

**Licensure Information and Requirements**

**Online System**

Professional educators are able to apply for and update their North Carolina licenses online. Instructions and more information are available within the online licensure system. Go to the [NCDPI Online Licensure System](#).

**Professional Educator's Initial Licenses** are intended for teachers with 0-2 years of teaching experience, and are valid for three years.

**Professional Educator's Continuing Licenses** are intended for teachers with 3 or more years of teaching experience, and are valid for five years.

**When using an RALC, what do I do when I have finished all professional educator's licensure plan requirements?**

The Personnel/Human Resources office at your school system will submit documentation to the RALC upon your completion of the professional educator's licensure plan. In turn, the RALC will submit professional educator's licensure documents to the NC Department of Public Instruction's Licensure Section, which will issue your professional educator's license. If you are not employed, submit documentation of your completed course work and testing to the RALC that did your evaluation. Upon employment as a teacher and successful completion of the Beginning Teacher Support Program, the RALC will be able to submit documentation to NC Department of Public Instruction's Licensure Section so your professional educator's license can be issued.

**Renewal and Reinstatement Guidelines**

<b>License Expiration</b>	<b>Renewal Requirement</b>
*License Expires June 30, 2016 or Later	<p>Teachers of grades kindergarten through eight must complete 8 renewal credits during each five-year renewal cycle that meet the following requirements:</p> <ul style="list-style-type: none"> <li>• 3 renewal credits in their academic subject areas, (aligned to North Carolina Professional Teaching Standard 3 or 4).</li> <li>• 3 renewal credits addressing literacy as defined in North Carolina General Statute.</li> <li>• 2 technology credits</li> </ul> <p>Teachers of grades nine through twelve must complete 8 renewal credits during each five-year renewal cycle that meet the following requirements:</p>

	<ul style="list-style-type: none"> <li>• 3 renewal credits in their academic subject areas, (aligned to North Carolina Professional Teaching Standard 3 or 4).</li> <li>• 3 general credits (not to include years of experience) at the discretion of the employing LEA.</li> <li>• 2 technology credits</li> </ul>
	<p>Teachers completing the National Board Certification process may earn all 8 credits for completion of the process and certification. Those who are in the ten year national board renewal cycle may earn two credits.</p>

\*Subject to change based on NC State Board of Education policy updates

### Renewal Criteria:

- A unit of renewal credit is equivalent to one quarter hour or one in-service credit from a North Carolina public school system. A unit reflects ten contact hours.
- The DPI Licensure Section does not accept renewal credits of less than one unit.
- One semester hour is equivalent to 1.5 units of credit.
- For a professional educator's license to remain current, all credit must be earned by the expiration date of the existing professional educator's license.
- **To renew an expired professional educator's license**, 10 semester hours or 15 units of renewal credit must be earned within the most recent five-year period.

### *Activities accepted for renewal credit:*

- College or university courses
  - Official transcripts are required as documentation; grade reports are not accepted.
- Local in-service courses or workshops
  - The administrative unit certifies credits.
- Classes and workshops approved by an LEA
  - Documentation of completion is provided by the agency sponsoring the activity.

### At the end of each year -

- make copies of all of your certificates, etc. and attach them to an Ashe County Schools Staff Development Log
- turn in this log with attached evidences to your principal
- he/she will send to my office for HR to enter your data into your CEU history in the Human Management Resource System (HRMS).
- at the end of your renewal, this information will be reviewed and checked for completion of renewal requirements.

You can check your history by going to the ACS homepage>Departments>HR>Employee Links and Employment Forms>Look up my CEUs