Out of State Initial Application

Use this application to apply for a North Carolina Professional Educator license if you completed an approved educator preparation program which lead to licensure in another state or country.

Please provide the following information:

1. **Transcripts**:

   o Provide PDF copies of your official degree dated transcripts that are not password protected or will expire from all colleges or universities where you have earned a degree or completed coursework . Please do not provide links to a shared drive.

   o If you earned a degree from another country you must provide an evaluation from an international education evaluation provider to determine the US equivalency.

2. **Verification of Educational Program Completion:**

   o <u>U.S. Prepared</u>- <u>Form V</u> is required if you have completed a state approved educator preparation program. Form V should be downloaded, completed and signed by the licensure officer or dean of education at that institution. If you hold another state's license, please upload a copy in addition to the Form V.

   o <u>Internationally Prepared</u>- An international education evaluation is accepted in lieu of Form V for program completers outside of the U.S. Per NC Administrative Code, a valid social security number issued by the United States Social Security Administration is required.

   o <u>U.S. Alternative Prepared</u>- If you completed an alternative route to licensure, please submit a copy of the out of state license and a letter verifying the basis of qualification from that state's department of education or licensing board where the alternative route was completed.

3. **Experience Verification if applicable**:

   o Verification of K-12 educator experience (<u>Form E</u>) and/or post secondary experience (<u>Form CE</u>) needs to be downloaded, completed and signed by each former employer.

   o Please enter your verified experience dates into the online application.

   o The completed Form E and/or Form CE must be uploaded with your application.

4. **Passing Test Scores from the state where you completed your Educational Preparation Program(s)**