

How to Apply for a North Carolina Teaching License

The following information concerning state licensure is taken from the NC DPI website located at www.ncpublicschools.org. The forms have been modified to enable the user to complete the forms before printing, and is provided as a convenience to our teachers. The Catholic Schools (CSO) has the ability to apply for and renew state licenses for teachers employed in the Diocese of Charlotte. Therefore, some directions provided by the state might not apply to teachers who are applying for or renewing a NC licensure through the Catholic Schools Office. If you are working through the CSO please follow the instructions provided by the CSO or your principal.

How to Apply for Renewal of a License

- *Complete Form U: License Update Form.*
 - Fill in current personal information (please print or type).
 - Check the block labeled "renew a license."
 - Answer the questions under Statement of Applicant.
 - Sign and date the License Update Form.

If you are not employed in a North Carolina public school system, please ignore the block labeled "school unit" as well as the line labeled "signature of superintendent or designee."

- *Collect the supporting materials to accompany Form U.*
 - original transcripts or certificates of credit
Note: Grade reports are not accepted in place of transcripts.
 - verification of experience (Form E) – (or Form CE for college teaching experience)
Have this form completed if you have teaching experience that has not been filed with the Licensure Section.
 - processing fee (\$55)
You may pay by personal check, money order, or certified check (made payable to the Department of Public Instruction) or by Visa or MasterCard. To pay by credit card, fill out the credit card payment form (Form CC).

NOTE: IN THE EVENT PAYMENT IS REFUSED ON YOUR CHECK, DRAFT, OR OTHER METHOD OF PAYMENT SUBMITTED WITH YOUR APPLICATION, ANY LICENSE DOCUMENT THAT HAS BEEN ISSUED WILL BECOME IMMEDIATELY NULL AND VOID.

- *Mail the completed License Update Form, supporting materials, and processing fee to:*

Department of Public Instruction
Licensure Section
6365 Mail Service Center
Raleigh, North Carolina 27699-6365

Please do not fold down the corners of pages or use staples or paper clips to secure the application materials. Doing so will slow down the automated application process and delay your response. Simply place your documents in the enclosed envelope.

DO NOT USE HIGHLIGHTERS OF ANY COLOR ON YOUR DOCUMENTS. HIGHLIGHTED INFORMATION IS BLACKED OUT AND UNREADABLE BY OUR DIGITAL SCANNING SYSTEM. HIGHLIGHTED DOCUMENTS MAY BE RETURNED TO YOU.