

CMS-Specific FAQs

1. Do I qualify for Graduate Pay?

Graduate Pay, based on NC State Board of Education Policy: [SEE NCDPI POLICY LICN 006, Section V](#). If you have a graduate degree that did not lead to automatically certified graduate-level license (i.e. from a traditional education program that led to licensure) you could still be eligible for graduate pay if the degree meets ALL state requirements below.

- There are 2 ways to get this level of pay: automatically certified when the graduate degree leads to licensure and has a course completed prior to August 1, 2013 OR a relevant degree with a course completed prior to August 1, 2013 that is approved by NCDPI through a Grad Pay request.
- NCDPI Graduate Pay Policy:
Session Law 2014-100 SECTION 8.3./Senate Bill 744 (a) states at least one course for the earned graduate degree must have been completed prior to August 1, 2013. Salary can be authorized at the graduate level only when the teacher's assignment for much of the day (50% or more) is in the area to which the graduate degree applies.

→ **If you meet the above criteria, reach out to your school's License Case Manager to begin a review of your transcripts and other related documents.**

2. Why do I keep getting Monthly Deficiency Emails?

CMS sends monthly, automated, courtesy email reminders to educators in our District to provide general licensure information and reminders. These go to all educators with a status in our systems that indicates they have pending state requirements in order to clear/upgrade their teaching license.

The emails are not manually sent "from" the assigned Licensure Case Manager (LCM) for your school. The system auto-generates and sends each of those messages based on your current status in the system. Your LCM is not able to see the specific message you were sent, unless you send a direct reply with the letter in it.

The emails provide general information only. For responses to your specific inquiries, please reach out to your school's LCM.

→ **Update your License Case Manager with any changes to your license, teaching assignment, and/or completion of courses/testing.**

- See a general list of the most used "Deficiency Codes" and their meanings below.

Code	Meaning
E	Educator has Remaining Testing and/or Coursework Requirements
F	License application needs to be filed by the educator or licensure case manager
M	Educator is listed as having met License Renewal CEU Requirements (*Sent closer to mid-April)
U	Educator holds a provisional license with remaining requirements
W	Educator is listed as missing CEUs required to renew (*Sent closer to mid-April)
Y	Educator holds an alternative license: Permit to Teach or Emergency license

3. What North Carolina Tests do I have to take?

You may be required to take NC state test(s) even if you have taken them in a different state. NCDPI will determine if any completed tests are comparable to NC state requirements during your application process. Please note that license reciprocity does not include testing requirements.

If required to take a test, the appropriate tests should be taken within the first year of the license.

edTPA is a testing requirement in NC for educators who completed their education program on or after September 1, 2019. See more general information on edTPA here: [edTPA](#)

→ For more information on Tests Required for Teaching Licenses in North Carolina, see [Policy LICN-003: Licensing Testing Requirements](#)

4. How do I add Experience Credit to my teaching license?

SEE NCDPI POLICY LICN 006

The District of CMS does advance K-12 Teaching experience (not Teacher Assistant nor Substitute experiences), as long as a completed Form E is completed to the District and in the license application. Once an experience application is processed, we will align your pay rate

with the State Licensure and Salary system. NCDPI makes the final decision on the experience credit approval.

- **Adding Experience:** see [NCDPI Forms](#). Then, work with your school's License Case Manager to review the documents and prepare to submit an NCDPI Application.

5. How do I complete my License Renewal?

Continuing License (5 year) Renewal: see NCDPI guidance on [Renewing Your Professional Educator's License](#). Check CMS' MyTalent system to track your CEUs. Visit the [CMS Professional Learning](#) page for information on courses and credits.

- **You need to track and review your own credits during your renewal period.**

1. Visit My Talent
2. View your "My Transcript" for the renewal period only: ex. 7/1/2021 - 6/30/2026 (This 5 year time period can be found on your NCDPI license.)
3. Review the credits and categories you have against the credits that are needed. (Resource for knowing the credits you'll need: [Renew or Update Your Professional Educator's License | NC DPI](#))
4. Continue to gain courses and complete the closing surveys too. Continue to monitor MyTalent to see the courses added to your transcript credits. (Resource: [Course Resources - Google Docs](#))
5. In April of your Renewal year, you'll get an automated email from NCDPI, into your personal email inbox, telling you how to go into NCDPI and complete the Renewal process!

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