

Licensure



North Carolina Department of
PUBLIC INSTRUCTION

NCDPI Educator's Licensure page is your one stop shop for all things licensure.

- Licensure system
- Applying for an educator license
- Areas of licensure
- Contact
- Forms & FAQs
- Helpful links
- Lifetime License
- Renewal or update license

Credit Opportunities

[NCCAT Online Professional Development](#)

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CEU Requirements

Board Policy 4.5.E. LICENSE RENEWAL

Licensure renewal is the responsibility of the individual, not of the school system. Any employee who allows a license to expire must have it reinstated prior to the beginning of the next school year. A teacher whose license has expired is subject to dismissal. The school system may offer courses, workshops, and independent study activities to help school personnel meet license renewal requirements. Any renewal activity offered must be consistent with State Board of Education policy. *Beginning with the 2025-2026 school year, licensed employees should complete 1.0 (10 hours) continuing education credits that include pedagogy on digital teaching and learning as a component of the 3.0 (30 hours) general continuing education credits as required by the State Board of Education policy.* In addition, the superintendent or designee shall develop a procedure to determine the appropriateness of any credit offered in advance of renewal activities. Decisions regarding the employment of teachers who fail to meet the required proficiency standard for renewal of a continuing professional license will be made in accordance with G.S.115C270.30(b)(4) and applicable State Board of Education requirements. The superintendent or designee shall determine the professional development required of a teacher whose continuing professional license has reverted to an initial professional license and/or has expired due to performance issues. The superintendent or designee may authorize or direct principals to prescribe professional development to such employees in accordance with the employee's demonstrated deficiencies. Although lifetime license holders do not have to complete continuing education credits to maintain licensure, the superintendent may require them to participate in professional development opportunities as a condition of employment. (See policy 4.11.1, Professional and Staff Development.)

CEU Requirements for Licensed Davidson County Schools Employees

Position	Total CEUs	General & Digital Learning	Content CEUs*	Literacy CEUs**	Administrator
Grades Pre-K through 5th	8.0	General 1.0 Digital 1.0	3.0	3.0	0
Grades 6th-12th	8.0	General 3.0 Digital 1.0	4.0	0	0
Counselor	8.0	General 3.0 Digital 1.0	4.0	0	0
Media Coordinator	8.0	General 3.0 Digital 1.0	4.0	0	0
Social Worker	8.0	General 3.0 Digital 1.0	4.0	0	0
Audiologist	8.0	General 3.0 Digital 1.0	4.0	0	0
Psychologist	8.0	General 3.0 Digital 1.0	4.0	0	0
Instructional Technology Facilitator	8.0	General 3.0 Digital 1.0	4.0	0	0
Administrator	8.0	General 3.0 Digital 1.0	0	0	4.0

SLPs renew through the NC Board of Examiners.

Beginning Teachers have no renewal cycle. BT Coordinator provides training. Upon completion of the BT program, a teacher may be issued a Standard Professional License with a five-year renewal cycle.

*Content area CEUs include training in an area on the educator's license or training on teaching strategies.

**Literacy renewal CEUs shall include evidence-based assessment, diagnosis, and intervention strategies for students not demonstrating reading proficiency. Describes oral language, phonemic and phonological awareness, phonics, vocabulary, fluency, and comprehension as areas that must be addressed in literacy-related activities leading to license renewal for elementary school teachers." (2013 Legislative Summary - NCSBA)

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CEUs in LINQ

Submitting CEUs for Approval

- Navigate to TimeKeeper**
- Click "Submit CEU for Approval"**
- Click "Add New"**
- Insert Completion Date***
- Select a Location**
- Enter Title**
- Complete Credit Breakdown**
- Click "Upload File" if you need to upload a certificate.**
- Click "Save"**
- To check status of CEU Request, open the View/Submit CEU for Approval. You will find your history located at the top of the screen.**

License Renewal

The window for renewal is April 15-June 30 but, as always we encourage teachers to go ahead and renew sooner rather than later.

- Log into your licensure account with the online licensure system:
<https://vo.licensure.ncpublicschools.gov>
 - If you forgot your user name or password, choose "Forgot User Name" first. It will be emailed to you (Your license account should be linked to your personal email) after you answer secret question correctly. If your email is not recognized, you may not have set up your account or you may have used another email address.
 - If you forgot your password, you will have to enter your user name to be sent a temporary password.
 - If you get a message that there is "another entity" or some other error message, call 919-716-1800. The line is open 8:00-5:00 weekdays.
- From the Quick Start Menu, choose Renew License. Since this is your renewal year, there should be a red box around this option.
- Review the information in your account (address, phone, etc.) and edit if necessary.
- You must answer the two Statement of Applicant questions (license revoked or charged/convicted of a crime).
- As a current employee, you do not attach anything. We have your CEUs on file.
- Verify that your application is true.
- Choose "Add to Cart" if you need to submit and additional license request at this time (name change, add an area of licensure, etc). If you have an additional request, that will be \$60. If you do not wish to submit another license request, then choose "Pay now".
- Submit payment with a Mastercard or VISA. The renewal cost is \$35. You will be able to renew and include an additional request for a \$60 fee. Both fees will show up initially, but when you click through to the next screen, the \$35 fee will be waived.
- Please note that we cannot renew your license until you have answered the questions and paid the fee.

Lifetime License

Educators with a current NC license and at least 30 years of creditable service with the NC Retirement System may open an Upgrade or Clear License Area application to request their lifetime license at any time once they meet the eligibility criteria.

Educators must complete the following:

- Log in to the [NCDPI Online Licensure System](#).
- Once logged in, choose "Upgrade/Clear License".
- Answer the statement of application questions
- Upload their TSERS (ORBIT) statement documenting at least 30 years of creditable service in the required documents list (marked with an asterisk *) under the Attachments section of the application
- Pay the nonrefundable and nontransferable \$60 processing fee