Residency License Process

The residency license is a new licensure pathway that is replacing what is known as lateral entry. Lateral entry licenses and pathways will cease to be offered beginning with the 2019-2020 school year. All lateral entry applications for the 2018-2019 school year shall be submitted to DPI complete and paid for no later than April 15, 2019 to ensure that they can be processed and issued for the 2018-2019 school year. Applications that are incomplete and submitted after April 15, 2019 may not be processed for the 2018-2019 school year. Many of the components associated with this new route are similar to how lateral entry functions. This document outlines this new pathway process.

What is the Residency License and its requirements? The residency license is a one-year pathway, renewable up to two times (for a total of three years). It is for candidates that meet all of the content requirements of licensure but may still need pedagogy requirements. All requirements to convert a Residency License to either an Initial Professional License (IPL) or Continuing Professional License (CPL) must be completed before the expiration of the second renewal of the Residency License. Individuals must meet the following requirements:

1. holds, at a minimum, a baccalaureate degree;
2. has either completed 24 hours of coursework in the requested licensure area or passed the North Carolina State Board of Education (NCSBE) required all content area examination(s) for the requested licensure area;
3. is enrolled in a recognized Educator Preparation Program (EPP). Students must have earned a grade point average of at least 2.7 on a four-point scale for formal admission to approved North Carolina EPPs, and;
4. meets all other requirements established by the NCSBE, including completing preservice requirements prior to teaching.

Walk me through the general process of assigning a residency license. The residency license requires the acknowledgement of employment with an LEA and enrollment in an EPP.

1. The LEA will fill out the residency license verification form verifying employment (contingent on EPP enrollment verification) and recommending them for a Residency license.
2. That document then must be sent to the Dean of Education or Licensure Officer of the enrolling EPP for verification of enrollment.
3. The document returns to the LEA for processing with the licensure department at NCDPI.
4. If a candidate still has requirements to complete with the EPP at the end of their first year of employment, the LEA should request renewal of the residency license for another year via the automated renewal process in the licensure system. The renewal form needs to be complete and kept on file locally with the employing school system.
5. Qualifications for elementary and EC/GC candidates as well as a guideline of the licensing process broken out by stakeholders are provided.

Some 'what ifs'

- <u>What if I hire a candidate in the middle of a semester or two days before school starts?</u> If a candidate gets hired at a time of the year that does not allow enough time for them to enroll in an EPP, the LEA can request an emergency license or a permit to teach for one year. This will allow the candidate one year to establish enrollment in an EPP and they can move to the residency license at that time.
- <u>What if the candidate moves to a different LEA?</u> The license requires LEA employment and EPP enrollment. A change of LEA would not nullify the residency license so long as the candidate maintains employment
- <u>What if the candidate moves to a different EPP?</u> So long as the candidate maintains a relationship with an EPP, the residency license remains intact.
- <u>What if the candidate finishes their plan of study for a clear license before the three year of the residency is completed?</u> The point at which a candidate completes everything they are required to do, they would transition to an initial license if they are in their first three years of teaching experience. If they complete their requirements at the conclusion of their third year, the candidate would transition to a continuing license.
- <u>What if a candidate loses employment or enrollment with an EPP?</u> The residency license would expire at the end of the current school year and the LEA would not request an extension of an additional year via the annual automated processes in the licensure system.

What would be helpful to know?

From the LEA lens, what would be helpful to know is the various EPP options for residency license programs, particularly in the immediate region of their district. Often, candidates may have little or no understanding of the various programs available to them. This can include online programs and opportunities from non-traditional institutions or even LEAs. A list of all the approved programs in the state, the programs they offer, and points of contact can be found here: http://www.ncpublicschools.org/epp/rli/. Building a strong relationship with EPPs that includes supporting student teacher candidates and field experience opportunities can also be an important recruitment tactic.

From the EPP perspective, it is helpful to work with LEAs to build strong memorandums of understanding that clearly establish the expectations and responsibilities of both the EPP and LEA. It is also encouraged for EPP program reporters and leadership to build close working relationships with LEA licensure/HR staff to communicate challenges in the process and collaborate to overcome them.

Who is responsible for checking the incoming GPA?

EPPs will be responsible for reviewing and approving a candidate's incoming GPA of 2.7. By signing the Residency License Verification Form, this is an indication that the candidate's GPA has been reviewed and approved by the EPP.

RESIDENCY LICENSE GUIDE

Name of Educator _____

Application# /SSN (last four digits) _____

LEA Employed _____

Education Prep Program (EPP)/IHE _____

Documents	YES	NO	Not Applicable (N/A)	NOTES
The employing LEA opens an application (Initial Alternative License) and assist Educator with process.				
The Educator completes the application process.				
Completed Residency License Form (Form RL) *NOTE: Must be signed by all parties and uploaded in Licensure Online System.*				
Official degree dated transcript(s)				
Experience Forms (If applicable)				
Test Vendor Score Report (if applicable)				

Residency License
Qualifying for Elementary and EC-GC

To Qualify for a Residency license in Elementary Education (K-6) and Exceptional Children – General Curriculum (K-12) ONLY based on the options below.

Pathway based on Academic Majors for Elementary Education	Pathway based on Academic Majors for Exceptional Children – General Curriculum (K-12)
Birth-Kindergarten	Birth-Kindergarten
Child Development	Child Development
Early Childhood Education	Early Childhood Education
Elementary Education	English/Language Arts
English/Language Arts	Family Studies
Family Studies	Mathematics
Mathematics	Psychology
Psychology	Reading
Reading	Sciences
Sciences	Social Studies
Social Studies	Sociology
Sociology	Special Education
OR	
Pathway based on Coursework Equivalent to an Academic Major (24 semester hours)	**Pathway based on Coursework Equivalent to an Academic Major (24 semester hours)**
English/Language Arts 2-3 content courses	English/Language Arts 2-3 content courses
AND	AND
Mathematics 2-3 content courses	Mathematics 2-3 content courses
AND	AND
Social Studies 2-3 content courses	Social Studies 2-3 content courses
AND	AND
Science 2-3 content courses	Science 2-3 content courses
OR	
Foundations of Reading (Test #090)	Praxis ECGC (Test #5543)
OR	*OR*
ALL NCSBE required assessments	All NCSBE required assessments

*Qualifying relevant degrees for Residency may not always be considered directly related for graduate level pay.

Approved NCDPI procedure 7/31/2019

Guidelines for LEAs and EPP Verification Form

- ❑ **Must hold at minimum a bachelor's degree _AND_**
- ❑ **Employed with a Local Education Agency (LEA) AND Enrolled in a North Carolina approved Education Preparation Program**

Local Education Agency (LEA)		Education Preparation Program (EPP)		NC Department of Public Instruction – Licensure Section (NCDPI-LS)
YEAR 1		**YEAR 1**		**YEAR 1**
• Open Initial Alternative License Application and upload the following: o Form RL (signed by the Dean of Education/Licensure Officer, LEA Official and Candidate), official degree dated bachelor's transcript, test scores, experience Forms, Form G (if applicable). • Candidate must answer statement of applicant questions and pay fee.	A N D	• Enroll the candidate in approved education program. • Complete the Verification Form as required. • Return the completed form to the employing LEA. • Recommend the candidate to the NCDPI-LS upon completion of all requirements. **Year 2 & 3** • Verify candidate's enrollment annually by completing Form RL.	A N D	• Process Initial Alternative License for one year.
YEAR 2 & 3		**Candidate**		**YEAR 2 & 3**
• If all criteria are met, the Residency license can be extended during the NCDPI-LS automatic extension process timeline. • LEA maintains completed Form RL on file locally for years 2 & 3.		• Upon completion of all requirements, individual opens an Upgrade or Clear application and route it to the EPPs Dean of Education or Licensure Officer.		• Extend for year 2 and 3 if applicable with a completed Form RL. • Process the Upgrade or Clear application.
NOTE: **LEA: If the Residency license is not automatically extended during the scheduled timeline and/or the license expires, a completed RL Form – Year 1 and fee is required.**				