

Chapter 1 – Overview

In this Manual

State Board of Education policies related to licensure are included in this manual. The manual will be updated and changed as necessary to reflect changes in State Board of Education policies. In addition, all

- definitions
- classification, and
- requirements

set forth in this manual are based on current statutes and regulations.

Purpose of the Licensing Process

The licensing process verifies the following:

- an individual’s qualifications to perform specific professional services as a public school employee, and
 - guarantees that educators in North Carolina meet established standards of professional competence according to State Board of Education approved statutes.
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North Carolina Licensure Statute

North Carolina statutes specify that all professional employees of public schools hold the appropriate license for the subject or grade level taught or for the professional assignment held. General Statute 115C-295(b) states that

“[it] shall be unlawful for any board of education to employ or keep in service any teacher who neither holds nor is qualified to hold a license in compliance with the provision of the law or in accordance with the regulations of the State Board of Education.”

Identical language states that principals, supervisors, and all other professional staff are subject to the same requirement.

Licensure Authority

The North Carolina Constitution delegates responsibility for setting those standards to the State Board of Education (SBE).

Statutes also define licensure as the responsibility of the State Board of Education. According to General Statute 115C-296(a),

“The State Board of Education shall have entire control of licensing all applicants for teaching positions in all public elementary and high schools of North Carolina; and it shall prescribe the rules and regulations for the renewal and extension of all licenses and shall determine and fix the salary for each grade and type of license it authorizes.”

SBE regulations for licensure are in turn administered by the Licensure Section of the Department of Public Instruction (DPI).

Communicating with the Licensure Section

The Licensure Section of the Department of Public Instruction

The Licensure Section of the Department of Public Instruction offers assistance in licensing matters to school systems and individuals by

- mail
- telephone and
- personal consultation in the Licensure Office.

Superintendents and personnel officers are responsible for assisting their employees with licensing issues to ensure that employees have a current license in the correct area for their assignments and that employees are given credit for eligible degrees and experience.

Mail

Written communications and licensing requests should be sent to the following address:

North Carolina Department of Public Instruction
Division of Financial and Business Services
Licensure Section
6365 Mail Service Center
Raleigh, North Carolina 27699-6365

Internet website

Licensure information and forms are available at the following address:

<http://www.ncpublicschools.org/licensure/>.

Personnel administrators and others authorized to access the Lic/Sal website can also access forms at <https://licsalweb/>.

Telephone

The Professional Licensure Assistance Line is a computerized system through which individuals receive general information about licensing policies and procedures by telephone. Callers can request

- forms and packets and
- information specific to themselves, such as
 - length of service
 - expiration date of a license
 - status of a request

Hours of Operation: The Licensure Section can be reached by telephone between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

Numbers

Licensure Section (Raleigh area).....919-807-3310

Licensure Section (toll-free in NC) 1-800-577-7994
