

Junior ROTC: Request for a License

Applications for licensing as a Junior ROTC instructor must contain the following:

- Processing fee of \$85.00. 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 A (Application for a North Carolina License)
- Form N (Verification of Employment in a North Carolina School)
- Military approval (in the form of a letter) to serve as a Junior ROTC instructor
- Copy of military separation papers (DD-214)
- Original transcripts of college course work or degrees earned
- Documentation of special preparation to teach junior ROTC (if any)
- Form E (Verification of Experience) **if** the applicant has classroom teaching experience outside of the military.

Assemble these materials in the order listed, and mail the complete application packet to:

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

Please do no fold, staple, or use paper clips to organize these materials. Doing so will slow down the automated application process and delay your response. Please place the unfolded individual pieces of the application in a 9" x 12" envelope. Thank you.

When the Licensure Section has approved the application and issued a license, it will send the applicant a letter that lists any remaining requirements for clear licensing as a Junior ROTC instructor.

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

Form JROTC
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