

The board intends to comply fully with all licensure requirements of the Elementary and Secondary Education Act, state law, and State Board of Education policies. Except as provided below, a professional employee must hold at all times a valid North Carolina license appropriate to the position in which he or she is employed. To the extent possible, all professional teaching assignments will be in the area of the professional employee's license except as may be otherwise allowed by state and federal law and State Board policy. In addition, all professional teachers employed to teach core academic subjects must be "highly qualified" as required by NCLB. Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography.

General Requirements

Continuing licenses shall be issued with five-year renewal cycles. Holders must renew their licenses at the end of each five-year period. Credit earned for renewal purposes shall apply to the person's license field(s) and professional duties.

Renewal or reinstatement of a license shall be based on 8 units of renewal credit. A unit of credit shall be equal to one quarter hour or two-thirds of a semester hour of IHE credit, or ten clock hours of professional development.

Five-year renewal cycles shall be initially based on the completion of credit requirements to qualify for licensure, the completion of licensure renewal requirements, or a valid license held from another state. A new five-year renewal cycle is established for a Continuing license when an expired license is renewed. A new five-year renewal cycle also is established upon the completion of program requirements for converting an Initial license to a Continuing license.

Teachers and instructional support personnel whose licenses expire due to performance issues in the license renewal year must follow the procedures listed in Section 1.20(4) of SBE policy LICN-001.

Individuals with expired, non-provisional North Carolina licenses shall be eligible for a three year Initial or Continuing license based on the need of the employing LEA. At least 8 renewal credits must be completed during the three years and must complete the requirements as outlined in Section 5.10 of this policy. For educators whose continuing licenses reverted to an initial license and/or expired due to performance issues, the LEAs and charter schools shall have discretion over what professional development is required of the teacher. LEAs and charter schools may prescribe professional development to the employee in accordance with his/her demonstrated deficiencies. At the end of the three-year cycle, if all 8 credits have been completed, the license will be issued with a new five-year dating cycle or the license remains expired until all renewal credits have been earned. This option shall not be for currently employed individuals who have not met renewal requirements.

LEA Employees

LEA employees shall maintain an annual professional development plan. During each five-year cycle, individuals shall participate in professional development activities-that align with the expectations of the North Carolina Professional Teaching Standards, in the areas of leadership, diverse learners, content knowledge, facilitating learning, and reflective professional practice. An LEA may make additional requirements based on local needs. (example: integrating technology to improve student learning – aligned to Standard 4; addressing the needs of diverse learners – aligned to Standard 2). For the purposes of this policy, and pursuant to G.S. 115C-325(a)(6), the definition of a “teacher” includes instructional support personnel.

A. Pursuant to G.S. 115C-296, the following requirements apply to licensed teachers with licenses expiring June 30, 2019:

Teachers of grades kindergarten through fifth must complete 8 renewal credits during each five year renewal cycle that meet the following requirements:

- 3 renewal credits in their academic subject areas, (aligned to Standard 3 or 4)
- 3 renewal credits addressing literacy as defined in North Carolina General Statute
- 2 general credits (not to include years of experience) at the discretion of the employing LEA

Teachers of grades six through twelve must complete 8 renewal credits during each five-year renewal cycle that meet the following requirements:

- 4 renewal credits in their academic subject areas, (aligned to Standard 3 or 4)
- 4 general credits (not to include years of experience) at the discretion of the employing LEA

Teachers completing the National Board Certification process may earn all 8 credits for completion of the process and/or certification. Those who are in the ten year national board renewal cycle may earn two credits (one for content and one for literacy).

A. Pursuant to G.S. 115C-296, the following requirements for school administrators apply to individuals with licenses expiring June 30, 2019:

Student Services Personnel must earn at least 8 renewal credits during each five-year renewal cycle that meet the following requirements:

- 4 renewal credits in their academic subject areas, (aligned to Standard 3 or 4)
- 4 general credits (not to include years of experience) at the discretion of the employing LEA

School administrators must earn at least 8 renewal credits during each five-year renewal cycle that meet the following requirements:

- 4 renewal credits that align with the expectations of the North Carolina School Executive Standards 2, 4, and 5, focused on the school executive's role as instructional, human resources, and managerial leader.
- 4 general credits (not to include years of experience) at the discretion of the LEA, if employed

Licensed educators may also obtain renewal credit for the following activities:

- a) college or university credit;
- b) earning National Board for Professional Teaching Standards certification or completion of the National Board for Professional Teaching Standards certification process (8 units of renewal credit);
- c) completing National Board for Professional Teaching Standards Certification renewal (2 units of renewal credit);
- d) completion of activities that meet the following criteria (one unit of renewal credit per ten clock hours):
 - i. The activity shall be accomplished in a minimum of 10 clock hours over time with on the-job application, feedback, and follow-up.
 - ii. The activity shall have identified goals and objectives that are designed to increase knowledge or skills and align with the expectations of the North Carolina Professional Teaching Standards.
 - iii. The activity shall include focused content and instruction that are sequenced to develop specified competencies.
 - iv. The activity shall be developed by instructional personnel approved by the sponsoring school unit or employer.
 - v. The activity shall include a focused evaluation designed to gauge the change in learner knowledge or skill and to guide the development of future programs.

LEAs and governing boards of schools shall assure that all professional development activities which do not carry IHE credit meet the standards contained in this policy. LEAs must adopt a procedure to determine the appropriateness of credit in advance of renewal activities. In

determining appropriateness, the LEA must consider direct relationship to critical job responsibilities, school improvement plans, and SBE strategic priorities to properly establish credit for the activity.

LEAs may develop an alternative license renewal plan that is competency-based and results oriented. The plan must describe the connection among professional development, the school improvement plan, and the individual's license area or job responsibilities through processes such as peer review and annual evaluation. The plan may waive specific hour requirements that a licensed employee must meet and focus instead on knowledge and skill acquired by participants. The plan must align with the expectations of the North Carolina Professional Teaching Standards and include outcome measures and must be submitted to the Department of Public Instruction for review in advance of its implementation.

Provisional Licensure

If situations arise which necessitate the employment of professional personnel for whom the administrative unit must request provisional licensure, it is the responsibility of the individual holding provisional licensure to satisfy the annual requirements for license extension. Failure to present the annual evidence for gaining license extension may make null and void annual contract continuation or renewal in the employment area.

Non-LEA Employees

Persons who hold a NC professional license but who are not currently employed in the public schools or by governing boards of approved nonpublic schools may earn renewal credit through college or university coursework, or local courses and workshops on the same basis as currently employed persons. The Licensure Section shall evaluate the appropriateness of the credits.

Retired Teachers Licensure Renewal Requests

GS 115C-296 provides that a teacher's license remains in effect for five years after retirement. To have his/her license extended under this provision, the retired teacher must submit a written request directly to NCDPI licensure that includes the retirement date and the appropriate licensure renewal fee.

A. LICENSURE AND OTHER QUALIFICATION REQUIREMENTS

1. Except as otherwise permitted by the State Board of Education or state law, a person employed in a professional educator position must hold at all times a valid North Carolina professional educator's license appropriate to his or her position.
2. To the extent possible, all professional teaching assignments will be in the area of the professional employee's license except as may be otherwise allowed by state and federal law and State Board policy.

3. The board may employ candidates entering the teaching profession from other fields who hold a residency license or an emergency license.
4. In extenuating circumstances when no other appropriately licensed professionals or persons who are eligible for a residency license are available to fill a position, the board may employ an individual who holds a permit to teach issued by the State Board of Education.

B. EXCEPTIONS TO LICENSURE REQUIREMENTS

1. Adjunct CTE Instructors

An unlicensed individual who meets the adjunct hiring criteria established by the State Board of Education for a specific career and technical education (CTE) career cluster may be employed as an adjunct CTE instructor for up to 20 hours per week, or up to five full consecutive months of employment, provided the individual first completes pre-service training and meets all other statutory requirements for serving as an adjunct instructor established by G.S. 115C-157.1.

2. Adjunct Instructors in Core Academic Subjects, Fine and Performing Arts, and Foreign Languages

In accordance with G.S. 115C-298.5, an unlicensed faculty member of a higher education institution who meets the adjunct hiring criteria established by the State Board of Education may be employed as a temporary adjunct instructor for specific core academic subjects, fine and performing arts, and foreign language courses in grades kindergarten through twelve provided the individual first completes preservice training and meets all other statutory and State Board of Education requirements.

In addition, an individual with a related bachelor's or graduate degree may be employed as a temporary adjunct instructor to teach high-school level courses in core academic subjects, fine and performing arts, and foreign language in the individual's area of specialized knowledge or work experience provided the individual first completes preservice training required under G.S. 115C-298.5(a1).

3. Interim Principals

A retired former principal or assistant principal may be employed as an interim principal for the remainder of any school year, regardless of licensure status.

4. Cherokee Language and Culture Instructors

An individual approved to teach in accordance with an MOU entered into pursuant to G.S. 115C-270.21 will be authorized to teach Cherokee language and culture classes without a license.

5. Driver Education Instructors

An individual, not licensed in driver education, is authorized to work as a driver education instructor if the individual holds Certified Driver Training Instructor status according to minimum standards established by State Board of Education Policy DRIV-003.

6. Service Members and their Spouses Relocating to North Carolina

A service member or the spouse of a service member who is under military orders to relocate to North Carolina, is in possession of a current educator's license from another jurisdiction, and meets any other conditions established by 50 U.S.C. 4025a or State Board of Education Policy LICN-001 will be considered to hold a valid North Carolina educator's license until the military orders expire or June 30th of the year in which the military orders expire, whichever is later.

C. BEGINNING TEACHER SUPPORT PROGRAM

The superintendent or designee shall develop a plan and a comprehensive program for beginning teacher support. The plan must be approved by the board and the Department of Public Instruction and kept on file for review. The plan must be aligned to the State Board of Education's beginning teacher support program standards and, when monitored, must demonstrate proficiency. The school system will also participate in implementing a regionally-based annual peer review and support system.

Teachers with fewer than three years of teaching experience will be required to participate in the Beginning Teacher Support Program.

D. LICENSE CONVERSION

The superintendent or designee shall designate a school official in the Beginning Teacher Support Program plan to be responsible for approving the acceptance of all Continuing licenses automatically converted from the Initial license. The designated official shall reject an automatic conversion license and immediately notify DPI if (1) the teacher has not taught three years; or (2) the official has knowledge of any reason related to conduct or character to deny the individual teacher a Continuing license.

Beginning teachers must be rated “Proficient” on North Carolina Professional Teaching Standards I through V on the most recent Teacher Summary Rating Form in order to be eligible for the Continuing license.

Teachers must meet all other requirements of the State Board of Education in order to move from an initial professional license or residency license to a continuing professional license or to move from a continuing professional license to a lifetime license.

E. LICENSE RENEWAL

Licensure renewal is the responsibility of the individual, not of the school system. Any employee who allows a license to expire must have it reinstated prior to the beginning of the next school year. A teacher whose license has expired is subject to dismissal.

The school system may offer courses, workshops and independent study activities to help school personnel meet license renewal requirements. Any renewal activity offered must be consistent with State Board of Education policy. In addition, the superintendent or designee shall develop a procedure to determine the appropriateness of any credit offered in advance of renewal activities.

Decisions regarding the employment of teachers who fail to meet the required proficiency standard for renewal of a continuing license will be made in accordance with G.S. 115C296 (b)(1)b.4 and applicable State Board of Education requirements. The superintendent or designee shall determine the professional development required of a teacher whose continuing professional license has reverted to an initial professional license and/or has expired due to performance issues. The superintendent or designee may authorize or direct principals to prescribe professional development to such employees in accordance with the employee’s demonstrated deficiencies.

Although lifetime license holders do not have to complete continuing education credits to maintain licensure, the superintendent may require them to participate in professional development opportunities as a condition of employment, (See policy 1610/7800, Professional and Staff Development.)

F. REPORTING MISCONDUCT

Any administrator who knows, has reason to believe, or has actual notice of a complaint that a licensed employee has engaged in misconduct that (1) would justify automatic revocation of the employee’s license pursuant to G.S. 115C-270.35(b), has resulted in a criminal charge or indictment for any of the crimes listed in G.S. 115C-270.35(b), involved the infliction of physical injury against a child or student other than by accident or in self-

defense, or involved any sexual contact with a child or student, and (2) resulted in dismissal, disciplinary action, or resignation shall report the misconduct in writing to the State Board of Education within five days of the dismissal, determination of disciplinary action, or acceptance of resignation. If the employee resigns within 30 days of a complaint for misconduct or during an ongoing investigation of a complaint, the alleged misconduct is presumed to have resulted in the resignation.

In addition, if a licensed employee is dismissed, is demoted, or resigns as the result of conduct that is not covered by the preceding paragraph but that may otherwise justify disciplinary sanctions against the employee's license under 16 N.C.A.C. 6C .0604, the superintendent or designee shall report the conduct in writing to the State Board of Education within 30 days of the dismissal, demotion, or resignation.

G. PARENTAL NOTIFICATION

At the beginning of each school year, school system officials shall notify the parents or guardians of each student attending a Title I school or participating in a Title I program of their right to request the following information about qualifications of their child's teacher: whether the teacher has met NC qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction; whether the teacher is teaching under emergency or other provisional status through which North Carolina qualification or licensing criteria have been waived; whether the teacher is teaching in the field of discipline of his or her certification; and whether the child is provided services by a paraprofessional, and if so, the paraprofessional's qualifications.

The school system shall give notice within 10 school days to the parents of children who have been assigned for, after four consecutive weeks, have been taught by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

H. EQUITABLE DISTRIBUTION OF TEACHERS

The superintendent shall develop a plan in accordance with DPI requirements to ensure that low-wealth, minority, learning disabled and/or English language learners are taught by experienced and highly qualified teachers to the same extent as are students who do not fall into these categories. If DPI does not require such plan of the LEA, the superintendent is not required to develop a plan under this subsection unless he or she determines that one is needed to address inequities within the school system.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6301 *et seq.*; 50 U.S.C. 4025a; 34 C.F.R. 200.55-57, 200.61; G.S. 115C art. 17E; 115C-157.1, -270.15, -270.20, -270.21, -270.35, -284, -295, -298.5, -325(e)(1)(m) (applicable to career status teachers), -325.4(a)(12) (applicable to non-career status teachers), -326.20, -333, -333.1; 16 N.C.A.C. 6C .0602, .0604, .0605, .0608; State Board of Education Policies CTED-004, DRIV-003, DRIV-004, EVAL-004, EVAL-023, EVAL-034, EVAL-035, LICN-001, LICN-005, LICN-007, LICN-021, LICN-022, TCED-016;

Beginning Teacher Support Program Handbook-(NCDPI) available at <https://sites.google.com/dpi.nc.gov/nceref/bt-support-program-resources>

Cross References: Professional and Staff Development (policy 1610/7800)

Adopted: August 28, 2000

Revised: April 27, 2009; July 26, 2010; January 23, 2012; June 25, 2012; May 20, 2013; July 22, 2013; August 25, 2014; May 18, 2015, June 15, 2015; October 26, 2015; October 23, 2017; August 20, 2018; December 3, 2018; May 20, 2019; December 2, 2019; December 7, 2020; May 24, 2021; January 24, 2022; February 27, 2023; February 26, 2024; July 22, 2024; January 27, 2025