

LICENSE UPDATE

How to Apply

This License Update should be submitted for the following actions:

- Change in social security number
- Clearance of a provisional area
- Deletion of an area of licensure
- Name change
- Renewal of a license
- Validation of an expired license (**Validations can be requested only by an employing school system, not by individuals.**)
- Other

Follow these instructions for completing this form:

- Fill in current personal information (please print or type).
- Identify the North Carolina school system that employs the applicant (if applicable).
- If not employed, signature of the superintendent or designee is not needed.
- Check the block that corresponds to the desired action and fill in the requested information.
- Answer the questions under Statement of Applicant only for license renewals and requests for validation (requests for validation must come from employing school systems).
- Sign and date the application.
 - All requests from school systems must be signed and dated by the superintendent or designee.
 - Requests from individuals must be signed and dated by the applicant under Statement of Applicant.
- Include email address

Collect the necessary supporting materials for the request:

- **Change in social security number:** Form U is required. No documentation or fee is required if an error was made by the Licensure Section. If the error is the applicant's, a copy of the social security card and a non-refundable processing fee must be submitted.
- **Clearance of a provisional area:** Form U, a non-refundable processing fee, original transcripts or documentation of credits earned, and Praxis scores (if a test or subject assessment was required). **Note: Grade reports are not accepted in place of transcripts.**
- **Deletion of an area of licensure:** Form U and a non-refundable processing fee are required to delete an area of licensure.
- **Name change:** Form U, a non-refundable processing fee, a copy of the court order (if name was changed by legal action) are required. A copy of social security card, driver's license or marriage license is required if a name change results from marriage. **Do not request a name change unless the change results from marriage or legal action.**
- **Renewal of a license:** Form U, transcripts or certificates of credit, and a non-refundable processing fee are required. **Note: Grade reports are not accepted in place of transcripts.**
- **Validation of an expired license:** Form U, Form N, and a non-refundable processing fee.

Submitting the form:

- Submit a completed copy of Form U, along with all other required documentation and the non-refundable processing fee online at <https://vo.licensure.ncpublicschools.gov/>. Application instructions and additional information are available within the online licensure system.

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Type or print the following information.

(See instructions on reverse side.)

last name	first name	middle name	maiden	
street address		city	state	zip code
social security number XXX-XX-_____	date of birth	telephone number (with area code)	LEA & unit # (if employed in NC)	

Check the action you are requesting

change name

name as it now appears on the license

change social security number

SSN as it now appears on the license

clear a provisional area

area to be cleared

other _____

delete an area of licensure

area to be deleted (name and code)

renew license

validate an expired license

school year

Superintendent or Designee

Date

email address

STATEMENT OF APPLICANT

Have you ever had allegations of professional misconduct or had a professional certificate or license revoked or suspended by any state or other governing body? If yes, you must provide a statement giving full details and attach official documentation of the action taken.

Yes

No

Have you ever been charged or convicted of a crime (excluding minor traffic violations)? **Note: Any DUI/DWI charges or convictions must be reported.** If yes, you must provide an explanation of the incident(s) and attach court documents that indicate judgement and disposition of the case from the court of conviction.

Yes

No

I certify that the information provided in this application is correct and true. I understand that the falsification of any statement or document will result in the revocation of my North Carolina license.

Signature

Date

Email Address