

The Elkin City Schools Board of Education intends to comply fully with all licensure requirements of the No Child Left Behind Act of 2001 (NCLB), 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**

Standard Professional 2 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 Standard Professional 2 license when an expired license is renewed. A new five-year renewal cycle also is established upon the completion of program requirements for converting a Standard Professional 1 license to a Standard Professional 2 license.

Individuals with expired, non-provisional North Carolina licenses shall be eligible for a three-year Standard Professional 1 or Standard Professional 2 license based on the need of the employing LEA. At least 15 renewal credits must be completed during the three years, with a minimum of 5 credits required each year. At the end of the three-year cycle, if all 15 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. Only an employing school system can request reinstatement of a license for a person who holds an expired license. This shall not be an option 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.

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Teachers of grades kindergarten through eight 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
- .5 ESL credit (Elkin City Schools requirement)
- 1 Technology credit\* (Elkin City Schools Requirement)
- .5 general credits (not to include years of experience) at the discretion of the LEA, if employed

Teachers of grades nine through twelve 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)
- .5 ESL credit (Elkin City Schools requirement)
- 1 Technology credit\* (Elkin City Schools Requirement)
- 3.5 general credits (not to include years of experience) at the discretion of the employing LEA

\*Note: Only technology professional development activities that support the five strands of the information and technology curriculum will be approved for renewal credits. The strands currently are: Sources of Information, Informational Text, Technology as a Tool, Research Process, and Safety and Ethical Use. The professional development must be related to skills the teacher would then teach to the students.

These requirements apply to licensed educators with licenses expiring on or after June 30, 2016.

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).

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

- 3 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.
- .5 ESL credit (Elkin City Schools requirement)
- 1 Technology credit\* (Elkin City Schools Requirement)
- 3.5 general credits (not to include years of experience) at the discretion of the LEA, if employed

This requirement for school administrators applies to individuals with licenses expiring on or after June 30, 2016.

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Any licensed staff or school administrator 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.

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**Special Provision in High Need Licensure Area**

Current teachers who successfully pass the Praxis II test (Test Code 5543) to attain EC General Curriculum (Licensure Area 88091) as an “add-on” to their current professional license will receive a one-time bonus of \$1000. In addition, fees incurred for taking the initial Praxis test and the licensure paperwork fee will be reimbursed upon receiving a valid license reflecting the EC General Curriculum add-on from NCDPI Licensure Section. The bonus is limited to the first four applicants who successfully complete the requirements. All requests must include the appropriate ‘Request for Payment’ form along with attached copies showing the payment fees. Note: This special provision is effective upon the Elkin City Schools Board approval of this special provision and will expire on June 30, 2016.

**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. 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 kept on file for review. The superintendent or designee shall submit an annual report on the Beginning Teacher Support Program to the Department of Public Instruction (DPI) by October 1 of each year. The report must include evidence of demonstrated proficiency on the Beginning Teachers Support Program Standards and evidence of mentor success in meeting Mentor Standards. The school system will also participate in implementing a regionally-based annual peer review and support system.

**B. 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 (Standard Professional 2) licenses automatically converted from the initial (Standard

Professional 1) 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 Standard Professional 2 License.

Licensing is a state decision and cannot be appealed at the local level. The superintendent or designee shall ensure that teachers not qualifying for continuing licensure are informed of the process for appealing the state decision.

**C. 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.

**D. PARENTAL NOTIFICATION**

At the beginning of each school year, the school system 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 licensing requirements; whether the teacher has had any licensure requirements waived; what the teacher’s bachelor degree major(s) is/are; what other degrees and teaching license area(s) the teacher holds; 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, after four consecutive weeks, have been taught a core academic subject by a teacher who is not highly qualified.

**E. EQUITABLE DISTRIBUTION OF HIGHLY QUALIFIED 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: : No Child Left Behind Act, 20 U.S.C. 6301 *et seq.*; 34 C.F.R. 200.55-57, 200.61; 20 U.S.C. 6319; 20 U.S.C. 7801(11); G.S. 115C-296, -325 (e)(1)(m) (applicable to career status teachers), -325.4(a)(12) (applicable to non-career status teachers), -333, -333.1, State Board of Education Policies TCP-A-000, -001, -004, -005, -016, -018, -021, TCP-C-004

Cross References:

Adopted: August 28, 2000

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