

N. C. DEPARTMENT OF PUBLIC INSTRUCTION – LICENSURE SECTION LICENSE RENEWAL PROCEDURES FOR CHARTER AND NON-PUBLIC SCHOOLS

To maintain a North Carolina Professional Educator's (NCPE) Continuing License, an individual must complete at least the minimum required credits of significant professional development within a five-year renewal period, documented within an individual growth plan Pursuant to G. S. 115C-270.30 and the North Carolina State Board of Education's Licensure Renewal Policy. Individuals shall participate in professional development activities aligned with the North Carolina Professional Teaching Standards in area of content knowledge, facilitating learning, diverse learners, leadership, technology, and others. Each LEA or approved governing boards of schools may require additional number of hours in integrating technology to improve student learning.

To administer license renewal, a License Renewal Plan must be submitted and approved by the NCDPI - Licensure Section. The License Renewal Plan must demonstrate that the school has the capacity to administer renewal activities in accordance with the policies of the North Carolina State Board of Education. An approved plan must be in place to apply for approval to administer an Initial Licensure Program for beginning teachers.

The License Renewal Plan must include the following:

1. A brief description of the school, student population served, contact information and location.
2. An individual designated as overseeing and coordinating the license renewal program, along with his/her qualifications for this position.
3. 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 and the North Carolina Professional Teaching Standards.
4. 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 as outlined in the North Carolina State Board of Education Licensure Renewal Policy.
5. A system for developing and monitoring each teacher's five-year growth plan, coinciding with the license renewal cycle.
6. A system for evaluation of renewal activities.
7. A system to ensure input and review of individual growth plans.
8. Follow current requirements for renewal as stated in the State Board Policy for teachers and licensed administrators.

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Renewal credit can be granted for the following:

- College or University semester hour or Continuing Education Units (CEUs) 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 based on program completion and achievement of specified individual performance, which is determined by individual evaluation for specified competencies.

The School Unit should develop and submit with renewal requests a history of approved credits within the five-year renewal cycle that documents the following:

- Name of licensed individual
- Date of each activity approved for renewal credit
- Title/sort description as needed for renewal activity
- Number of credits granted for each activity
- Total number of renewal credits earned
- Signature, title, date of designated School official