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:
   - 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.
   - 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:
   - Form V is required if you have completed a state approved educator preparation program at a regionally accredited college or university. Form V should be downloaded, completed and signed by the licensure officer or dean of education at that institution along with a copy of your other states license. If you hold another state's license, please upload a copy.
   - An international education evaluation is accepted in lieu of Form V.
   - If you completed an alternative route to a 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:
   - Verification of K-12 educator experience (Form E) and/or post secondary experience (Form CE) needs to be downloaded, completed and signed by each former employer.
   - Please enter your verified experience dates into the online application.
   - 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)

5. Educator Effectiveness – Copies of your evaluation documents including student growth data

6. Work Authorization:
   - You are required to have a valid social security number issued by the United States Social Security Administration.
   - If you are not a US citizen, you are required to upload a copy of your work authorization documentation.