

Chapter 2 – The License

Introduction

The Licensure Section may issue a license when they receive documents verifying completion of requirements. The license indicates specific information about an individual’s qualifications. This information is used by local school systems to make employment decisions. (See **SBE Policies QP-A-001 Section 1.00**)

In this chapter

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Components of the License

License Sample

A sample of a North Carolina license is on the next page.

General License Information

The front of the North Carolina professional educator’s license provides:

- dates pertinent to an individual’s eligibility for employment in North Carolina public schools
 - codes and information indicating the areas in which an individual is eligible for employment
 - the education level and established experience level for each area
-

Effective and expiration dates

The license effective date is the beginning date from which salary can be determined based on the area and class level. Although a license can become effective on any date throughout the year, most effective dates fall on July 1, the beginning of the fiscal year. Some situations, such as mid-year completion of licensing requirements, necessitate effective dates other than July 1.

Lateral entry teachers and other provisionally licensed individuals employed with less than six months of creditable experience time remaining in the school year shall have the following three school years to satisfy all licensing requirements.

Note: The expiration date of the license is usually June 30, the end of the fiscal year.

STATE OF NORTH CAROLINA
STATE BOARD OF EDUCATION • DEPARTMENT OF PUBLIC INSTRUCTION



Professional Educator's License



DATE ISSUED

DATE EFFECTIVE

RENEWAL CYCLE

DATE EXPIRES

THE PERSON NAMED HAS COMPLETED A PROGRAM OF PREPARATION APPROVED BY THE STATE BOARD OF EDUCATION AND IS AWARDED THIS LICENSE TO SERVE IN THE SCHOOLS OF NORTH CAROLINA IN THE AREA(S) INDICATED. THIS LICENSE HAS BEEN ISSUED IN ACCORDANCE WITH STATE BOARD OF EDUCATION REGULATIONS

PROGRAM CODE/STATUS	HQ CODE	CODE/AREA	CLASS CODE	EXP.

Class Codes:
 V Non-Degree level
 A Bachelor's level
 M Master's level
 S, AP, AS Sixth-year level
 D, DP, DS Doctorate level

Highly Qualified (HQ) status indicators, pursuant to PL 107-110 (NCLB Act of 2001):
 99 - Not Highly Qualified
 98 - Not Applicable for Non-Core Academic Areas
 97 - Highly Qualified not determined
 89 - Highly Qualified based on undergraduate academic major
 88 - Highly Qualified based on coursework equivalent to an undergraduate major
 87 - Highly Qualified based on NC licensing test(s)

86 - Highly Qualified based on Other State licensing test(s)
 85 - Highly Qualified based on a graduate degree
 84 - Highly Qualified based on master's level licensure or above
 83 - Highly Qualified based on NBPTS
 82 - Highly Qualified based on NC HOUSSSE standard
 81 - Highly Qualified based on Other State HOUSSSE standard
 80 - Highly Qualified based on Other State's verification

EACH LICENSE HOLDER IS RESPONSIBLE FOR KNOWING AND SATISFYING LICENSE RENEWAL REQUIREMENTS AND/OR ANY IDENTIFIED PROVISIONS OR DEFICIENCIES REQUIRED TO REISSUE HIS OR HER LICENSE.

Jane St. Clair Atkinson
 SUPERINTENDENT OF PUBLIC INSTRUCTION

STATE BOARD OF EDUCATION
 DEPARTMENT OF PUBLIC INSTRUCTION
 6365 MAIL SERVICE CENTER
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Components of the License

Renewal Cycles

Standard Professional II licenses are valid for five years as indicated by the renewal cycle. Renewal cycles are determined by the date

- an individual completes an education program (if not employed),
- an individual converts a license from Standard Professional I to Standard Professional II,
- an individual completes renewal credit, or
- a NC license is first issued based on a current reciprocal out-of-state license if the individual qualifies for a Standard Professional II license (i.e., 3 years of experience and NC Praxis II).

Other factors (for example, reinstatement of an expired license in mid-year) can result in a renewal cycle of more or less than five years.

Program Code

The program code indicates the status of and basis for issuing a license. This includes any deficiencies or limitations. A complete explanation of program codes begins on page 2-7.

Status

Standard Professional I Licenses (SP1) (See SBE Policy QP-A-001, 1.20) which are valid for three years, allow the teacher to begin practicing the profession on an independent basis in North Carolina. To be issued a Standard Professional I License, an individual must complete a state approved teacher education program at a regionally accredited college or university and meet the federal requirements to be designated “Highly Qualified” (HQ). The first character in the program code of the SP1 license indicates whether the holder is an active participant in a Beginning Teacher Support Program:

- 8 = Valid for initial employment in North Carolina. Converts to an Standard Professional II license when the holder successfully completes Beginning Teacher Support Program
- S = Valid for employment in North Carolina. Converts to a Standard Professional II license when the holder successfully completes one year of satisfactory teaching in NC with the recommendation of the employing LEA, which includes verification that the LEA will offer the teacher re-employment with the LEA. (The teacher is not required to accept the offer of re-employment.)

Standard Professional II Licenses (SPII) (See SBE Policy QP-A-001, 1.20) which are valid for five years, allow the teacher to serve on an on-going basis. A Standard Professional II License must be renewed every five years.

Teachers who are fully licensed and Highly Qualified in another state are issued the Standard Professional II license if they have the following:

- three or more years of teaching AND
- met NC’s Praxis testing requirements OR
- National Board Certification.

Components of the License

Status (continued)

Provisional licenses (See SBE Policy QP-A-001, 1.50)

Effective July 1, 2006, provisional licenses will not be issued for the following:

- core academic areas
- exceptional children's teachers who will be serving as the teacher of record of core academic subjects, such as math, science, language arts, or social studies.

Provisional licenses are issued for up to one school year with the stipulation that credit deficiencies for full licensing be satisfied at the rate of 6 semester hours per year. Credit to extend a provisional license for an additional year must be earned before the beginning of the school year following the expiration date on the license. All requirements must be completed within a five-year period.

Endorsements (See SBE Policy QP-A-001 Section 1.60)

Effective June 30, 2006, endorsements will no longer be issued in and cannot be used for the following:

- teaching at the elementary grades level OR
- the middle and high school levels in license areas required for teaching the core academic subjects.

Endorsements are attachments to a full license area and allow the individual to teach a specific subject on a half-time or less basis. The Department of Public Instruction issues endorsements based on a minimum of 18 semester hours in the specific content area.

International Faculty Licenses (See SBE Policy QP-A-001 Section 1.85)

may be issued to individuals on a cultural exchange visa who hold at least a baccalaureate degree earned at the equivalent of a regionally accredited institution and meet their countries' requirements for qualified teachers. Individuals on a cultural exchange visa who hold at least a baccalaureate degree earned at the equivalent of a regionally accredited institution, meet their countries' requirements for qualified teachers, and have at least two years of actual classroom teaching experience may be issued an International Faculty license for a maximum of three years. The International Faculty license is not renewable. To be eligible for this license, the teacher must complete the equivalent of North Carolina's High Objective State Standard of Evaluation administered by an evaluator authorized by the North Carolina Department of Public Instruction. For purposes of PL 107-110 (No Child Left Behind) this constitutes a full license.

Components of the License

Status (continued)

Individuals on a cultural exchange visa who hold at least a baccalaureate degree earned at the equivalent of a regionally accredited institution and meet their countries' requirements for qualified teachers, but with less than two years of actual classroom teaching experience, may be issued an International Faculty license to participate in a federally approved pilot program for teachers from other countries provided they otherwise meet the "highly qualified" requirements of No Child Left Behind. The International Faculty license will be issued for a maximum of three years and is not renewable.

Teachers issued the International Faculty license may have their native language added to their license by earning a rating of at least "Intermediate High" proficiency on the ACTFL (American Council on the Teaching of Foreign Languages) Oral Proficiency Test.

may be issued an International Faculty license for a maximum of three years. The International Faculty license is not renewable.

Teachers issued the International Faculty license may have their native language added to their license by earning a rating of at least "Intermediate High" proficiency on the ACTFL (American Council on the Teaching of Foreign Languages) Oral Proficiency Test.

Components of the License

Types

North Carolina issues three types of licenses: (See SBE Policy QP-A-001, 1.20)

Type	Description
Teacher	<p>The teaching license authorizes an individual to teach in a designated area of specialization. Licenses are issued in the following teaching categories:</p> <ul style="list-style-type: none"> • Birth-Kindergarten • K-6 Elementary • 6-9 Middle Grades (subject specific) • 9-12 Secondary (subject specific) • 9-12 Secondary Endorsement (valid for less than halftime assignments in specific subjects) • K-12 Special Subjects • Exceptional Children (by category) • Career-Technical (Vocational) Education
Student Service	<p>The student service license authorizes an individual to provide specialized assistance to the learner, teacher, administrator, and education program in general. Licenses are issued in the following areas:</p> <ul style="list-style-type: none"> • Counselor • Mentor (no longer issued, but established ones remain valid) • School Psychologist (minimum requirement, advanced level degree) • School Social Worker (can be issued as an A-level license) • Speech-Language Pathologist • Audiologist • Media Coordinator
Administrator/Supervisor	<p>The administrator/supervisor license authorizes an individual to administer or supervise in the following areas:</p> <ul style="list-style-type: none"> • School Administrator – Superintendent • School Administrator – Principal • Curriculum-Instructional Specialist • Instructional Technology Specialist – Computers • Media Supervisor • Career-Technical Director • Exceptional Children Program Director

Components of the License

Class

The following class codes correspond to the educational level at which an individual completes licensing requirements.

Degree	Class Code
Below Bachelor's level	<ul style="list-style-type: none"> • V (JROTC) • V (trade and industry career-technical) • V (Family Consumer Science sub-categories)
Bachelor's level	<ul style="list-style-type: none"> • A (regular teaching area) • A (career-technical) • A (school social worker)
Master's level	<ul style="list-style-type: none"> • M (regular teaching area) • P (principal) • PP (provisional assistant principal) • M (supervisor) • M (student service areas) • M (career-technical)
Sixth-year or advanced level (educational specialist)	<ul style="list-style-type: none"> • S (regular teaching area) • AP (principal) • S (supervisor) • S (student service areas) • S (career-technical) • AS (superintendent)
Doctoral level	<ul style="list-style-type: none"> • D (regular teaching area) • DP (principal) • D (supervisor) • D (student service areas) • D (career-technical) • DS (superintendent)

Program Codes

First character of the program code

The **first character** of the program code indicates:

- the status or
- the limitations and deficiencies of an individual's license.

Note: License codes are converted to narrative information when the license is printed.

First character program codes are listed below.

Code	Definition
0	Continuing Standard Professional II license with no limitations. Renewal required by expiration date.
2	Provisional license. Valid only for the remainder of the fiscal year following the effective date.
3	Provisional, conditional license. Holder must satisfy temporary deficiencies by earning required credit prior to the beginning of the school year that follows the expiration date.
4	Temporary permit. Valid for the remainder of the fiscal year during which licensure is established. Holder must meet Praxis requirement(s) to continue beyond the expiration date of the license.
5	Standard Professional I license. Inactive.
8	Standard Professional I license. Valid for initial employment in North Carolina. Converts to a Standard Professional II license when the holder successfully completes the North Carolina Beginning Teacher Support Program.
I	International Faculty license issued for a maximum of 3 years.
L	Lateral entry license.
M	Restricted to service as a Methods Faculty Member in a North Carolina Institution of Higher Education.
P	Emergency Teacher Permit. Valid for one school year.
S	Standard Professional I license. Valid for employment in North Carolina. Converts to a Standard Professional II license when the holder successfully completes one year of satisfactory teaching in NC with the recommendation of the employing LEA

Program Codes

Second character of the program code

The **second character** of the program code identifies the basis for licensing. **Second character program codes follow.**

Code	Definition
1	Completion of an approved teacher education program at an accredited North Carolina institution of higher education.
2	Completion of licensing requirements through a program not defined by codes 1, 3, 4, 6, 8, or 9.
3	Reciprocal licensing based on completion of an education program that follows NASDTEC guidelines.
4	Reciprocal licensing through an interstate licensing contract.
5	Completion of special requirements for licensing in career-technical education. License is limited to employment in the specified area of licensing.
6	Reciprocal licensing based on completion of an NCATE-approved teacher education program.
7	Permit to serve as a teacher under regulations adopted by the State Board of Education in June of 1998.
8	Reciprocal licensing not based on NCATE, NASDTEC, or an interstate contract.
9	Endorsement issued under regulations adopted by the State Board of Education on May 4, 1983.
A	Permit to serve as a teacher under Alternative Entry regulations adopted by the State Board of Education in December of 1998 (other state license). (see History Section)
B	Permit to serve as a teacher under Alternative Entry regulations adopted by the State Board of Education in December of 1998 (higher education teacher). (see History Section)
C	Permit to serve as a teacher under Alternative Entry regulations adopted by the State Board of Education in December of 1998 (experienced non-teaching professional). (see History Section)
F	International faculty license issued to individuals with eligible work visas under regulations adopted by the State Board of Education in June of 2003.
K	Issued for 2005-06 to teachers displaced due to Hurricane Katrina. (see History Section)
L	Lateral entry license. Issued to individuals who have not completed an approved teacher education program.
R	Completion of licensing requirements through a Regional Alternative Licensing Center approved by the State Board of Education April 2002.
T	Reciprocal license based on regulations adopted by the State Board of Education (August 2003) for out-of state teachers who are “fully licensed and highly qualified.” (see History Section)
Z	School systems or community colleges and/or colleges and universities in conjunction with school systems to establish innovative/experiential alternative licensure programs for lateral entry teachers effective July 1 2008

HQ Codes

HQ code

As required by PL107-110 (NCLB Act of 2001), teachers of core academic subjects are required to be Highly Qualified (HQ). (See **SBE Policy QP-A-001, 1.01 & 1.02**)

The following codes reflect the HQ status for each licensure area. (See Chapter 15.)

Code	Definition
99	Not Highly Qualified
98	Not Applicable for non-core academic areas
97	Highly Qualified not determined
89	Highly Qualified based on undergraduate academic major
88	Highly Qualified based on coursework equivalent to an undergraduate major
87	Highly Qualified based on NC licensing test(s)
86	Highly Qualified based on other state licensing test(s)
85	Highly Qualified based on a graduate degree
84	Highly Qualified based on master's level licensure or above
83	Highly Qualified based on NBPTS
82	Highly Qualified based on NC HOUSSE standard
81	Highly Qualified based on other state HOUSSE standard
80	Highly Qualified based on other state's verification

License Areas

License Areas

Licenses can be issued in the following specialty areas: (See SBE Policy QP-A-001, 1.10)

License Areas			
Special Service Personnel			
Administrative		Student Services	
011	School Administrator - Superintendent*	005	Counselor**
012	School Administrator - Principal**	006	School Social Worker
013	Teaching experience-principal licenses only	008	Mentor^
113	Curriculum Instructional Specialist**	026	School Psychologist*
077	Instructional Technology Specialist-Computers**	074	Instructional Technology Specialist – Telecommunications
078	Media Supervisor**	075	Associate Media Coordinator^
711	Career-Technical Director**	076	Media Coordinator**
88099	Exceptional Children Program Administrator**	88003	Audiologist**
		88082	Speech-Language Pathologist**
Teaching Areas			
Elementary (grades K-6)			
014	Birth through Kindergarten	16000	Elementary Second Language full-time assignments in grades 6 and below)^^^
015	Preschool Add-On		
025	Elementary		
25110	ESL		
25190	Reading	25881	EC General Curriculum
25200	Elementary Mathematics ^^^^	25882	EC Adapted Curriculum
25300	Elementary Science ^^^^		
Middle Grades (grades 6-9)		78710	Family Consumer Science^
78180	Language Arts	78720	Health Occupations^
78200	Mathematics	78730	Marketing^
78300	Science	78760	Business^
78400	Social Studies	78820	Technology^
78700	Agriculture^	78900	Literacy Coach

License Areas

License Areas Continued

Secondary (grades 9-12)	540	Japanese
100 English	550	Chinese
200 Mathematics	560	Italian
300 Science	580	Russian
302 Earth Science	590	Latin
310 Biology	600	Business Education [^]
320 Physics	601	Basic Business [^]
330 Chemistry	905	Bible
400 Social Studies	18000	Endorsements ^{^^}
405 Political Science	18105	Journalism endorsement ^{^^}
410 Geography	18434	Psychology endorsement ^{^^}
420 History	18540	Japanese endorsement ^{^^}
431 Economics	18550	Chinese endorsement ^{^^}
432 Sociology	18560	Italian endorsement ^{^^}
433 Anthropology	18825	Principles of Technology ^{^^^}
510 French	18827	Scientific & Technical Visualization ^{^^^}
520 Spanish		
530 German	18829	Project Lead the Way ^{^^^}
Special Subjects (grades K-12)		Exceptional Children
010 Emergency Permit to Practice	88001	Cross Categorical (mildly/ moderately disabled)
090 Physical Education	88002	Severely/Profoundly Disabled
094 Health and Physical Education	88004	Preschool Disabled [^]
096 Safety and Driver Education	88081	Mentally Disabled
097 Health Education [^]	88083	Visually Impaired
098 Health Specialist	88084	Physically/Orthopedically Disabled [^]
108 Theater Arts	88085	Behaviorally/Emotionally Disabled
109 Speech Communication	88086	Learning Disabled
110 English as a Second Language	88087	Academically Gifted ^{^^}
190 Reading	88088	Hearing Impaired
511 French	88089	Hospitalized Homebound [^]
521 Spanish	88091	Special Education: General Curriculum
531 German	88092	Special Education: Adapted Curriculum
541 Japanese	88100	EC English [^]
551 Chinese	88200	EC Math [^]
561 Italian	88300	EC Science [^]
581 Russian	88400	EC Social Studies [^]
585 Other Second Language		
800 Music		
805 Dance		
810 Art		
18079 Computer Education Endorsement ^{^^}		
999 Junior ROTC		

License Areas

License Areas Continued

Career-Technical Education (grades 6-12)		74040 Electronics
700	Agricultural Education	74045 Printing and Graphics
701	Agriculture Technology [^]	74050 Electro-Mechanical Maintenance
710	Family and Consumer Sciences Education	74055 Masonry
	712 Apparel Design	74060 Mechanical Systems (HVAC or Plumbing)
	714 Child Development, Family Studies	74065 Metals Manufacturing
	716 Foods & Nutrition, Culinary Arts	74070 Drafting
	718 Interior Design, Housing	74075 Textiles
720	Health Occupations Education - Registered Nurse	74080 Welding
721	Health Occupations Education - Allied Health	74085 Work Development (formerly Industrial Cooperative Ed.)
722	Health Occupations Education - Biotechnology	74095 Specialized
730	Marketing Education	74096 Computer Engineering Technology – CET
740	Trade and Industrial Education [^]	74097 Network Engineering Technology – NET
74010	Collision Repair	74098 Digital Media
74015	Automotive Service	74099 Public Safety
74020	Cabinetmaking/Furniture	747 Career Development Coordinator
74025	Carpentry	760 Business Education
74030	Cosmetology	762 Network Administration
74035	Electrical Trades	770 Handicapped/Disadvantaged
		777 Career Exploration [^]
		820 Technology Education
		830 VoCATS Coordinator
<p>* Initial licenses issued only at sixth year level or above. ** Initial licenses issued only at master's level or above. [^] New licenses not established in this area (established licenses are valid). ^{^^} Issued only if individual is fully licensed in another area ^{^^^} Issued only if the individual is fully licensed in CTE- Technology Education Area ^{^^^^} Issued only if the individual is fully licensed in Elementary Education</p>		

License Fees

Policy

The State Board of Education shall impose the schedule of fees for teacher certification and administrative changes (G.S. 115C-296 (a2)). The current fees follow. **(See SBE Policy QP-A-008)**

Fees

Licensure Fees are Non-Refundable

Description	Fee
Out-of State Application	\$85
Addition of experience	\$55
Clearing provisions on a license (test scores, academic credit, etc.) or clearing ILP status	None
Extension of a provisional license	\$55 (only if individual did NOT meet yearly requirements)
Adding an area to a license	\$55
Extending a SPI at request of employing LEA	\$55
Emergency Permit	\$85
Deletion of an area	None
New applications for employed persons: Career Technical Education, out-of-state, and lateral entry	\$85
Alternative Entry Application	\$85
Addition of areas to an existing license (all areas)	\$55
Lateral entry	\$85
Graduate Pay Requests	\$55
Upgrade in educational level; additional area of licensure	\$55
License issued from statement of eligibility	\$55
Renewal of license: for unemployed applicants Applicants employed in a non-public school*	\$55 *None – if received in bulk
Request to validate the license	\$55
In-state new application	\$55
Experience Review or Information Inquiry	\$30
Name Change	\$30
Social security number changes	\$30
Duplicate license request	\$30
Copies of file	\$30

**Fee payment by
credit card**

To pay the non-refundable processing fee by credit card (MasterCard or VISA), an individual must complete a credit card payment form. This form is included in the application materials and is also available through the personnel department of the employing unit.

Refused payments

In the event payment is refused on an individual's check, draft, or other method of payment submitted with an application, any licensure document that has been issued will become immediately null and void.
