

Affidavits for LL –
Initial or Renewal
(Circle appropriate type of application)

**AFFIDAVIT FOR
NORTH CAROLINA STATE BOARD OF EDUCATION PURSUANT TO
SL 2019-71, § 2.1**

For All Applicants:

I, _____, being first duly sworn, hereby depose and say:

1. I am the Superintendent/Principal of _____
2. This affidavit is based on my own personal knowledge and upon information made available to me in the performance of my official duties.
3. _____ was issued North Carolina Educator’s License # _____ and is currently employed by the above-named local school board.
4. Pursuant to SL 2019-71, § 2.1, I will encourage and support the above-named teacher to complete all SBE requirements to obtain a CPL.

For Initial Applicants:

5. To the best of my knowledge, after reasonable due diligence and investigation, the above-named teacher has demonstrated effectiveness in the classroom but has not completed the State Board of Education (SBE) licensure examination requirements to qualify for a Continuing Professional License (CPL). The employing public school and the teacher have been informed that the limited license is renewable, has a term of three years, and is

restricted to the above-named public-school unit and is not valid in any other North Carolina public school system. The above-named teacher has been notified that any remaining years on the limited license are forfeit upon separation from employment with the above-named public-school unit.

For renewal applicants:

6. To the best of my knowledge, after reasonable due diligence and investigation, the above-named teacher has demonstrated effectiveness in the classroom but has not completed the State Board of Education (SBE) licensure examination requirements to qualify for a Continuing Professional License (CPL). By signing this affidavit, I verify that I have reviewed this teacher's effectiveness data, and therefore, confirm that he or she is deemed effective by either meeting or exceeding student growth as found using EVAAS data, if applicable. The employing public school and the teacher have been informed that the limited license is renewable, has a term of three years, and is restricted to the above-named public-school unit and is not valid in any other North Carolina public school system. The above-named teacher has been notified that any remaining years on the limited license are forfeit upon separation from employment with the above-named public-school unit.

Further this Affiant sayeth not.

This is the ____ day of _____ 20__.

_____ (Printed Name)

_____ (Signature)

_____ (Title)

Subscribed to and sworn before me this the ____ day of _____
20____.

Notary Public

My Commission Expires:

Instructions for Completing Affidavit for Limited License

For all applicants:

- **Opening Line** – Print the legal name of the affiant in the blank line.
- **Line 1** - Delete the job title of Principal or Superintendent as appropriate. If Superintendent is signing, provide the name of the public-school unit (i.e., LEA, charter school, regional school, laboratory school) over which the superintendent presides. If Principal, print the name of the public-school unit and school over which the principal presides.
- **Line 3** – Print the name of the educator for whom the limited license is being requested. Provide the license number (six or seven digits) for the educator for whom the license is being requested. NC maintains a searchable database for teacher licenses that may be accessed here: [NC Online Licensure System](#).
- **Initial Applicants** – Review #5 as this statement only applies to initial applicants.
- **Renewal Applicants** – Review #6 as this statement only applies to renewal applicants. If the applicant has EVAAS data, the PSU should average any existing EVAAS data (educator's composite EVAAS score) over the period of the prior limited license period (with the exception of any EVAAS data from the 2019-2020 and 2020-2021 school years). If the applicant's EVAAS average is greater than or equal to -2.00, then the applicant meets this renewal requirement. If the applicant's average EVAAS score is less than -2.00, then the applicant is not eligible to renew the limited license.
- Complete the day, month, and year on which the affidavit was sworn.
- Print the name of the Superintendent/Principal making the statements. Have the affiant affix his/her signature **in the presence of a notary**. Indicate the title of the affiant.
- Notary Public indicates the date on which the affidavit was sworn and affixes his/her seal to the document.

For Initial Applicants Only

Application to North Carolina State Board of Education for a Limited License for a NC License Holder

I, _____, Chair of the local Board of Education/Board of Directors of _____, request from the North Carolina State Board of Education a limited license for the teacher(s) named below.

Teacher Name	License Number	Employing School

Pursuant to SL 2019-71, § 2.1, for each teacher name above, the following documentation accompanies each request for a limited license:

- An affidavit signed by the Superintendent of Schools
- An affidavit signed by the Principal of the school in which the teacher is employed
- A statement from each teacher, for whom a limited license is requested, affirming that he/she understands the provisions related to holding a limited license.

_____ (Print Name)

_____ (Title)

_____ (Signature)

_____ (Date)

For Initial Applicants only: Board Chair Form for Limited License Application

- Print the full name of the Chair of the Board. Delete either Board of Directors or Board of Education as appropriate. If there is a more appropriate designation for the governing board of the public-school unit, please provide that designation.
- Supply the full name, license number, and employing school for each educator for which a limited license requested. Additional requests may be added by adding rows to the bottom of the existing table. Only one application for limited licenses needs to be submitted by the public-school unit, but each teacher on the list should have a 1) superintendent affidavit, 2) a principal affidavit, and 3) a teacher acknowledgement form. Public-school units may submit additional applications as the need arises.
- Complete the lines for the printed name, title, and date. Obtain the Chair's signature on the application.
- This document does not require notarization.

For Initial Applicants Only

Teacher Acknowledgement of Limited License Application

I, _____, am currently employed in _____
(public-school unit) at _____ (school name) with NC Educator License # _____. I
understand that my public-school unit has requested a limited license on my behalf. I support this request and
acknowledge that the following statements are true and accurate to the best of my knowledge:

_____ I have completed all program requirements of _____ (Educator Preparation
Program) except for passing licensure exams*.

_____ I am participating in/have completed a Beginning Teacher Support Program in my current public-school unit.
If not, I was not required to participate in the program.

_____ I understand that the term of the limited license is three years and expires on June 30th of the third year
(regardless of application date).

_____ I understand that a limited license is valid only in the public-school unit named above and cannot be used to
seek employment in any other NC public school system.

_____ I understand that, if I separate employment with the above-named public-school unit (either by my own
action or the public-school unit's action), the limited license expires and any remaining years on the limited
license are forfeit.

_____ I agree to pursue a continuing professional license (CPL) during the term of this limited license.

_____ I understand that, if all licensure requirements are fulfilled, I may apply for a continuing professional license
(CPL) at any time before the expiration date of the limited license.

_____ (print name)

_____ (signature)

_____ (date)

Initial Applicants: Teacher Acknowledgement Form for Limited License

Each teacher on the application list should complete a teacher acknowledgement form.

- Complete the teacher name, the public-school unit (LEA, charter school, or other public-school system), the school in which the teacher is currently employed, and the teacher's license number.
- Indicate the EPP with which the teacher was affiliated for the purpose of completing educator preparation requirements.
- *Licensure examinations includes content examinations (Pearson and Praxis tests) and the pedagogy examination (PPAT/edTPA).
- The teacher **must initial on each line** that precedes the seven statements; failure to do so may result in the rejection of the teacher's application for a limited license.
- The teacher must print, sign and date the acknowledgement document.
- This document does not require notarization.

For All Applicants: Transmitting the Limited License Request to NCDPI

- For each request for limited licenses, the public-school unit should submit one *Application to North Carolina State Board of Education for a Limited License* form bearing the Chair of the local board of education's signature.
- Each teacher on the list should have a completed 1) superintendent affidavit, 2) a principal affidavit, and 3) a teacher acknowledgement form.
- **The application for limited licenses may not be transmitted by email or other unsecure forms of communication. NCDPI will accept electronic versions of the application through the HR Secure Shell.**
- The HR Secure Shell can be accessed here: <https://www.rep.dpi.state.nc.us/hrsupport/>
- The username and password for the HR Secure Shell can be provided to a Superintendent, Associate/Assistant Superintendent, or Personnel Administrator listed in [EDDIE](#). Access for charter schools may be requested by the Principal/Director listed in [EDDIE](#).
- Hard copies are NOT required for this application process.
- If you have any questions about the application process, please contact educatoreffectiveness@dpi.nc.gov.