

Non-Teaching Work Experience Credit

Non-teaching work experience can be credited toward an individual's total licensure experience rating by recommendation from a North Carolina Local Education Agency (LEA). Recommendations will be made by the Licensure Specialist for the school district.

One year of experience credit can be awarded for every two years of full-time relevant non-teaching work experience completed before the individual earned a bachelor's degree. One year of experience credit can be awarded for every year of full-time relevant non-teaching work experience completed after the individual earned a bachelor's degree.

For Class V Career-Technical Trade and Industry Education licenses, one year of experience credit can be awarded for every year of full-time relevant non-teaching work experience after the individual has completed the required training and work experience to qualify for the provisional license. Definition of Relevant Non-teaching experience – professional work experience in public or private sectors of employment that is directly related to an individual's area of licensure and work assignment.

Eligible experience:

1. Was at least half-time (20 hours or more per week);
2. Was completed after age 18;
3. Did not include on-the-job training; and
4. Was paid and documented.

Credit for non-teaching work experience is not transferable. Non-Teaching experience is granted based on relevance of the former position(s) to the new educator's assignment.

All Non-Teaching Experience credit requests must also have official job descriptions attached. Official means signed by an official from the previous companies. Non-Teaching Experience can be verified by using Form NE. There is also a \$60 processing fee to have experience reviewed by the state. The fee can only be paid by VISA or MasterCard. The fee is non-refundable regardless if the experience is granted.

Non-Teaching experience must also be recommended by a school system and verified that the experience is "relevant" to the educator's current assignment. For this reason, ***only school systems can request review of Non-Teaching experience***. Educators should submit all completed experience forms, job descriptions and fee to the Licensure Specialist.

Forms You May Need:

- [Form_NE](#)