

LEA RECOMMENDATION FOR NONTEACHING EXPERIENCE CREDIT

last name	first name	middle name	maiden
social security number		LEA	

_____ recommends that a total of _____ years of non-teaching experience credit be granted on the above individual's North Carolina teaching license.
LEA name

List non-teaching experience being recommended. Attach supporting Form(s) NE and official job descriptions.

Employer	Position Held	Time Frame	Recommended Years of Experience Credit

I certify that the experience credit being recommended is directly related to the individual's area of licensure and work assignment. The total number of years has been calculated by using the Department of Public Instruction, Licensure Section's experience formula.

signature of personnel administrator	date	title	address
email address	telephone	city, state, and zip code	

List non-teaching experience **not** being recommended. Attach supporting Form(s) NE and official job descriptions.

Employer	Position Held	Time Frame	Reason Not Approved (See other side for list of reasons)

Guidelines for Eligibility of Non-teaching Experience Credit

The following statements explain the policies that determine whether any given period of experience can be credited to a license holder's experience rating. Procedures for calculating the amount of experience to be credited are also described.

Relevant non-teaching experience is defined as professional work experience in the public or private sector (including vocational or technical work) that is directly related to an individual's area of licensure and work assignment. Non-teaching work experience can only be credited in the area of licensure to which it is relevant. To be credited, this experience must be recommended by the employee's designated personnel administrator and is contingent on employment in the area.

❖ **Eligible experience**

- must have been at least half-time (20 hour week minimum)
- must have been completed after age 18
- does not include on-the-job training
- is calculated on a calendar month basis and cannot be combined with other types of experience (for example teaching assistant, teaching).

❖ **Credit for non-teaching experience is calculated according to these rules:**

- total the full-time calendar months of experience
- divide the total months by 12 to determine the non-teaching work experience (if there is a remainder of 6 months, round up by 1 year.) Note: The six-month rule can only be applied for individuals with a minimum of one year of full-time employment (12 calendar months at 40 hours per week).

Example: Thirty-four full-time calendar months of employment as a chemist in a chemical manufacturing company could be used to credit experience toward a science teacher's license. This would equal 2.8 years (rounded to 3 years) which would allow three years toward experience.

- One year of experience credit can be awarded for every two years of full-time relevant non-teaching work experience completed before the individual earned a bachelor's degree. One year of experience credit can be awarded for every year of full-time relevant non-teaching work experience completed after the individual earned a bachelor's degree.
- For Class V **Career and Technical Trade and Industrial Education** licenses one year of experience credit can be awarded for every year of full-time relevant non-teaching work experience after the individual has completed the required training and work experience to qualify for the provisional license.

If an individual holds more than one career-technical area with qualifying experience, experience is credited only for the area with the highest experience. For example, a trades preparatory teacher has six years of carpentry experience and four years of electrician experience. The experience credited is based on the carpentry experience only.

- Partial years of full-time or part-time experience can be combined for experience credit.

❖ **An official job description must be signed and dated and accompany each non-teaching experience form submitted.**

❖ **Experience may not be approved because it**

- is not directly related to area of licensure and work assignment
- occurred prior to requisite training/education (on-the-job training does not qualify for non-teaching experience)
- occurred before age 18