INITIAL LICENSES (SP-1 Only)

FREQUENTLY ASKED QUESTIONS

*Contact Katy Cobb, Coordinator of Licensure, for any additional questions or support.*

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**Q: Do I need CEUs to convert my Initial (SP-1) license?**

A: You do not need CEU credits for converting your license.

**Q: Do I need to create an application to convert on the NCDPI licensure platform?**

A: You do not need to create an application to convert your license if it is set to expire on June 30th. The online licensure system will auto-generate an application for you around April 15th and there will be no fee incurred. Once the appropriate documentation is uploaded to [this google form](https://docs.google.com/forms/d/e/1FAIpQLSf4u8F4pnTnl2LCnR30rZQg7zULfNtWXWZ4IxHyaEFh1bFPCQ/viewform), your application to convert your license will be approved by the district.

**Q: How can I find out which exams I am required to take for my license?**

A: All current State Board of Education required assessments can be found [here](https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=10399&revid=jSeCLc9PRq7Wq5r2Zj95og==&ptid=muNUlKiR2jsXcslsh28JpBkiw==&secid=Yplr2aPOayt25gDrHoIoNw==&PG=6&IRP=0&isPndg=false). It is important to note that you may be required to fulfill some or all of the tests for your licensing area based on your specific licensing situation.

**Q: I submitted test scores from another state with my Out of State Initial license application. How do I know if I am still required to complete North Carolina’s testing?**

If you are an Out of State Initial License holder and have submitted scores from your previous state, these are not automatically accepted; scores must be deemed comparable and meet specific sub-test requirements in some cases. Your license letter *may* specify that only three years of teaching ar required in order to convert your license. If your license letter specifies that state testing requirements must be fulfilled, it is advised to call NCDPI licensure at (919) 716-1800 and select option #2 in order to have a state licensure specialist look into your specific license requirements. It is strongly recommended that you do this sooner rather than later because testing must be scheduled and have enough turn around time for scores to be shared with the district and state.

**Q: What if I am a Beginning Teacher and this is the third year of my initial SP-1 license but I have not taught three full years?**

A: The Beginning Teacher Support Program requires teachers to complete three years before converting to a continuing SP-2 license; a full year consists of at least 120 days of teaching. If you have not met this requirement, HR will need to create an application to extend your initial SP-1 license for another year. \**Please note that in order to extend an SP-1 license, your testing requirements must be met.*

**Q: I hold an Out of State initial license and have met all of my testing requirements. Do I have to wait the 3 years before I convert to a continuing license?**

A: No; you can can open an application to convert your license to an SP-2/Continuing license as long as all requirements are met. Even if your test scores have been sent to NCDPI, it is strongly encouraged to attach another copy to your application. *If you convert your license before the automated window opens on April 15th, there will be a $60 processing fee and up to 16 weeks of processing time.*