



Out of State/International Application Checklist for NCDPI Online Licensure System

The website to apply for the North Carolina License can be found at: <https://vo.licensure.ncpublicschools.gov>

Items needed to apply:

- **License** – copy of other state’s license from the state in which the educator completed their teacher education program – current or expired. Speech Language Pathologist need to submit their NCBOESLPA.
- **Alternative Certification** – if other state’s license was issued based upon completion of an alternative route, the educator must provide an official letter from that state’s department of education outlining the requirements and basis for the license (NC DPI Licensure is not able to accept the license alone as evidence of program completion)
- **Form V** – verification of completion of an approved teacher education program. This form must be completed and signed by the Dean of Education or Licensure Officer at the college/university (not the Registrar or Department Chair). This form is required if you completed a graduate degree in your licensure area. It is also accepted if your other state’s license is expired or has not been issued yet. Form V can be downloaded at: [Form V - Verification by Institution](#).
- **Transcripts** – copy of official degree dated transcript(s) from each college/university attended scanned as a PDF (DO NOT submit password protected or time limited electronic documents or shared drive docs. NC DPI cannot accept electronic transcripts from the clearinghouse.) Request an official copy, download or scan as a PDF, then attach to the application.
- **Test Scores** – copy of official testing reports for all required certification tests taken. If teacher education program was completed on or after September 1, 2019, a successful edTPA or PPAT assessment will be required, along with content tests, in order to convert an initial license to a continuing professional license in North Carolina.
- **National Board for Professional Teaching Standards** – if nationally board certified, upload a copy of the certificate with date achieved and valid until date
- **Effectiveness Data** – a recent copy of effectiveness data measured by the evaluation system used in the state, including student growth measures
- **Teaching Experience** – prior Pre-K-12 teaching, teacher assistant K-12 experience or post-secondary experience must be verified on Form E or CE for each previous employer. Form E and CE can be downloaded on the links below:
[Form E - Verification of K-12 Educator Experience](#)
[Form CE - Verification of Post-Secondary Educator Experience](#) (include number of semester hours taught per term)
- **Non-Teaching Experience** – relevant non-teaching experience that was a minimum of 20 hours a week and recommended by an employing Public School Unit (PSU). Form NE completed by each previous employer, accompanied by a signed official job description, and recommended by the employing PSU (Form RN). Inform the licensure specialist at your PSU to obtain a Form RN, recommending the non-teaching experience to include in your application. Form NE can be downloaded on the link below:
[Form NE - Verification of Non-Teaching Experience](#)



- **Affiliation** – share your licensure information with prospective PSU, by completing the affiliation tab within the application.
- **Completing Application** – complete the statement of applicant questions then pay the \$100 processing fee payable online with a Visa or Mastercard debit/credit card

Access to the licensure management and application online system tutorials can be found on the link below: <https://ralc.us/video-tutorials/>

Note: Educators who completed their teacher education programs outside of the US must have their transcripts evaluated by an international evaluation company. A list of these companies can be found at: <https://ralc.us/resources/#1591199975216-101f88a0-0297>. The evaluation must include a course-by-course analysis and an attestation of equivalency to US standards. Applicants must have a current US work authorization documentation and a valid social security number to apply.

If you have any additional questions regarding the application process contact the NC Department of Public Instruction (NC DPI) at (919) 716-1800, option 2.