

Guidelines for Eligibility of 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.

Experience as a Professional Educator

► Credit awarded for professional school experience is calculated according to these rules:

- ◆ Full-time work in a school system for six calendar months or more within one fiscal year (July 1 through June 30) shall earn one year of experience credit (excluding experience in a one-teacher private school).
- ◆ Part-time work shall require a minimum of 15 hours per week to establish experience credit in a school unit. One year of experience can be earned, if the experience totals six calendar months of full-time experience during a single fiscal year.
- ◆ Partial years of full-time or part-time experience can be combined for experience credit. For example, two years of part-time work (at least fifteen hours per week) can be combined for one year of experience, if it is equivalent to six months of full-time experience.
- ◆ Full-time experience of less than six calendar months in a fiscal year can be combined with another partial year of part-time or full-time experience to equal one year of experience credit.
- ◆ Experience credit for a single year served in two or more school administrative units shall be allowed unless the State Board of Education has been advised that the person's contract was willfully breached during the school year.
- ◆ Credit for college teaching shall be calculated based on the number of semester hours spent teaching per term. Six semester hours per term shall be considered part-time teaching and twelve semester hours per term shall be considered full-time teaching.
- ◆ Service as a tutor, clerical paraprofessional, or substitute teacher shall not be recognized for professional educator experience credit. It may be recognized for non-teaching work experience credit if it meets the criteria identified below.

► Experience Credit for Non-teaching Work Experience

For salary purposes, non-teaching work experience can be credited toward an individual's total licensure experience rating on the recommendation of the designated personnel administrator of the North Carolina Local Education Agency (NC LEA) which has employed the individual in a professional position.

► An official job description must accompany each non-teaching experience form submitted.

"Relevant non-teaching work experience" shall be defined as professional work experience in public or private sectors that is directly related to an individual's area of licensure and work assignment. Credit for non-teaching work experience is not transferable to other licensure areas for which the experience is not relevant. In addition, to be eligible for credit, such experience must meet the following criteria:

- was at least half time (20 hours or more per week);
- was completed after age 18;
- did not include on-the-job training;
- was paid and documented

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 Industry 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.

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

Periodic audits of non-teaching work experience will be conducted by the DPI Licensure Section and LEAs will be required to repay amounts if duplicate years of experience, experience credit exceeding the policy limits, or credit for non-relevant experience have been awarded.