

License Level: [Level]

Status: **Active**

Valid From / To: [Dates]

Teaching Field(s): [Fields]

[View Permit Details](#)

My Current License / Permit

🔔 My HTSB Transaction History

Event	Summary	From	To	Event Date	Action
Contact HTSB Message Sent By HTSB		HTSB			Details View Email
Application Approved		HTSB			Details View Email
Application Submitted		HTSB			Details View Email
Contact HTSB Message Sent By User			HTSB		Details
Document Uploaded			HTSB		Details
Student Teacher Permit Data		HTSB			View Email





HAWAII TEACHER STANDARDS BOARD

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www.hawaiiteacherstandardsboard.org

