

# **A Guide to Making Licensing Requests**

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# Contents

Introduction .....	ii
Licensure Forms .....	iii
Licensing Requests: What to Send to the Licensure Section	
Activating an Initial License .....	1
Adding an Area to an Existing License by Completion of an Approved Program .....	1
Adding an Endorsement.....	1
Adding a Provisional Area to an Existing License .....	1
Adding Experience.....	2
Alternative Entry.....	2
Authorizing Graduate Salary .....	3
Career-Technical Licenses (Initial).....	3
Changing a License from Initial (SP1) to a Continuing (SP2) [clearing the ILP requirement] .....	3
Clearing a Provisional Area	
by completion of an approved program .....	3
by meeting requirements of a Licensure Section evaluation.....	4
based on 3 years of teaching in the area and HOUSSE or 24 semester hours	
or Praxis II in the area.....	4
Clearing a Validated License .....	4
Clearing Praxis Provisions .....	4
Converting Emergency Permit to Lateral Entry.....	4
Deleting an Area of Licensure .....	4
Duplicate License Request.....	4
Emergency Permit.....	5
Extending a Provisional License.....	5
Extension of a Temporary Permit .....	5
In-state Program Completer .....	5
Junior ROTC.....	6
Lateral Entry .....	6
Name Change.....	6
Other State Verification of HQ Status .....	7
Out-of-State New Employee Licenses	
applicants who do not hold a statement of eligibility.....	7
applicants who hold a statement of eligibility.....	7
Pay Approvals .....	7
Recommendation for HQ Designation Based on NCHOUSSE .....	7
Recommendation for HQ Designation Based on Criteria other than NCHOUSSE.....	8
Reinstatement of a License for Which the Licensure Section No Longer Has a Record.....	8
Renewal of a License by a Person Not Employed in a school system.....	8
Researching Experience.....	8
Social Security Number Change .....	8
Upgrade in Educational Level.....	9
Upgrade in Educational Level to an Expired License.....	9
Validation of an Expired License.....	9
Waiver of Test Requirements.....	9
Waiving the Requirement for ILP.....	9

# Introduction

Licensing Procedures: A Guide to Making Licensing Requests explains how to make the most common types of licensing requests.

This guide lists the most frequently requested licensing actions in alphabetical order. Beside each action is a list of documents and materials that must be submitted to the Licensure Section for that particular type of request. Individual forms, of course, may not answer the need of every situation; in some cases, therefore, supplying the most reasonable and logical documentation is the action to take.

Please mail application and request materials unfolded and without staples in a 9" x 12" envelope. Doing so will ensure the quickest possible response to each request. Questions about forms or procedures may be directed to the Licensure Section.

**PLEASE DO NOT USE A HIGHLIGHTER ON ANY DOCUMENT. THIS MAY RESULT IN THE HIGHLIGHTED INFORMATION BEING DELETED IN THE SCANNING PROCESS.**

**PLEASE MAKE CERTAIN YOUR EMPLOYEES WHO ARE SUBMITTING PROCESSING FEES REQUIRED FOR THEIR REQUESTS ARE AWARE OF THE FOLLOWING:**

**IN THE EVENT PAYMENT IS REFUSED ON A CHECK, DRAFT, OR OTHER METHOD OF PAYMENT SUBMITTED WITH AN APPLICATION, ANY LICENSE DOCUMENT THAT HAS BEEN ISSUED WILL BECOME IMMEDIATELY NULL AND VOID.**

# Licensure Forms: A Brief Description

Form	Name of Form
A	Application for a NC license
AEL	Application for an Alternative Entry License
AEL-RG	Alternative Entry License Request Guide
C	Recommendation for a Continuing (SP2) License
CC	Credit Card Authorization
CE	Verification of Post Secondary (College) Educator Experience
CEL	Converting an Emergency Permit to a Lateral Entry License
CT	Request for a Career-Technical License
CT-RG	Initial Career-Technical Request Guide
E	Verification of K-12 Educator Experience (Part A is used for verifying professional educator experience; Part B is used for verifying Instructional Teaching Assistant Experience)
EP	Request for an Emergency Permit
EP-RG	Emergency Permit Request Guide
ETP	Extension of a Temporary Permit
G	Request for Authorization for Graduate Salary
G-RG	Graduate Salary Request Guide
HQ	Recommendation for Designation as HQ Based on the NC HOUSSE
HQ-1	Recommendation for Designation as HQ based on Criteria Other than the HOUSSE
I	Application to Add In-field Licensing (This application is to be used for all requests for provisional areas [regular teaching areas, exceptional children's areas, and career-technical education areas.]
I-RG	Adding Provisional Area Request Guide
IS-C	INTASC Standards
IS-E	Guidelines for Eligibility of Experience Credit
IS-K	Key to NC License Codes
IS-O	Reciprocal Licensing Plans
IS-Praxis	Testing Requirements
IS-R	Renewal and Reinstatement Requirements
J	JROTC Request for a License
J-RG	JROTC Request Guide
LE	Request for a Lateral Entry License

Form	Name of Form
LE-RG	Lateral Entry Request Guide
M	Verification of Active Military Duty (This is to be used to credit active military duty in the case of an employed educator who was called to active duty while working as a professional educator.)
N	Verification of Employment in a North Carolina School (This form is to accompany first time applications for new out-of-state employees and JROTC instructors.)
NE	Verification of Non-teaching Work Experience (Must include an official job description and be submitted with Form RN.)
NE-RG	Non-Teaching Work Experience Request Guide
OS-HQ	Verification of Highly Qualified status by a State Agency (This form is used to verify an individual has been designated HQ by another state based on testing or HOUSSE standards.)
OS-RG	Out-of-State new Application Request Guide
R	Special Requests (This form is to be used for frequently made requests [e.g., approving salary for pay purposes, extending a provisional license, and researching experience]. It can also be used for miscellaneous requests not addressed on other forms. LEAs can use Form R in place of the letters they usually send for such requests.)
RN	LEA Recommendation for Non-Teaching Work Experience Credit
S	Student Teaching/Internship Performance Evaluation by a NC LEA. It is to be sent by the recommending NC college/university.
TW	Request for Waiver of Test Requirements
U	License Update (This forms lists actions that can be requested using it [name changes, clearing a provisional area, deleting an area, validating an expired license].)
U Directions	Upgrading or Adding an Area to a License
V	Verification of completion of an approved Teacher Education Program (Recommendations from both in-state and out-of-state IHEs are to be made on this form.)
VAL-RG	Validation Request Guide

# Licensing Requests: What to Send to the Licensure Section

**Activating an initial license (changing the first character in the program code from 5 to 8)**

- ◆ Form R (Special Requests)

Request for activating an initial license should not be made until after the automatic activations done in November and February of each school year

**Adding an area to an existing license by completion of an approved program**

- ◆ Form V (Verification by Institution: Completion of Approved Education Program). Applicants who hold an out-of-state license in the area to be added may submit a copy of the license instead of Form V.
- ◆ Transcripts (originals or legible, unaltered copies) 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. **Note: Grade reports are not accepted in place of transcripts.**
- ◆ Praxis specialty area or subject test score if a test is required for the area being added.
- ◆ Processing fee of \$55.00 (personal check, money order, or certified check made payable to the Department of Public Instruction) (Form CC if payment is being made by credit card.)

**Adding an endorsement**

- ◆ Form I (Application to Add In-Field Licensing)
- ◆ Transcripts or documentation of credits not already on file in the Licensure Section.

**Adding a provisional area to an existing license**

- ◆ Form I (Application to Add In-Field Licensing)
- ◆ This form should be used to add *any* provisional area, including workforce development, middle grades, and exceptional children.
- ◆ Processing fee of \$55.00 for special service personnel only (personal check, money order, or certified check made payable to the Department of Public Instruction) (Form CC if payment is being made by credit card.)

## Adding experience

### Experience as a Professional Educator

- ◆ Form E (Verification of Experience). The employer should fill out Part A of the form for K-12 teaching experience (or Part B of the form for instructional teacher assistant experience. A separate form must be submitted for each employer.
- ◆ Processing fee of \$55.00 (personal check, money order, or certified check made payable to the Department of Public Instruction) (Form CC if payment is being made by credit card.)

### Postsecondary Educator Experience

- ◆ Form CE (Verification of Postsecondary Educator Experience.) The employer should fill out a separate line on this form for each semester or quarter of college teaching experience, giving the actual number of hours taught **per week** during the semester or quarter.
- ◆ Processing fee \$55.00 (personal check, money order, or certified check made payable to the Department of Public Instruction) (Form CC if payment is being made by credit card.)

### Work (Non-teaching) Experience

- ◆ Form NE (Verification of Non-teaching Experience). A separate form must be submitted for each employer.
- ◆ Official job description
- ◆ Form RN (LEA Recommendation for Non-teaching Experience)

### Active Military Duty (that interrupts a teaching assignment)

- ◆ Form M (Verification of Active Military Duty)

## Alternative Entry Licensure

**Note: The sunset date for this policy is September 1, 2006.**

- ◆ Form AEL (Request for Alternative License)
- ◆ Transcripts (originals or unaltered copies) **that show all degrees earned and the date earned.**
- ◆ Certificates or licenses held in other states (legible unaltered copies of both sides.)
- ◆ Form E and/or Form CE (if applicant has relevant professional educator experience)
- ◆ Form NE & RN and official job description(s) (if applicant has relevant non-teaching experience.)
- ◆ Processing fee of \$85.00 (personal check, money order, or certified check made payable to the Department of Public Instruction (Form CC if payment is being made by credit card.)

**Authorizing graduate salary**

- ◆ Form G (Requests for Authorization of Graduate Salary)
- ◆ Copy of degree dated graduate transcript if one is not already on file with the Licensure Section.

**Career-Technical licenses (initial)**

- ◆ Form A (Application for a North Carolina License)
- ◆ Form CT (Request for an Initial Career-Technical License)
- ◆ College or university transcripts (originals or legible, unaltered copies if area of licensure requires a degree or if applicant has completed college course work.)
- ◆ High school transcript or proof of GED (for applicants who do not hold a degree.)
- ◆ Professional licenses associated with the requested area of licensure
- ◆ Form NE (Verification of Non-teaching Experience) [must be accompanied by official job description]
- ◆ Form RN (LEA Recommendation for Non-teaching Experience)
- ◆ Processing fee of \$85.00 [personal check, money order, or certified check made payable to the Department of Public Instruction] (Form CC if payment is being made by credit card.)

**Changing a license from initial (SP1) to continuing (SP2) [clearing the ILP requirement]**

- ◆ Form C (Recommendation for a Continuing [SP2] License: Completion of the Initial Licensure Program)
- ◆ Requests for changing a license from initial (SP1) to continuing (SP2) should not be made until after the automatic conversion is done in April of each school year.

**Clearing a provisional area by Completion of an Approved Teacher Education Program**

- ◆ Form V (Verification by Institution: Completion of Approved Education Program)
- ◆ Transcripts (originals or legible, unaltered copies) of earned degrees or course work leading to eligibility for an additional area of licensure. Transcripts of degree work must show the type of degree earned and the date it was awarded. **Note: Grade reports are not accepted in place of transcripts.**
- ◆ Praxis specialty area or subject test score **IF** a test is required for the area being cleared



<p><b>Clearing a provisional area by meeting requirements of a Licensure Section Evaluation</b></p>	<ul style="list-style-type: none"> <li>◆ Form U (License Update) Instructions are on the back of the form.</li> <li>◆ Transcripts (originals or legible, unaltered copies) or other documentation of credit earned. <b>Note: Grade reports are not accepted as documentation of credit earned.</b></li> <li>◆ Praxis specialty area or subject test score if a test is required for the area being cleared</li> </ul>
<p><b>Clearing a provisional license based on three (3) years of teaching in the area and HOUSSE or 24 semester hours in the area or Praxis II</b></p>	<ul style="list-style-type: none"> <li>◆ Form R</li> <li>◆ Form HQ-1 or Form HQ</li> <li>◆ Recommendation letter from principal and LEA verifying 3 years teaching in the area.</li> </ul>
<p><b>Clearing a validated license</b></p>	<ul style="list-style-type: none"> <li>◆ Form U (License Update)</li> <li>◆ Renewal credit: transcripts (originals or legible, unaltered copies) or certificates of credit. <b>Note: Grade reports are not accepted as documentation of credit earned.</b></li> </ul>
<p><b>Clearing Praxis provisions</b></p>	<ul style="list-style-type: none"> <li>◆ Form U (License Update) Instructions are on the back of the form.</li> <li>◆ Praxis Series scores (originals or legible, unaltered copies)</li> </ul>
<p><b>Converting Emergency Permit to Lateral Entry</b></p>	<ul style="list-style-type: none"> <li>◆ Form CEL</li> <li>◆ Documentation of eligibility for a lateral entry license (e.g., Praxis II scores, 24 semester hours, Praxis I scores and 3.0 gpa in senior year, in major, or on 15 semester hours completed after graduation and within the last five years)</li> <li>◆ Processing fee of \$55.00 [personal check, money order, or certified check made payable to the Department of Public Instruction] (Form CC if payment is being made by credit card.)</li> </ul>
<p><b>Deleting an area of licensure</b></p>	<ul style="list-style-type: none"> <li>◆ Form U (License Update) Instructions are on the back of the form.</li> </ul> <p><b>Note: Before sending a request for deletion of an area make sure it will not cause an audit exception.</b></p>
<p><b>Duplicate license request</b></p>	<ul style="list-style-type: none"> <li>◆ Form R (Special Requests)</li> </ul>

## Emergency Permit

- ◆ Form EP (Request for an Emergency Teacher Permit) Requires signatures of LEA official and applicant.
- ◆ Form A (Application for a North Carolina License.)
- ◆ Transcripts of all college course work. **(Must show the type of degree and date it was earned.)**
- ◆ Processing fee of \$85.00 [Personal check, money order, or certified check made payable to the Department of Public Instruction] (Form CC if payment is being made by credit card.)

## Extending a provisional license

- ◆ Form R (Special Request) Provide a justification for the extension on the lower portion of the form.
- ◆ Transcript (original or legible, unaltered copy) of six semester hours.

## Extension of a temporary permit

- ◆ Form ETP
- ◆ Processing fee of \$55.00 [Personal check, money order, or certified check made payable to the Department of Public Instruction] (Form CC if payment is being made by credit card.)

## In-state Program Completer

- ◆ Form A (Application for a North Carolina license)
- ◆ Form S (Student Teaching/Internship)
- ◆ Form V (Verification of Completion of an Approved Teacher Education Program)
- ◆ Transcripts (originals or legible, unaltered copies) **that show the type of degree and the date it was awarded. Note: Grade reports are not accepted as documentation of degree earned.**
- ◆ Processing fee of \$55.00 [Personal check, money order, or certified check made payable to the Department of Public Instruction] (Form CC if payment is being made by credit card.)
- ◆ Praxis Series scores if required for the license.
- ◆ Form E (Verification of K-12 Educator Experience) if applicant has relevant professional educator experience (e.g., instructional teaching assistant)

## Junior ROTC

- ◆ Form A (Application for a North Carolina License)
- ◆ Form N (Verification of Employment in a North Carolina School)
- ◆ Letter stating military approval to serve as a Junior ROTC instructor
- ◆ Copy of military separation papers (DD-214)
- ◆ Transcripts (originals or legible, unaltered copies) of college course work or degrees earned. **Grade reports are not accepted as documentation of work or degree earned.**
- ◆ Processing fee of \$85.00 (personal check, money order, or certified check made payable to the Department of Public Instruction) (Form CC if payment is being made by credit card.)
- ◆ Form E (Verification of K-12 Educator Experience) and/or Form CE (Verification of Postsecondary Educator Experience) if the applicant has relevant professional educator experience.
- ◆ Forms NE and RN and official job description(s) if the applicant has relevant non-teaching experience.

## Lateral Entry

- ◆ Form A (Application for a North Carolina License)
- ◆ Form LE (Request for a Lateral Entry License)
- ◆ Transcripts (originals or legible, unaltered copies) of all degrees and course work. **Transcripts must show the type of degree and the date it was awarded.**
- ◆ Praxis Series scores if required for the license or if the applicant has taken one or more of these tests
- ◆ Form E (Verification of K-12 Educator Experience) and/or Form CE (Verification of Postsecondary Educator Experience) if the applicant has relevant professional educator experience.
- ◆ Forms NE and RN and official job description(s) if the applicant has relevant non-teaching experience.
- ◆ Processing fee of \$85.00 (personal check, money order, or certified check made payable to the Department of Public Instruction) (Form CC if payment is being made by credit card.)

## Name change

- ◆ Form U (License Update) Instructions are on the back of the form.  
Legal documentation for the change must be on file in the school system

**Other State  
Verification of HQ  
Status**

- ◆ Form OS-HQ

**Out-of-State New  
Employee Licenses**

***Applicants who do not hold a statement of eligibility***

*[Use the packet designed for out-of-state applicants (Licensing as a Professional Educator: Application for Eligibility).]*

- ◆ Form A (Application for a North Carolina License)
- ◆ Form N (Verification of Employment in a North Carolina School)
- ◆ Transcripts (originals or legible, unaltered copies) that **show the type of degree and the date it was awarded** **Note: Grade reports are not accepted as documentation of degree awarded.**
- ◆ Certificates or licenses held in other states (legible, unaltered copies of both sides of the license are acceptable) or Form V (Verification by Institution: Completion of Approved Education Program)
- ◆ Praxis Series scores if the applicant has taken one or more of these tests
- ◆ Form E (Verification of K-12 Educator Experience) and/or Form CE (Verification of Postsecondary Educator Experience) if applicant has relevant professional educator experience
- ◆ Forms NE and RN and official job description (s) if applicant has relevant non-teaching experience
- ◆ Processing fee of \$85.00 [personal check, money order, or certified check made payable to the Department of Public Instruction] (Form CC if payment is being made by credit card.)

***Applicants who hold a statement of eligibility***

- ◆ Statement of eligibility completed and signed by the appropriate LEA official

**Pay approvals**

- ◆ Form R (Special Requests) Please explain and/or justify the request at the bottom of the form.

**Recommendation for  
HQ designation based  
on Criteria other than  
NC HOUSSE**

- ◆ Form HQ-1

**Recommendation for HQ designation based on NC HOUSSE**

- ◆ Form HQ

**Reinstatement of a NC license for which the Licensure Section no longer has a record**

- ◆ Form A (Application for a North Carolina License)
- ◆ Copy of previous North Carolina license or Form V (Verification by Institution: Completion of Approved Education Program)
- ◆ Copy of both sides of any out-of-state licenses
- ◆ Transcripts of all college course work. **Transcripts must show the type of degree and the date it was earned. Grade reports are not accepted as documentation.**
- ◆ Praxis Series scores if required for the license.
- ◆ Form E (Verification of K-12 Educator Experience) A separate form must be submitted for each employer.
- ◆ Current renewal credit or LEA request to validate
- ◆ Processing fee of \$55.00 [personal check, money order, or certified check made payable to the Department of Public Instruction] (Form CC if payment is being made by Credit Card.)

**Renewal of a license by a person not employed by a NC school system**

*Use the packet entitled Licensing as a Professional Educator: Application for Renewal or Reinstatement*

- ◆ Form U (License Update)
- ◆ Renewal credit: transcripts (originals or legible, unaltered copies) or certificates of credit. **Note: Grade reports are not accepted as documentation of credit earned.**
- ◆ Processing fee of \$55.00 [personal check, money order, or certified check made payable to the Department of Public Instruction] (Form CC if payment is being made by credit card.)

**Researching experience**

- ◆ Form R (Special Requests)

**Social Security number change**

- ◆ Form U (License Update) Instructions are on the back of the form.

**Upgrade in educational level to a current license**

- ◆ Form V (Verification by Institution: Completion of Approved Education Program)
- ◆ Transcripts (originals or legible, unaltered copies) of degrees earned to upgrade license. **Transcripts must show the type of degree and the date it was earned.**
- ◆ Processing fee of \$55.00 [personal check, money order, or certified check made payable to the Department of Public Instruction] (Form CC if payment is being made by credit card.)

**Upgrade in educational level to an expired license**

- ◆ Form U (License Update)
- ◆ Form V (Verification by Institution: Completion of Approved Education Program)
- ◆ Transcripts (originals or legible, unaltered copies) of degrees earned to upgrade license. **Transcripts must show the type of degree and the date it was earned.**
- ◆ Renewal credit if the upgrade was not completed within the last five years: transcripts (originals or legible, unaltered copies) or certificates of credit. **Note: Grade reports are not accepted as documentation of credit earned**
- ◆ Processing fee of \$55.00 [personal check, money order, or certified check made payable to the Department of Public Instruction] (Form CC if payment is being made by credit card.)

**Validation of an expired license**

- ◆ Form U (License Update)  
Instructions are on the back of the form.
- ◆ Processing fee of \$55.00 [personal check, money order, or certified check made payable to the Department of Public Instruction] (Form CC if payment is being made by credit card.)
- ◆ Renewal credit if any has been completed within the last five years: transcripts (originals or legible, unaltered copies) or certificates of credit. **Note: Grade reports are not accepted as documentation of credit earned**

**Waiver of test requirements**

- ◆ Form TW: Request for Waiver of Test Requirements

**Waiving the requirement for ILP**

- ◆ Form R (Special Requests)  
Please explain and/or justify the request at the bottom of the form.