

License Renewal and Reinstatement Requirements

(Licenses expiring June 30, 2016 or later)

North Carolina Standard Professional 2 professional educator's licenses must be renewed every five years. The renewal process ensures that professional educators licensed as school personnel continually update their professional knowledge and technical competency. Each professional educator license holder is responsible for knowing and satisfying his or her license renewal requirements. Failure to renew your North Carolina Standard Professional 2 professional educator's license makes one ineligible for employment.

Renewal and Reinstatement Guidelines

The number of renewal credits required to renew a Standard Professional 2 license is 8.0.

Course work must be directly related to an individual's professional responsibilities as a public school educator or to his or her area(s) of licensure.

*Professional Educators: K-8 Licensure Area

- ❖ 3 renewal credits for literacy
- ❖ 3 renewal credits for content, in specific area of licensure
- ❖ 2 general credits (as determined by the LEA, if employed), not to include years of experience

*All Other Educators:

- ❖ 3 renewal credits for content, in specific area of licensure
- ❖ 5 general credits (as determined by the LEA, if employed), not to include years of experience

*Administrators:

- ❖ 3 credits focused on the school executive's role as instructional, human resources and managerial leader
- ❖ 5 general credits (as determined by the LEA, if employed), not to include years of experience

*Subject to change based on NC State Board of Education policy updates

National Board Certification

- 8.0 credits for completion
 - 2 credits (1 for literacy and 1 for content) for 10 year renewal
-

- ❖ A unit of renewal credit is equivalent to one quarter hour or one in-service credit from a North Carolina public school system. Generally, a unit reflects ten contact hours.
 - ❖ The DPI Licensure Section does not accept renewal credits of less than one unit.
 - ❖ One semester hour is equivalent to 1.5 units of credit.
 - ❖ For a professional educator's license to remain current, all credit must be earned by the expiration date of the existing professional educator's license.
 - ❖ **To renew an expired professional educator's license**, 10 semester hours or 15 units of renewal credit must be earned within the most recent five-year period.
 - ❖ **Retirees are allowed one "free" renewal** of a professional educator's license without counting continuing education units. However, it can only be used during the 5 year cycle in which they retire and a processing fee is still required.
-

Activities accepted for renewal credit:

- ❖ College or university courses
 - Transcripts are required as documentation; grade reports are not accepted.
- ❖ Local in-service courses or workshops
 - The administrative unit certifies credits
- ❖ Classes and workshops approved by an LEA
 - Documentation of completion is provided by the agency sponsoring the activity

Keeping records of renewal credit:

- ❖ Individuals employed in a public school unit (or a nonpublic school authorized to administer staff development programs) should contact the superintendent, headmaster, designated staff development coordinator or licensure specialist about all renewal questions and recording of credits earned.
- ❖ Individuals not currently employed in a public school unit (or a nonpublic school authorized to administer staff development programs) should maintain their own records of renewal credit until it is time to renew their professional educator's licenses. Prior to the time of renewal (late April to early May of the year of expiration) such credits should be submitted to the Licensure Section for renewal.