

Policy LICN-005: Licensure Renewal Requirements

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Policy Title	Licensure Renewal Requirements
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Statutory Reference	Session Law 2002-178, G. S. 115C-296
NC Administrative Code	<p>16 NCAC 06C .0361 RENEWAL REQUIREMENTS FOR AN EDUCATOR WHO HAS NOT DEMONSTRATED PROFICIENCY ON THE ANNUAL EVALUATION (https://simbli.eboardsolutions.com/SU/R4igmtbLBLkI4PwbslsheyCQw==)</p> <p>16 NCAC 06C .0362 RENEWAL CREDIT REQUIREMENTS TO RENEW A CONTINUING PROFESSIONAL LICENSE FOR TEACHERS AND SUPPORT SERVICE PERSONNEL(https://simbli.eboardsolutions.com/SU/28cqslshZBZRx2OCHoYM9ILFA==)</p> <p>16 NCAC 06C .0363 RENEWAL CREDIT REQUIREMENTS TO RENEW A CONTINUING PROFESSIONAL LICENSE FOR SCHOOL ADMINISTRATORS(https://simbli.eboardsolutions.com/SU/rdz2PLYIt6CA0kIWk2IDYg==)</p>

I. Definitions

Professional Educator or Educator – An administrator, teacher, or student services personnel

Teacher – An individual whose major responsibility is to either teach or directly supervise teaching, as classified by the North Carolina State Board of Education (NCSBE).

Student Services Personnel – An individual providing specialized assistance to students, teachers, administrators, or the education program in general, as classified by the NCSBE. Student services personnel include, but are not limited to, individuals employed in school counseling, school social work, school psychology, audiology, speech-language pathology, and media coordination.

Administrator – An administrator or supervisor who serves in general and program administrator roles, as classified by the NCSBE. Administrators include, but are not limited to, superintendents, assistant or associate superintendents, principals, assistant principals, or curriculum-instructional specialists.

II. General Requirements

Continuing Professional Licenses shall be issued with five-year renewal cycles. Holders must renew their licenses at the end of each five-year period. Credit earned for renewal purposes shall apply to the person's license field(s) and professional duties.

Renewal or reinstatement of a license shall be based on 8.0 units of renewal credit with at least three credits in a teacher's academic subject area. A unit of credit shall be equal to one quarter hour or two-thirds of a semester hour of Institutes of Higher Education (IHE) credit, or ten clock hours of professional development.

Five-year renewal cycles shall be initially based on the completion of credit requirements to qualify for licensure, or the completion of licensure renewal requirements. A new five-year renewal cycle is established for a Continuing Professional License when an expired license is renewed. A new five-year renewal cycle is also established upon the completion of requirements for converting an Initial Professional License to a Continuing Professional License.

Educators whose licenses expire due to performance issues in the license renewal year must follow the procedures listed below:

- a. All educators who:
 - a. are employed by a local board of education,
 - b. possess a Continuing Professional License;
 - c. are in the final year of the 5-year renewal cycle, **and**;
 - d. are not deemed proficient on the most recent final summative evaluation;

may be placed on a mandatory improvement plan and may, therefore, be eligible to receive an Initial Professional License, provided all other licensure requirements are met.
- b. For the purposes of this policy, "proficient" shall be defined as achieving a rating of proficient, or higher, on three of the five standards of the NC Educator Evaluation System (NCEES), provided that the standard related to pedagogy (Standard IV in NCEES) is rated at the level of proficient, or higher. Teachers on an abbreviated evaluation plan must achieve a rating of proficient, or higher, on the standard related to pedagogy in order to be deemed "proficient".
- c. An educator who meets the criteria in paragraph (a) but who is not placed on a mandatory improvement plan by the employing agency shall be deemed to have an "expired" teaching license. An educator whose license has expired pursuant to the provision in this section shall be eligible to apply for an Initial Professional License upon receipt of official notification of the license expiration from the NCSBE and after a 30-day waiting period.
- d. The term of the mandatory improvement plan shall be 90 instructional days for teachers in schools identified as low performing and 60 instructional days for teachers in schools not identified as low performing. Educators who are placed on a mandatory improvement plan as a result of this policy shall be issued an Initial Professional License provided the educator meets other licensing requirements.
- e. **LEAs PSUs** that move to dismiss an educator under the provisions of this policy must follow all due process procedures as outlined in G.S. § 115C 325.1, et seq. The reversion of an educator's license from Continuing to Initial shall not be construed as a demotion or result in a reduction of the educator's salary. At the end of the term of the Initial Professional License (three years), an educator may be eligible for a Continuing Professional License.
- f. **Individuals Educators** with an expired, ~~non-provisional~~ North Carolina **Continuing Professional License (CPL) with a five year renewal cycle licenses** may be eligible for a three-year **initial validated** Professional License at the request of the employing **LEA North Carolina Public School Unit (PSU)**. The **individual educator** must complete at least 8.0 renewal credits during the three years as outlined in Section III of this policy. **At the end of the three-year validated cycle, if all 8.0 renewal credits have been completed, the license will be issued with a new five-year renewal cycle or the license remains expired until all renewal credits have been earned. This option shall not be for currently employed educators who have not met renewal requirements or educators who were employed in a North Carolina PSU in the fiscal year prior to the application.**
- g. For an educator whose Continuing Professional License reverted to an Initial Professional License and/or expired due to performance issues, the **LEAs and charter schools PSUs** shall have discretion over what professional development is required of the educator. ~~LEAs and charter schools~~ **PSUs** may prescribe professional development to the employee in accordance with his/her demonstrated deficiencies. At the end of the three-year cycle, if all 8.0 renewal 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. **This option shall not be for currently employed individuals who have not met renewal requirements.**

III. North Carolina **LEA PSU** Employees

~~LEA PSU~~ employees shall maintain an annual professional development plan. During each five-year cycle, teachers shall participate in professional development activities that align with the expectations of the North Carolina Professional Teaching Standards, in the areas of leadership, diverse learners, content knowledge, facilitating learning, and reflective professional practice. An ~~LEA PSU~~ may make additional requirements based on local needs (example: integrating technology to improve student learning - aligned to Standard 4; addressing the needs of diverse learners - aligned to Standard 2). For the purposes of this policy, and pursuant to G.S. 115C-270.10(5), the definition of a “teacher” does not include student services personnel.

~~A. Pursuant to G.S. 115C-270.30, the following requirements apply to teachers with licenses expiring on June 30, 2018:~~

- ~~1. Teachers of grades kindergarten through five must complete 8.0 renewal credits during each five-year renewal cycle that meet the following requirements:
 - ~~a. 3 renewal credits in their academic subject areas (aligned to Standard 3 or 4)~~
 - ~~b. 3 renewal credits addressing literacy defined by G.S. 115C-270.30(b)(2) as “evidence-based assessment, diagnosis, and intervention strategies for students not demonstrating reading proficiency. Oral language, phonemic and phonological awareness, phonics, vocabulary, fluency, and comprehension shall be addressed in literacy-related activities leading to license renewal.”~~
 - ~~c. 2 general credits (not to include years of experience) at the discretion of the employing LEA~~~~
- ~~2. Teachers of grades six through twelve must complete 8.0 renewal credits during each five-year renewal cycle that meet the following requirements:
 - ~~a. 3 renewal credits in their academic subject areas (aligned to Standard 3 or 4)~~
 - ~~b. 5 general credits (not to include years of experience) at the discretion of the employing LEA. LEAs reserve the right to assign literacy requirements for any educator.~~~~
- ~~3. Teachers with K-12 licenses must meet the requirements listed above for the grade span corresponding to their teaching assignment. LEAs reserve the right to assign literacy requirements for any educator.~~

~~A. B. The following requirements apply to teachers with licenses expiring on or after June 30, 2019. A teacher who holds a Continuing Professional License shall meet the following renewal credit requirements:~~

- ~~1. Teachers of grades kindergarten through five must complete 8.0 renewal credits during each five-year renewal cycle that meet the following requirements:
 - ~~a. 3 renewal credits in their academic subject area (aligned to Standard 3 or 4)~~
 - ~~b. 3 renewal credits addressing literacy defined by G.S. 115C-270.30(b)(2) as “evidence-based assessment, diagnosis, and intervention strategies for students not demonstrating reading proficiency. Oral language, phonemic and phonological awareness, phonics, vocabulary, fluency, and comprehension shall be addressed in literacy-related activities leading to license renewal.”~~
 - ~~c. 2 renewal credits addressing the Digital Learning Competencies~~~~
- ~~2. Teachers of grades six through twelve must complete 8.0 renewal credits during each five-year renewal cycle that meet the following requirements:
 - ~~a. 3 renewal credits in their academic subject areas (aligned to Standard 3 or 4)
 - ~~a. 2 renewal credits addressing the Digital Learning Competencies~~
 - ~~b. 3 general credits (not to include years of experience) at the discretion of the employing LEA PSU. LEAs PSUs reserve the right to assign literacy requirements for any educator.~~~~~~
- ~~3. The following requirements apply to student services personnel with licenses expiring on June 30, 2018:
 - ~~1. Student services personnel must complete 8.0 renewal credits during each five-year renewal cycle that meet the following requirements:
 - ~~a. 3 renewal credits that align with the expectations of the North Carolina standards for their professional discipline area.~~
 - ~~b. 5 general credits (not to include years of experience) at the discretion of the employing LEA. LEAs reserve the right to assign literacy requirements for any educator.~~~~~~
- ~~4. The following requirements apply to student services personnel with licenses expiring on or after June 30, 2019: Student Services Personnel who hold a Continuing Professional License shall meet the following renewal credit requirements:
 - ~~1. Student services personnel must complete 8.0 renewal credits during each five-year renewal cycle that meet the following requirements:
 - ~~a. 3 renewal credits that align with the expectations of the North Carolina standards for their professional discipline area.~~
 - ~~b. 2 renewal credits addressing the Digital Learning Competencies~~
 - ~~c. 3 general credits (not to include years of experience) at the discretion of the employing LEA PSUs. LEAs PSUs reserve the right to assign literacy requirements for any educator.~~~~
 - ~~2. Speech and language pathologists and audiologists must submit a current active license in their respective fields issued by the North Carolina State Board of Examiners for Speech and Language Pathologists and Audiologists at the time of license renewal. No further continuing education credits shall be required for license renewal. Employing public school units may require additional CEUs as a condition of employment.~~~~
- ~~5. Educators completing the National Board for Professional Teaching Standards certification process may earn all 8.0 renewal credits for completion of the process and certification. Those who are in the national board renewal cycle may earn two credits.~~
- ~~6. School administrators must earn at least 8.0 renewal credits during each five-year renewal cycle that meet the following requirements: School Administrators who hold a Continuing Professional License shall meet the following renewal credit requirements:
 - ~~a. 3 renewal credits that align with the expectations of the North Carolina School Executive Standards 2, 4, and 5, focused on the school executive’s role as instructional, human resources, and managerial leader.~~
 - ~~b. 2 renewal credits addressing the Digital Learning Competencies~~
 - ~~c. 3 general credits (not to include years of experience) at the discretion of the employing LEA PSUs. LEAs PSUs reserve the right to assign literacy requirements for any educator.~~~~
- ~~7. The following requirements for school administrators apply to individuals with licenses expiring between June 30, 2016 and June 30,~~

2018:

1. ~~School administrators must earn at least 8.0 renewal credits during each five-year renewal cycle that meet the following requirements:~~
 - a. ~~3 renewal credits that align with the expectations of the North Carolina School Executive Standards 2, 4, and 5, focused on the school executive's role as instructional, human resources, and managerial leader~~
 - b. ~~5 general credits (not to include years of experience) at the discretion of the employing LEA. LEAs reserve the right to assign literacy requirements for any educator.~~
8. ~~The following requirements for school administrators apply to individuals with licenses expiring on or after June 30, 2019:~~ The following table illustrates the above licensure renewal requirements totaling 8.0 credits outlined in this policy.

Credits required for licenses expiring on: June 30, 2017 & June 30, 2018	Credits required for licenses expiring on or after: June 30, 2019 Credits required for licensed educators:
Grades K-5: <ul style="list-style-type: none"> • 3 Subject Area • 3 Literacy • 2 General 	Grades K-5: <ul style="list-style-type: none"> • 3 Subject Area • 3 Literacy • 2 Digital Learning Competencies
Grades 6-12: <ul style="list-style-type: none"> • 3 Subject Area • 5 General 	Grades 6-12: <ul style="list-style-type: none"> • 3 Subject Area • 2 Digital Learning Competencies • 3 General
Student Services Personnel: <ul style="list-style-type: none"> • 3 Professional Discipline Area • 5 General 	Student Services Personnel: <ul style="list-style-type: none"> • 3 Professional Discipline Area • 2 Digital Learning Competencies • 3 General
Administrators: <ul style="list-style-type: none"> • 3 Executive's Role • 5 General 	Administrators: <ul style="list-style-type: none"> • 3 Executive's Role • 2 Digital Learning Competencies • 3 General

9. Licensed educators may also obtain renewal credit for the following activities: ~~LEAs PSUs~~ and governing boards of schools shall assure that all professional development activities which do not carry IHE credit meet the standards contained in this policy. ~~LEAs PSUs~~ must adopt a procedure to determine the appropriateness of credit in advance of renewal activities. In determining appropriateness, the ~~LEA PSU~~ must consider direct relationship to critical job responsibilities, school improvement plans, and NCSBE strategic priorities to properly establish credit for the activity.

~~LEAs PSUs~~ 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 align with the expectations of the North Carolina Professional Teaching Standards and include outcome measures and must be submitted to the Department of Public Instruction for review in advance of its implementation.

1. college or university credit;
2. earning National Board for Professional Teaching Standards certification or completion of the National Board for Professional Teaching Standards certification process (8 units of renewal credit);
3. completing National Board for Professional Teaching Standards Certification renewal (2 units of renewal credit);
4. completion of activities that meet the following criteria (one unit of renewal credit per ten clock hours):
 - a. The activity shall be accomplished over time with on-the-job application, feedback, and follow-up.
 - b. The activity shall have identified goals and objectives that are designed to increase knowledge or skills and align with the expectations of the North Carolina Professional Teaching Standards.
 - c. The activity shall include focused content and instruction that are sequenced to develop specified competencies.
 - d. The activity shall be developed by instructional personnel approved by the sponsoring school unit or employer.
 - e. The activity shall include a focused evaluation designed to gauge the change in learner knowledge or skill and to guide the development of future programs.

IV. North Carolina Retired Employees

1. ~~In accordance with G.S. 115C-270.20, the retirement license has been replaced by the Lifetime License. See LICN-001 for requirements to hold the Lifetime License. A CPL shall remain in effect for five years after retirement. A local board of education may select a retired principal or retired assistant principal to serve as an interim principal for the remainder of any school year, regardless of licensure status:~~

2. ~~A local board of education may select a retired principal or retired assistant principal to serve as an interim principal for the remainder of any school year, regardless of licensure status. In accordance with G.S. 115C-270.20, the retirement license has been replaced by the Lifetime License. See LICN-001 for requirements to hold the Lifetime License. A CPL shall remain in effect for five years after retirement.~~
3. ~~Teachers with 30 or more years of teaching experience in North Carolina may qualify for a retirement license. These licenses have specific renewal requirements as listed below. Individuals with fewer than 30 years of teaching experience in North Carolina do not qualify for a retirement license. Retired teachers with fewer than 30 years of teaching experience in North Carolina, Administrators, and Student Services Personnel, must follow the standard renewal cycle requirements listed in Section III of this policy to maintain a current license.~~
 1. ~~For each license renewal cycle, teachers holding a retirement license must provide evidence of~~
 - a. ~~at least 640 hours of documented employment in a local school administrative unit, and;~~
 - b. ~~4.0 credits of professional development (a minimum of 8 hours annually) approved by a local school administrative unit.~~

V. Non-North Carolina LEA PSU Employees

1. Persons who hold an NC license but who are not currently employed in the North Carolina ~~public schools~~ **PSUs** or by governing boards of approved nonpublic schools may earn renewal credit through college or university coursework, or local courses and workshops on the same basis as currently employed persons. The Department of Public Instruction shall determine if the credits meet the criteria as outlined. Refer to Section III of this policy for the breakdown of the 8.0 renewal credits.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

GS 115C-270.30

Description

Licensure renewal - <https://simbli.eboardsolutions.com/SU/AYj26S6ToUJoThplus7uom3QQ==>