

# Chapter 11 –License Renewal

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## Overview

### Background

The renewal process ensures that professional school personnel (SP II license holders) continually update their professional knowledge and technical competencies. Each license holder is responsible for knowing and satisfying license renewal requirements. Failure to renew a license may make an individual ineligible for employment.

North Carolina SP II licenses are issued with five-year dating cycles. At the end of a five-year cycle, the license holder must apply for renewal by submitting documentation verifying that renewal has been earned.

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## The License Renewal Process: Renewal Standards

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### Introduction

Individuals earn license renewal or reinstatement by completing appropriate coursework and/or earning the appropriate number of renewal credits. There are a number of options individuals can use to earn renewal credit.

LEAs establish official procedures for planning in-service courses or workshops and also maintain records of renewal credit earned by their employees.

### Renewal standards adapted by the SBE May 5, 1998

SBE Policy:  
QP-A-005, 10/04/2007  
QP-A-016, 01/02/2006

The standards for licensure renewal require a minimum of 150 hours (15 renewal credits) of professional development, documented in an individual growth plan, and implemented within a five-year period. This plan should be

- focused on one's licensure area or job responsibility
- aligned to the State Board of Education's strategic priorities (higher student achievement, safe and orderly schools, quality administrators/teachers, and effective/efficient organizations)
- address the school's or district's strategic priorities and improvement plan

**Renewal standards adapted by the SBE May 5, 1998, *continued***

- address the appropriate job-specific performance standards
- develop technology competence that is aligned to technology standards adopted by the State Board of Education, and
- encourage peer and supervisor review on an annual basis.

One renewal credit is earned for each year of full-time teaching completed during the five-year license renewal period.

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**LEA renewal plans**

The process for implementing the renewal standards should be included in a plan developed by the LEA and submitted annually to the North Carolina Professional Teaching Standards Commission for review. The plan should incorporate specific strategies, evaluation, and impact of professional development. LEAs may develop an alternative license renewal plan that is competency based and results oriented. The plan must describe the connection among professional development, the school improvement plan, and the individual's license area or job responsibilities through processes such as peer review and annual evaluation.

The plan may waive specific hour requirements that a licensed employee must meet and focus instead on knowledge and skill acquired by participants. The plan must include outcome measures and must be submitted to the Department for review in advance of its implementation.

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**How licenses are renewed**

License holders renew continuing licenses by earning 15 units of renewal credit earned within the current five-year renewal cycle.

For a license to remain current, all credit must be earned by the expiration date of the license. If the license expires, the requirements listed above apply for renewal.

**Note:** a unit of renewal credit is equivalent to

- one quarter hour or one in-service credit from a North Carolina public school system, OR
  - one year of full time teaching, OR
  - ten contact hours.
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**Renewal credits**

The DPI Licensure Section does not accept renewal credits for less than one unit.

**Note:** Exception: LEAs can accept staff development activities/course work for less than one unit of credit. Course work must be directly related to applicants' professional responsibilities as public school educators or to their areas of licensure.

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## The License Renewal Process

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### **Individual growth plans for LEA employees**

LEA employees shall maintain an individual growth plan. During each five-year cycle, individuals shall participate in professional development activities based on level(s) of expertise, from beginning to accomplished, in the areas of content knowledge, content pedagogy, assessment, diverse learners, leadership, technology, and others.

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### **Technology Requirement**

An LEA may require a minimum number of hours in integrating technology to improve student learning.

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### **Reading Requirement**

Individuals teaching kindergarten through eighth grade must complete three renewal credits in reading methods courses during each five-year renewal cycle. This reading methods requirement applies to individuals renewing their licenses on or after July 1, 2003.

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### **Subject Area Requirement**

(Revision to Policy QP-A-005  
Reference: Senate Bill 1292,  
Session 2007)

Three CEU credits for the academic subject area for all K-12 teachers are required for renewal after July 1, 2009.

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### **School Administrators** (Revision to Policy QP-A-005 Reference: Senate Bill 1292, Session 2007)

School administrators must earn at least 5 renewal credits during each renewal cycle focused on the principal's role in teacher effectiveness, teacher evaluations, teacher support programs, teacher leadership, teacher empowerment, and teacher retention. This requirement for school administrators applies to individuals renewing their licenses on or after July 1, 2007.

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### **Retired Teachers**

GS 115C-296 provides that a teacher's license remain in effect for five years after retirement. To have a license extended under this provision, the retired teacher must submit a written request that includes the retirement date.

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### **Contacts for renewal**

Individuals employed in a public school unit (or a non-public school authorized to administer staff development programs) should contact the appropriate

- superintendent
- headmaster, or
- designated staff development coordinator

about all renewal questions and recording of credits earned.

Individuals not currently employed in a public school unit (or a non-public school authorized to administer staff development programs) should maintain their own records of renewal credit until the time to renew their licenses.

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## How to Obtain Renewal Credit

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### Activities for renewal credit

The following types of activities can be used to obtain renewal credit:

- college or university courses
- local in-service courses or workshops
- independent study approved by the LEA
- classes and workshops approved by the LEA
- completion of the National Board for Professional Teaching Standards certification process (15 units of renewal credit)
- completion of the National Board for Professional Teaching Standards certification renewal process (5 units of renewal credit)
- teaching experience (one unit for each year taught during the renewal cycle)

Courses/workshops taken must be directly related to the individual's license and job responsibilities as approved by the LEA (if the individual is employed).

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### Credit equivalence

Renewal credit can be earned by taking courses through any accredited college or university, including technical and community colleges. Credit is earned as follows: a quarter hour is the equivalent of 1.0 renewal credit. a semester hour is equivalent to 1.5 renewal credits. Required Documentation: Submit transcripts as documentation; grade reports are not acceptable documentation.

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### National Board Certification

Completion of the process for National Board Certification is acceptable to complete renewal requirements for an individual's next renewal cycle, even if the individual does not achieve national certification. A National Board Certified teacher who completes the National Board Certification renewal process is granted 5 units of renewal credit.

(Revision to Policy QP-A-005  
Reference: Senate Bill 1292,  
Session 2007)

\*Teachers completing the National Board Certification process or the National Board Certification renewal process during their renewal cycle are not required to complete the three renewal credits in their subject area.

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## How to Obtain Renewal Credit

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### Local in-service courses or workshops

Renewal credit can be earned through

- any North Carolina school administrative unit OR
- approved board

on a space-available basis.

Courses should be designed to develop specific skills and be taught by qualified instructors directly supervised by the sponsoring school system. There should be limited enrollment to ensure accountability, and participants must complete the course or workshop to receive renewal credit. School systems are responsible for ensuring that local courses and workshops meet the appropriate standards. The activity shall

- 1) be delivered in a minimum of 10 clock hours over time with on-the-job application, feedback, and follow-up;
- 2) have identified goals and objectives that are designed to increase knowledge or skills in the person's license area or job assignment;
- 3) include focused content and instruction that are sequenced to develop specified competencies of a specific population;
- 4) be conducted by instructional personnel approved by the sponsoring school unit or employer;
- 5) include a focused evaluation designed to gauge the change in learner knowledge or skill and to guide the development of future programs.

The course or workshop must be

- a minimum of one renewal credit (10 hours of training over a minimum of 2 days).
- 6 or fewer hours of training per day.

The superintendent or local governing board must approve the course or workshop.

**Required documentation:** Certification of credits by the administrative unit or governing board.

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### Independent study

A maximum of five renewal credits can be earned through independent study.

The employee and the superintendent or his or her designee shall plan the experience in advance, including identification of competencies to be acquired and an evaluation to determine satisfactory achievement of those competencies.

Determination of credit is based on the complexity of study.

**Required documentation:** Certification of credits by the superintendent or an appropriate designee.

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## Renewal Procedures

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### Introduction

Renewal procedures have been established based on type of employment.

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### Employees of public schools

In April of each year, expiring licenses are automatically renewed for 5 years or one year, respectively. LEAs accept or reject each extension based on

- proper verification that renewal requirements have been met, AND
- confirmation that the individual has signed a criminal conviction disclosure statement.

Once the individual meets renewal requirements, the superintendent or designee

- accepts the extension,
  - forwards the individual a copy, AND
  - files the school system's copy.
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### Rejection of renewal

If renewal requirements have not been satisfied, the superintendent or designee does not accept the extension. The original expiration date remains on the license.

If renewal requirements are satisfied after the license has expired, the following must be filed with the Licensure Section:

- an application for renewal, Form U (License Update),
  - verification of credits earned, AND
  - a processing fee of \$55.
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### Charter School and non-public school employees

The charter school or non-public school through which the employee is submitting the renewal request must be approved by the DPI to administer renewal regulations.

**Required documentation:** Charter schools and non-public schools must submit a list of renewal credits along with a Form E (Verification of K-12 Experience) for each of their employees whose licenses they are renewing. This documentation should be submitted during May or June of the year of expiration.

The processing fee is waived when proper documentation for all renewals is submitted as a package from the school. Otherwise, renewals for individuals not employed during the year of expiration require the \$55 processing fee.

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## Renewal Procedures

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### Unemployed license holders

To maintain a valid license, an unemployed license holder must meet renewal requirements by the expiration date of the license. Renewal applications, documented credits sufficient for renewal, and a processing fee of \$55 should be filed as a complete package no earlier than May of the year the license expires. The Licensure Section determines the

- appropriateness of credit to the license area
- suitability of the content level
- proper establishment of credits.

**Note:** Applicants should submit applications for professional experience credit (Form E) for unreported experience with the application package.

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## Reinstatement of Licenses

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### Introduction

SBE policy:  
QP-A-001, 01/05/06  
QP-A-017, 08/01/00

An expired license can be reinstated once the license holder meets the appropriate requirements for reinstatement.

All expired licenses are invalid until reinstated.

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### Requirements for reinstatement

To be eligible for reinstatement, an applicant must earn a minimum of 10 semester hours or 15 units of renewal credit during the five-year period preceding the date of application.

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### Validation of licenses

Individuals with expired, non-provisional North Carolina licenses shall be eligible for a three-year Standard Professional I or Standard Professional II license based on the need of the employing LEA. At least 15 renewal credits must be completed during the three years, with a minimum of 5 credits required each year. At the end of the three-year cycle, if all 15 credits have been completed, the license will be issued with a new five-year dating cycle, or the license remains expired until all renewal credits have been earned.

Only an employing school system can request reinstatement of a license for a person who holds an expired license. ***This is not an option for currently employed individuals who have not met renewal requirements.***

Required documentation: The employer must submit the request for a validated license Form U (License Update) and a processing fee of \$55.

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