



## License Renewal and Reinstatement Guidelines

Credits required for licenses expiring on: June 30, 2017 & June 30, 2018	Credits required for licenses expiring on or after: June 30, 2019
<p style="text-align: center;"><b>Grades K-5</b></p> <ul style="list-style-type: none"> <li>● 3 Subject Area</li> <li>● 3 Literacy</li> <li>● 2 General</li> </ul>	<p style="text-align: center;"><b>Grades K-6</b></p> <ul style="list-style-type: none"> <li>● 3 Subject Area</li> <li>● 3 Literacy</li> <li>● 2 Digital Learning Competencies</li> </ul>
<p style="text-align: center;"><b>Grades 6-12</b></p> <ul style="list-style-type: none"> <li>● 3 Subject Area</li> <li>● 5 General</li> </ul>	<p style="text-align: center;"><b>Grades PreK and 7-12</b></p> <ul style="list-style-type: none"> <li>● 3 Subject Area</li> <li>● 2 Digital Learning Competencies</li> <li>● 3 General</li> </ul>
<p style="text-align: center;"><b>Student Services Personnel</b></p> <ul style="list-style-type: none"> <li>● 3 Professional Discipline Area</li> <li>● 5 General</li> </ul>	<p style="text-align: center;"><b>Student Services Personnel</b></p> <ul style="list-style-type: none"> <li>● 3 Professional Discipline Area</li> <li>● 2 Digital Learning Competencies</li> <li>● 3 General</li> </ul>
<p style="text-align: center;"><b>Administrators</b></p> <ul style="list-style-type: none"> <li>● 3 Executive's Role</li> <li>● 5 General</li> </ul>	<p style="text-align: center;"><b>Administrators</b></p> <ul style="list-style-type: none"> <li>● 3 Executive's Role</li> <li>● 2 Digital Learning Competencies</li> <li>● 3 General</li> </ul>

\*As a condition of employment per NC State Board of Education (NCSBE) Policy LICN-005, LEAs reserve the right to assign literacy requirements for any educator.

\*Renewal requirements are subject to change based on NC State Board of Education policy updates.

### Renewal Criteria:

- A unit of renewal credit is equivalent to one quarter hour or one in-service credit from a North Carolina public school system. A unit reflects ten contact hours.
- One semester hour is equivalent to 1.5 units of credit.
- For a professional educator's license to remain current, all credit must be earned by the expiration date of the existing professional educator's license.
- **To renew an expired Professional Educator's Continuing License**, 8 units of renewal credit must be earned.

### Activities accepted for renewal credit:

- College or university courses
  - Official transcripts are required as documentation; grade reports are not accepted.
- Local in-service courses or workshops
  - The administrative unit certifies credits.
- Classes and workshops approved by an LEA
  - Documentation of completion is provided by the agency sponsoring the activity.