

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**.

Residency, Emergency License, Permit to Teach, Provisional, Validation, School Psychologist Inters, and SLP (Interns only) applications must 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 Residency Licensure policy allows skilled individuals outside of the public education system to enter the teaching profession. While completing an approved North Carolina program, a Residency 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. If an individual does not meet the qualifications for Residency licensure, they can be placed on either a Permit to Teacher or an Emergency License. Either one of these licenses will allow an individual to teach in the classroom for one school year while they try to meet qualifications for Residency.

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?

Testing is required for most licensure areas. To receive correct testing information specific to your situation, please contact Cumberland County School's Licensure department (Jennifer Dinner at jenniferdinner@ccs.k12.nc.us or Amanda Black at amandablack@ccs.k12.nc.us).

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

North Carolina's testing is conducted through Praxis and Pearson. Your licensure area will determine which type of testing you will be required to pass. Initial license holders will receive a requirements letter via e-mail once their NC license has been issued. This will provide your time-line for testing. You can obtain test information and register online at www.ets.org/praxis (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. Other types of experience can include military, non-teaching, and teacher assistant experience. Cumberland County School's Licensure Specialist can assist you with which type of forms you will need and how to request various types of experience. If you already have a license, you can still add additional years that are not already included on your license.

You are paid according to your North Carolina license. If you have not yet received your NC license, **you will be paid at the base pay of A-0** (bachelor's degree with 0 years of 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
Residency, Emergency, Permit to Teach	\$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?

It takes an average of 45 business days to from the date of submission & payment to DPI. A copy of your license will be available online through your DPI account, once it has been ~~they are~~ issued. This is your official copy and can be printed at anytime. 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.

What documents are required for a North Carolina license application?

- All official degree conferred Transcript(s). They must be clear copies of the official transcript(s).
- Out-of-state educators, please provide a copy of your teacher license from your state(s).
- Copies of Praxis II test scores, NC Pearson test scores, and/or other state test score reports (all pages must be submitted)
- Verification by Institution form (Form V) is required for all Masters or higher degrees in Education (out-of-state universities) that led to licensure.

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

Yes. Please provide us with both a legible copy of your license and a copy of your license requirements letter.

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

- A Continuing (Standard Professional II) license has a 5-year renewal cycle. Please refer to the chart on the CCS Human Resources Dept., Licensure web pages for specific renewal requirements. CEU requirements are subject to change based on NC legislation. 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**.
- Not employed or miscellaneous payroll employees, including retirees, must self-apply for renewal after April 15 of their renewal year. Contact HR/Licensure for an official list of CEUs and instructions on self-renewal.
- Fee is \$35.00 for all 5-year renewals;

What are the dates of licenses?

All licenses typically begin on July 1 and end on June 30. A December graduate or late hire could affect the effective date. The expiration of a work authorization can affect the expiration of the license.