

The 2018 Charter Schools *Licensure Session*

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SPECIALIST**

NCDPI, LICENSURE SECTION

Licensure Topics

✓ Overview

- Laws
- NC SBE Policies

✓ Shining Light on Some Issues

- Acronyms
- Licensure Online System Tutorials
- Licensure Pathways

✓ ALERTS

- ✓ License Renewal Requirements
- ✓ License Renewal Plans
- ✓ Experience
- ✓ Resources
- ✓ Questions and Comments

Licensure Overview

The purpose of licensure is to confirm that an individual:

- > Is qualified to perform specialized professional services as a public school employee, and
- > Guarantees the educators in North Carolina meet established standards of professional competence.



General Statute 115C-295(b)

North Carolina Licensure Statute

“[it] shall be unlawful for any board of education to employ or keep in service any teacher who neither holds nor is qualified to hold a license in compliance with the provision of the law or in accordance with the regulations of the State Board of Education.”

Now <https://www.ncleg.net/Sessions/2017/Bills/Senate/PDF/S599v7.pdf>

General Statute 115C-296(a)

Now <https://www.ncleg.net/Sessions/2017/Bills/Senate/PDF/S599v7.pdf>

Licensure Authority

- ▶ According to General Statute 115C-296(a)
“The State Board of Education shall have entire control of licensing all applicants for teaching positions in all public elementary and high schools of North Carolina; and it shall prescribe the rules and regulations for the renewal and extension of all licenses and shall determine and fix the salary for each grade and type of license it authorizes.”
- ▶ The North Carolina Constitution delegates responsibility for setting those standards to the State Board of Education (SBE), whose regulations for licensure are in turn administered by the Licensure Section of the Department of Public Instruction (DPI).

North Carolina Law

- ▶ **General Statute...GS 115C & 296**
 - Requires public school teachers to hold or be qualified to hold a certificate in accordance with SBE policy, and
 - Grants absolute authority to the SBE to promulgate licensure requirements for professional educators.
- ▶ **Administrative Code**
 - Section...003 of the North Carolina Administrative Code also outlines many specific rules/procedures for licensing of public school employees.

NC State Board of Education Policy

- ▶ Contains specific rules and regulations pertaining to licensing issues (ES&P ~ A ~ 001 thru 0021)
- ▶ The Licensure Manual is adopted by State Board of Education as State Board policy.

North Carolina State Board of Education Licensure (LICN) Policies

Policy ID	Title	Policy Date	State
LICN-001	<u>General Licensure Requirements</u>	2018-04-05	published
LICN-002	<u>Routes to Licensure</u>	2018-04-05	published
LICN-003	<u>Licensure Testing Requirements</u>	2018-04-05	published
LICN-005	<u>Licensure Renewal Requirements</u>	2018-04-05	published
LICN-006	<u>Experience/Degree Credit for Salary Purposes</u>	2018-05-03	published
LICN-007	<u>Licensure Suspension and Revocation</u>	2018-05-03	published
LICN-008	<u>Licensure Fees</u>	2018-04-05	published
LICN-021	<u>Procedure for Seeking Exception from Licensure Requirements</u>	2018-05-03	published
LICN-022	<u>Conversion of Initial Professional License to Continuing Professional License</u>	2018-05-03	published



**Shining some Light
on Licensure!**

Acronyms & Definitions

► Help me understand...

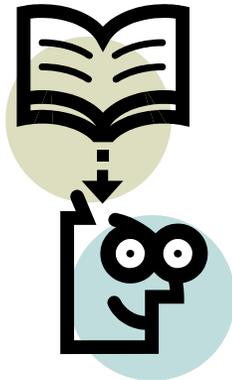
Residency (RL)

Emergency License (EL)

Permit to Teach (PT)

Initial & Continuing

SP 1 & 2



ESSA – Every Student Succeed Act

Regional Accreditation

NCSBE Praxis & Pearson/Other States Testing

IHE

EPP

Out Of State/
In-State
Educators

LICENSURE MANAGEMENT AND APPLICATION ONLINE SYSTEM TUTORIALS

Please Select The Appropriate Category Below

Go to the new [NCDPI Online Licensure System Quick Reference Guide: Licensure Request Types](#)



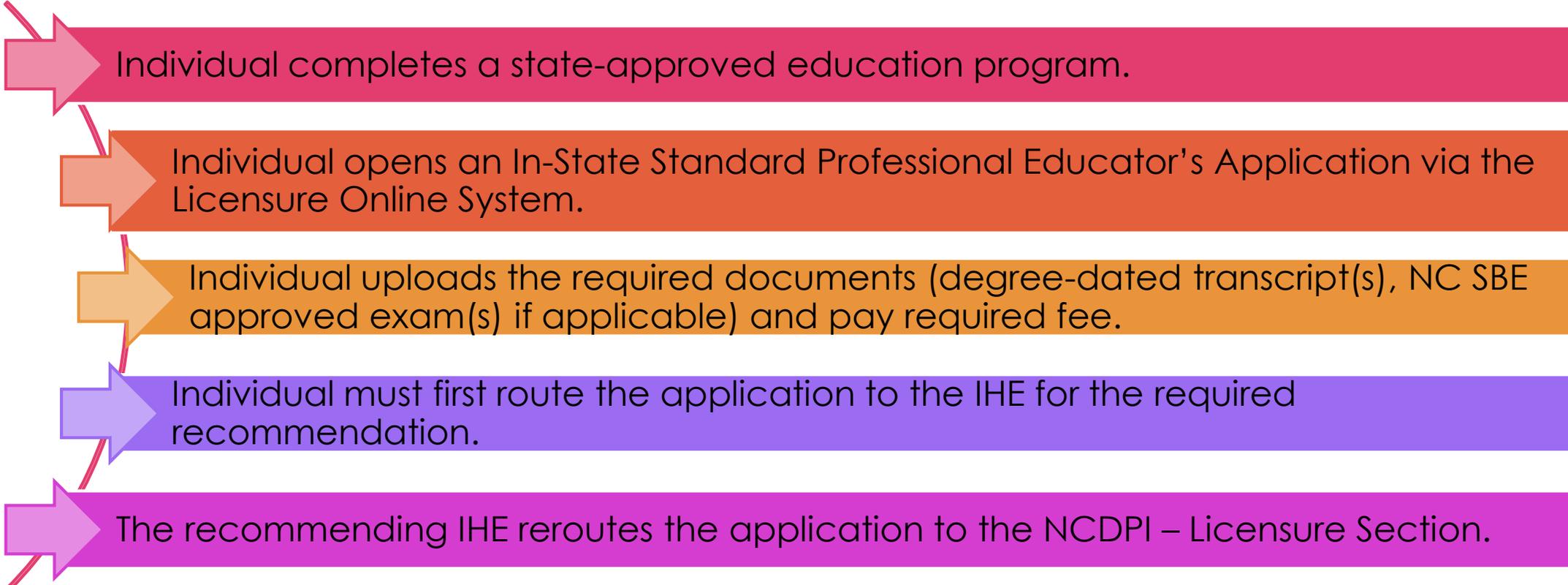
<http://www.ralc.us/registration-video-tutorials/>

Pathways to Licensure

- ⦿ In-State Approved Education Programs
- ⦿ Out-of-State Approved & Alternative Approved Programs
- ⦿ Adding additional teaching area with passing Praxis II and/or 24 semester hours of course work with a grade of “C” or better
- ⦿ Licensure Only Pathways
 - ⦿ Lateral Entry (sunset on 6.30.2019)
 - ⦿ Residency License (RL)
 - ⦿ Emergency License (EL)
 - ⦿ Permit to Teach (PT)
 - ⦿ Career and Technical Education (CTE)
 - ⦿ Provisionals in all teaching areas...

NOTE: Please visit the NC State Board of Education website regularly for the latest licensure policies updates.

North Carolina IHE - State Approved Education Programs



Individual completes a state-approved education program.

Individual opens an In-State Standard Professional Educator's Application via the Licensure Online System.

Individual uploads the required documents (degree-dated transcript(s), NC SBE approved exam(s) if applicable) and pay required fee.

Individual must first route the application to the IHE for the required recommendation.

The recommending IHE reroutes the application to the NCDPI – Licensure Section.

Reciprocity is...

- ▶ An interstate agreement that recognizes completion of...
 - ▶ either state-approved teacher education programs or alternate routes to licensure
- and
- ▶ An IHE must be regionally accredited and must have a state-approved program that leads to licensure in that state.

Reciprocity is NOT...

**An exemption from North Carolina's
specific mandates.**

Required Reciprocal Documents

When an alternate route to licensure has been completed, the applicant will need to provide the following:

- ▶ A completed NC licensure application,
- ▶ The state's Department of Education alternate route requirements and how those requirements were met,
- ▶ Required processing fee

Out-of-State Education Programs (standard and alternative)

Elementary Education (Grades K-6) and Exceptional Children-General Education (k-12)

Three or more years of teaching (3+)

Individual completes a state-approved education or alternative program.

Individual opens an Out-of-State Standard Professional Educator's Application via the Licensure Online System.

Individual uploads the required documents (degree-dated transcript(s), NC SBE approved exam(s) **OR** another state's comparable test(s), out-of-state license and/or Verification by Institution Form (Form V), Verification of Educator experience Forms and Effectiveness Data.

Pay required fee

Outcome: A continuing license (5 years)

See note 

NOTE: If not National Board Certified or no comparable test(s) and effectiveness data...must attempt NC required test(s) in the first year of teaching OR complete the Foundations Courses.

Out-of-State Education Programs (standard and alternative)

Elementary Education (Grades K-6) and Exceptional Children-General Education (k-12)

< Three years of teaching (0-2)

Individual completes a state-approved education or alternative program.

Individual opens an Out-of-State Standard Professional Educator's Application via the Licensure Online System.

Individual uploads the required documents (degree-dated transcript(s), NC SBE approved exam(s) **OR** another state's comparable test(s), out-of-state license and/or Verification by Institution Form (Form V) and Verification of Educator experience Forms.

Pay required fee

Outcome: An Initial License...must attempt required NC test(s) in the first year of teaching and pass it in the second year of teaching.

Out-of-State Educators – Other Teaching Areas.

Three or more years of teaching (3+)

Individual completes a state-approved education or alternative program.

Individual opens an Out-of-State Standard Professional Educator's Application via the Licensure Online System.

Individual uploads the required documents (degree-dated transcript(s), NC SBE approved exam(s) **OR** another state's comparable test(s), out-of-state license and/or Verification by Institution Form (Form V), Verification of Educator experience Forms and Effectiveness Data.

Pay required fee

Outcome: A Continuing Professional License (5 years)

NOTE: If not National Board Certified or have no comparable test(s) and effectiveness data...must attempt NC required test(s) in the first year of teaching, pass in the second year of teaching OR complete the Foundation of Reading Modules.

Out-of-State Educators – Other Teaching Areas.

< Three years of teaching (0-2)

Individual completes a state-approved education or alternative program.

Individual opens an Out-of-State Standard Professional Educator's Application via the Licensure Online System.

Individual uploads the required documents (degree-dated transcript(s), NC SBE approved exam(s) **OR** another state's comparable test(s), out-of-state license and/or Verification by Institution Form (Form V), Verification of Educator experience Forms

Pay required fee

Outcome: An Initial License...must attempt required NC test(s) in the first year of teaching and pass it in the second year of teaching.

If the individual has successfully passing a State-approved licensure exam, appropriate for the licensure area from the same State in which they completed their Educator Preparation Program, the individual may be eligible for an Initial Professional License in the same, or comparable NC License area. NC SBE Policy LICN-001, Section 1.21 (2b)

ALERT...



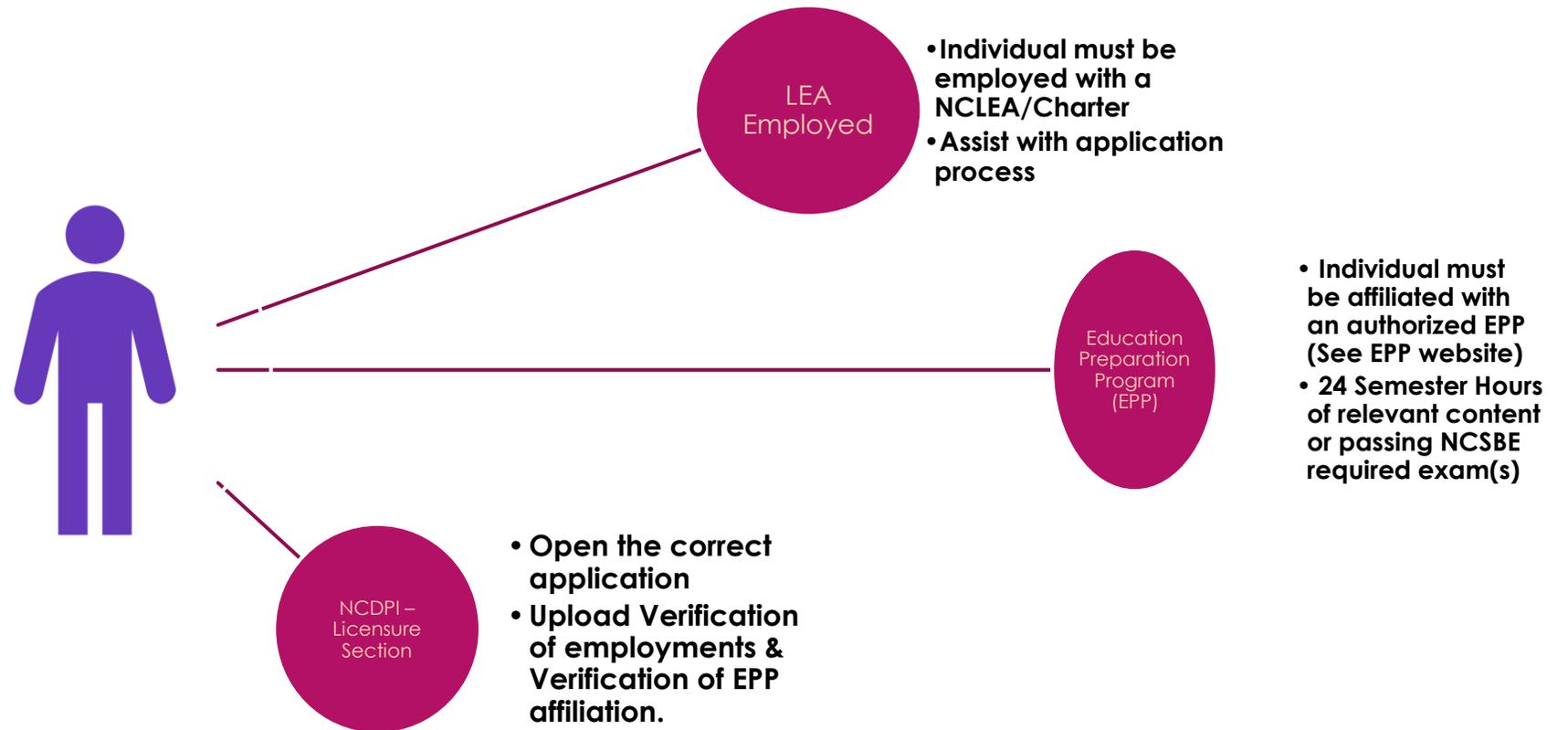
Licensure Approved Programs vs. Non-licensure Approved Programs

- > Online programs must meet the same criteria as traditional programs:
 - Regionally accredited IHE
 - State-approved programs that lead to licensure in the state where the IHE is based
 - North Carolina must issue a license in the are

IT IS THE INDIVIDUAL'S RESPONSIBILITY TO VERIFY THIS INFORMATION WITH THE IHE.

RESIDENCY LICENSE (NEW)

NC SBE Policy LICN – 001 Section 1.80



Licensure Updates

Qualifying for a Lateral Entry License

Effective July 1, 2016

- Must have at least a Bachelor's degree from a Regionally Accredited College or University and
- Meet (1) of the criteria from each side below

ONE OF THE FOLLOWING:		ONE OF THE FOLLOWING:
Relevant Degree		2.5 GPA
OR		OR
24 Semester Hours of course work in the teaching area		Five years of experience considered relevant by the employing LEA
OR		OR
Passing score on the NC State Board of Education (SBE) approved licensure exams for the teaching area	A N D	Passing scores on Core Academic Skills for Educators, <u>or</u> a total SAT score of 1100, <u>or</u> a total ACT score of 24 <u>plus</u> one of the following: <ul style="list-style-type: none"> ➤ GPA of 3.0 in the major field of study <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ GPA of 3.0 in all courses in senior year <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ GPA of 3.0 on a minimum of 15 semester hours of courses completed within the last five years after the bachelor's degree.

NOTES:

- Individuals must first be employed by a N.C. public school system that will request the lateral on behalf of the teacher.

NOTE: Lateral Entry licenses will no longer be issued after 6.30.2019

Emergency Licenses

NC State Board of Education Policy

LICN - 001

1.90 Emergency Permit to Practice

- ▶ Effective July 1, 2016, at the request of the employing LEA, NCDPI may issue an emergency permit to practice for a teaching assignment at the A-00 pay level to persons who hold at least a baccalaureate degree from a regionally accredited institute of higher education but who
- ▶ do not qualify for a license under any other approach. The emergency permit to practice shall be valid for one year and may not be renewed.
- ▶ When an LEA requests an emergency permit to practice, the LEA must document that no appropriately licensed professionals or persons who are eligible for a residency or lateral entry license are available to accept the position.

2.00 Emergency License

- ▶ Beginning with the 2017-2018 academic year, NCDPI may issue Emergency Licenses for a teaching assignment at the request of the LEA or charter school.
- ▶ The Emergency License is a one-year nonrenewable license issued to an individual who: 1) holds a baccalaureate degree with 18 hours of coursework relevant to the requested licensure area but has not completed a recognized educator preparation program, and;
- ▶ 2) does not qualify for a Residency License. Applicants for an Emergency License shall meet all other requirements established by the NCSBE, including preservice training, prior to teaching.

Adding Additional “Teaching Areas”...

- ⦿ **Teachers who have a clear “non-restricted” teaching license can add another teaching area by:**
 - > **passing the required NC State Board of Education exams**

AND/OR

- > **24 semester hours of content coursework with a grade of “C” or better..**

Testing Notes...

- ▶ Pearson's Foundations of Reading and General Curriculum Tests are required for licensure in both Elementary and EC - General Curriculum.
- ▶ The Licensure Section will not automatically add Elementary Education to a EC - General Curriculum license.
- ▶ At the request of the applicant and with the required processing fee, the Elementary area may be added to a clear non-restricted license.
- ▶ Pearson NC Website - <http://www.nc.nesinc.com/> for additional Elementary and EC-General Curriculum test information.
- ▶ ETS Website - <https://www.ets.org/praxis/nc> for a list of NC SBE approved Praxis II tests.

License Renewal Requirements

Credits required for licenses expiring on: June 30, 2017 & June 30, 2018	Credits required for licenses expiring on or after: June 30, 2019
Grades K-5: •3 Subject Area •3 Literacy •2 General	Grades K-5: •3 Subject Area •3 Literacy •2 Digital Learning Competencies
Grades 6-12: •3 Subject Area •5 General	Grades 6-12: •3 Subject Area •2 Digital Learning Competencies •3 General
Student Services Personnel: •3 Professional Discipline Area •5 General	Student Services Personnel: •3 Professional Discipline Area •2 Digital Learning Competencies •3 General
Administrators: •3 Executive's Role •5 General	Administrators: •3 Executive's Role •2 Digital Learning Competencies •3 General

Licensure Renewal Plans

(Renew Every 5 years)

The License Renewal Plan must include the following:

- ▶ A brief description of the school, student population served, contact information and location.
- ▶ An individual designated as being in charge of coordinating the license renewal program, along with his/her qualifications for this position.
- ▶ The process which will be implemented to ensure that renewal activities are part of a coherent plan and are compatible with the goals and priorities of the State Board of Education.
- ▶ A process for determining the appropriateness of credit in advance of the renewal activity. In determining appropriateness, the agency must consider a direct relationship to critical job responsibilities, suitability of the content level and properly established credit for the activity.

Licensure Renewal Plans (cont'd)

The License Renewal Plan must include the following:

- ▶ A system for developing and monitoring each teacher's five-year growth plan, coinciding with the license renewal cycle.
- ▶ A system for evaluation of renewal activities.
- ▶ A system to ensure input and review of individual growth plans.
- ▶ Follow current requirements for renewal as stated in the State Board Policy for teachers and licensed administrators.

Acceptable Renewal Credits

- ▶ College or University semester hour or Continuing Education Units (CEU) activities
- ▶ Local in-service courses or workshops which meet the following:
 - ▶ Content and instructional activities designed in a sequential manner to develop specified competencies of a specific population.
 - ▶ Led by qualified instructional personnel and directly supervised by the sponsoring school unit
 - ▶ Credit granted on the basis of program completion and achievement of specified individual performance, which is determined by individual evaluation for specified competencies.

EXPERIENCE CREDIT

Experience Forms must be verified by each former employer for any prior teaching and/or non-teaching work experience.

- Form E** (Verification of K-12 Educator Experience)
- Form CE** (Verification of Post Secondary Educator Experience)
- Form NE** (Verification of Non-teaching Work Experience) **and RN** (LEA Recommendation for Non-teaching Work Experience) and **official job description(s)** for any applicable non-teaching experience
- processing fee

Regional Accrediting Agencies

Website: <http://www.chea.org/institutions/index.cfm>

<p><u>Middle States Association of Colleges and Schools</u> M Accredits schools in Delaware (DE), District of Columbia (DC), Maryland (MD), New Jersey (NJ), New York (NY), Pennsylvania (PA) Puerto Rico (PR), Virgin Islands (VI)</p>	<p><u>Southern Association Of Colleges And Schools</u> SC Accredits schools in Alabama (AL), Florida (FL), Georgia (GA), Kentucky (KY), Louisiana (LA), Mississippi (MS), North Carolina (NC), South Carolina (SC), Tennessee (TN), Texas (TX), Virginia (VA)</p>
<p><u>New England Association of Schools & Colleges</u> EH Accredits schools in Connecticut (CT), Maine (ME), Massachusetts (MA), New Hampshire (NH), Rhode Island (RI), Vermont (VT)</p>	<p><u>Western Association of Schools and Colleges</u> WC Accredits schools in California (CA), Hawaii (HI), Guam, American Samoa, Northern Marianas, Trust Territory of the Pacifica Islands</p>
<p><u>North Central Association of Schools & Colleges</u> NH Accredits schools in Arizona (AZ), Arkansas (AR), Colorado (CO), Illinois (IL), Iowa (IA), Kansas (KS), Michigan (MI), Nebraska (NE), New Mexico (NM), North Dakota (ND), Ohio (OH), South Dakota (SD), West Virginia (WV), Wisconsin (WI), Wyoming (WY)</p>	<p><u>Northwest Association of Schools and Colleges</u> NW Accredits schools in Alaska (AK), Idaho (ID), Montana (MT), Nevada (NV), Oregon (OR), Utah (UT), and Washington (WA)</p>

Websites for Licensure Information

- ⦿ Licensure information can be obtained at the following website:

<http://www.ncpublicschools.org/licensure/>

- ⦿ **Pearson Information**

<https://home.pearsonvue.com/test-taker.aspx>

- ⦿ **Praxis Information**

www.ets.org/praxis

- ⦿ **Regional Accrediting Agencies Website:** <http://www.chea.org/institutions/index.cfm>

- ⦿ **Regional Alternative Licensing Center (RALC):** <http://www.ralc.us/registration-video-tutorials/>

How to Contact Licensure...

Phone

Two phone numbers are available for inquiries Monday through Friday from 8 am to 5 pm Eastern Standard Time: 800.577.7994 within North Carolina and 919.807.3310 outside of North Carolina

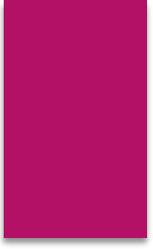
Email

Please note when emailing us to include your full name in the email, as well as the last 4 numbers of your SSN and your license or application number. Failure to provide this information may create delays in our ability to respond. asklicensure@dpi.nc.gov.

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](#).



Questions & Comments!