

NORTH CAROLINA LICENSURE QUESTIONS & ANSWERS

Who applies for my NC teaching/educator license?

If you are fully licensed in another state or a NC university teacher education graduate with student teaching, you will apply for your own license online with DPI. <https://vo.licensure.ncpublicschools.gov> . This must be done before or immediately after hire.

Lateral Entry, Provisional, Validation, and initial SLP applications have to be submitted by CCS Licensure immediately after hire.

How do I qualify for a North Carolina license?

The standard basis for licensure is the completion of an approved education program at a regionally accredited college or university. Most out-of-state applicants qualify through reciprocity plans that allow educators from outside North Carolina to establish eligibility for licensing in North Carolina.

The lateral entry policy allows skilled individuals outside of the public education system to enter the teaching profession. While completing an approved North Carolina program, a lateral entry license entitles the holder to be employed by and serve as a teacher in North Carolina schools as long as testing and progressive credit requirements are met each year.

How does reciprocity work? Am I eligible for the same areas of licensure that I hold in a reciprocal state?

Reciprocity licensing plans allow educators from outside North Carolina to establish eligibility for licensing in this state. Reciprocity applies to the extent that out-of-state education programs are equivalent to North Carolina's standards for approved education programs. Reciprocity does not guarantee that all areas of licensure will transfer directly from one state to another, but applicants receive the closest comparable North Carolina areas. License areas based on other state testing alone are not reciprocal. In some cases, North Carolina grade levels differ from those in other states, and such a difference may be reflected on the North Carolina license. Teachers must have at least a bachelor's degree from a regionally accredited institution and must have verification of License status and verification of NCLB status.

Certain requirements specific to North Carolina, such as testing for most license areas, are not covered by reciprocity and must be met before a clear North Carolina license can be issued.

What tests do I need to obtain a North Carolina license?

- Praxis II Testing – for middle grades (6-9), secondary (9-12), and K-12 (including Exceptional Children: General Curriculum) license areas.
- Pearson Testing for NC: Foundations of Reading and General Curriculum (2 tests) – for Elementary Education and Exceptional Children: General Curriculum licenses only.

Where do I get information on the Praxis II tests and NC Pearson tests?

NCDPI will advise which tests to take on the requirement letter attached to your license. The local testing center for Praxis & Pearson is Fayetteville State University with computer-delivered tests by appointment with 5-12 sessions per year. You may obtain test information and register on line @ www.ets.org/praxis or www.nc.nesinc.com (Pearson)

Will my previous experience be credited to my North Carolina license?

Yes. Properly documented professional educator experience from an out-of-state school or private school is creditable under the same criteria as experience in a North Carolina school. Forms needed for verification are: "E" for K-12 experience; "CE" for post-secondary experience.

You are paid on your North Carolina license, and **until the license is issued, you will be paid at the base pay of A-0** (bachelor's degree with 0 years experience.) Once the license is issued, your pay will be adjusted to reflect experience and any applicable advanced degree and you will receive retroactive pay to the first day of employment for the current year.

What is the initial fee for a North Carolina license application?

Out of State / Reciprocal License	\$100.00
Graduate of NC Teacher Ed Program	\$ 70.00
Lateral Entry / Emergency Permit	\$100.00

License Application must be completed within 60 days after first day of employment
Payment online with MasterCard or VISA

Additional fees required when amending the license.

When will I receive my license?

You will receive your license 2–5 months after submission & payment to DPI. Licenses copies will be available online through your DPI account once they are issued. You print your own copies. Please send HR/Licensure a copy of your new license & any letter issued with it. Pay special attention to the letter(s) and/or requirement memos attached to your license.

Out-of-state Reciprocal license holders and NC university teacher education grads with student teaching must apply for their own licenses at <https://vo.licensure.ncpublicschools.gov> .

What documents are required for a North Carolina license application?

Official degree conferred Transcript(s), from each degree earned, original or clear copy showing front and back
Lateral Entry applicants must provide official Transcripts from all universities attended
Other state license(s): copy of front & back, with code key or a Form V completed by the university Licensure Officer
Copies of Praxis II test scores, NC Pearson test scores, and/or other state test score reports – all pages must be submitted
Form V required for all Masters or higher degrees in Education (out-of-state universities)
Form(s) E and CE verified by each former employer for any prior teaching experience

★★ What are the requirements to clear limitations and deficiencies of my license?

Requirements must be met before June 30 each school year.

Validated license (renewal of expired license)?

Complete 5 renewal credits (CEUs) before the start of each school year; total of 15 in 3 years.

Provisional license?

Complete a minimum of 6 semester hours with “C” or higher grades from an approved NC program plan of study for license area before June 30 each school year regardless of employment status. NC Praxis II testing must be completed by the completion of all coursework. Provisional license holders have 3 school years to complete all license requirements.

Lateral entry license?

- Submit an approved Program Plan of Study or Individual Education Plan from a N.C. accredited teacher education program at the university level or from the Regional Alternative Licensing Center (RALC).
- Complete a minimum of 6 semester hours each school year from the above plan with “C” or higher grades.
- Submit passing Praxis II and/or Pearson test scores on/before date on license requirement letter or by time last class completed
- Meet all coursework and testing requirement within the 3-year limit, whether or not employment continues
- RALC plans will be emailed to you in 3-12 weeks RALC information: www.ralc.us

★★ Copies of all test scores, transcripts, and grade reports must be turned in annually to Licensure at CCS

If I applied for my license on my own, does Cumberland County HR/Licensure need a copy?

Yes. Please give us a legible copy and also a copy of the license requirement letter.

How do I renew my license? Is there a fee involved?

- A Standard Professional II license has a 5-year renewal cycle. For licenses expiring June 30, 2016 & beyond: 8.0 CEUs are required to renew. The number of CEUs are subject to change each year based on NC legislation. See the chart on CCS Human Resources Dept., Licensure web pages for specific requirements. The process is semi-automatic if requirements are met & employed by a NC school system under a board approved contract at renewal time. Requirements **must be met by June 30 of renewal year.**
- Provisional license requirements of 6 semester hours with “C” or higher grades (and testing) will renew license each year automatically as long as the hours are submitted to CCS Licensure well before June 30 each year.
- Beginning Teachers **do not have a renewal cycle** until after completion of the Beginning Teacher Induction Program.
- Not employed or miscellaneous payroll employee including retirees must self-apply for renewal after April 15. Contact HR/Licensure for an official list of CEUs and instructions on self-renewal.
- Fee is \$35.00 - all 5-year renewals; no fee for Provisional renewals if processed in renewal window Apr 15 – July 31

What are the dates of licenses?

Effective Date – July 1, unless midyear completion of requirements (ie. a December graduation)

Expiration Date – ALWAYS June 30 for Beginning Teacher, provisional, lateral entry, 5 year renewal cycle

Expiration Dates **can vary based on expiration dates of Permanent Resident Cards or Visas.**