

Upgrading or Adding an Area to a License: How to Apply

►► To upgrade the educational level of an existing license, send the following:

- An evaluation fee of \$55.00. You may pay by personal check, money order, or certified check (made payable to the Department of Public Instruction) or by Visa or MasterCard. To pay by credit card, fill out the credit card payment form.
- Form V (Verification by Institution: Completion of Approved Education Program). This form is to be filled out by the college or university at which you completed your advanced degree work.
- Transcripts of any degree not already on file in the Licensure Section. Original transcripts must show the type of degree and the date it was awarded.
- Specialty area or subject assessment score if a Praxis test is required for the area.
- Form E (Verification of K-12 Educator Experience) if you are also applying for experience credit. Submit a separate form for each employer.

►► To add an area of licensure to an existing license, send the following:

- An evaluation fee of \$55.00. You may pay by personal check, money order, or certified check (made payable to the Department of Public Instruction) or by Visa or MasterCard. To pay by credit card, fill out the credit card payment form.
- Form V (Verification by Institution: Completion of Approved Education Program). This form is to be completed by the college or university at which you finished your education program. If you hold an out-of-state license in the area to be added, you may submit a copy of that license instead of Form V. However, Form V is sometimes necessary in addition to an out-of-state license in order to establish eligibility.
- Transcripts of earned degrees or course work leading to eligibility for an additional area of licensure. If an additional degree was earned to add the area, transcripts must show the type of degree and the date it was awarded. (Send original transcripts.)
- Specialty area or subject assessment score if a Praxis test is required for the area being added.
- Form E (Verification of K-12 Educator Experience) if you are also applying for experience credit. Submit a separate form for each employer.

Note: The evaluation fee for upgrading your license or adding an area covers the application for experience credit if the upgrade information and the experience application are sent together.

Assemble your application materials in the order listed above and mail to the

Department of Public Instruction
Licensure Section
6365 Mail Service Center
Raleigh, North Carolina 27699-6365

Please do not fold, staple, or use paper clips to organize these materials. Doing so will slow down the automated application process and delay your response. Please mail the documents in a 9" x 12" envelope. Thank you.