

License renewal requirements for professional educators are established by State Board of Education Policy LICN-005. The local board of education has final authority to approve the award of credit towards license renewal for professional development activities. This regulation establishes local standards for renewal activities.

I. STATE LICENSE RENEWAL REQUIREMENTS

The number and type of renewal credits required to renew a professional educator's license is determined by State Board of Education policy and is subject to change from time to time. Employees are responsible for knowing and satisfying their current license renewal requirements.

II. LICENSE RENEWAL CREDIT

A. Types of Professional Development Activities Eligible for Renewal Credit

Teachers and administrators may obtain renewal credit for the following:

1. college or university credit, provided an official transcript is submitted as documentation (1.5 units of renewal credit per semester hour);
2. earning National Board for Professional Teaching Standards certification or completion of the certification process (eight (8) units of renewal credit);
3. National Board for Professional Teaching Standards certification renewal (two (2) units of renewal credit);
4. locally-developed courses, classes, or workshops that meet state and local standards and are approved for renewal credit by the superintendent or designee (renewal units will be determined by the superintendent or designee); and
5. courses, classes, or workshops sponsored by outside agencies that meet state and local standards and are approved for renewal credit by the superintendent or designee (renewal units will be determined by the sponsoring agency).

B. Standards for Renewal Credit

All professional development activities that do not carry IHE credit must meet the following standards to be eligible for renewal credit.

1. The activity must consist of at least ten (10) clock hours of professional development. One unit of renewal credit will be awarded for each ten (10) clock hours of professional development activity.
2. The activity must be consistent with the standards for professional learning endorsed by the State Board of Education.
3. The activity must have recognized relevance to the educational setting.
4. The activity must have identified goals and objectives that:
 - a. are designed to increase the participant's knowledge, competence, performance, or effectiveness in the skills, practices, and/or dispositions needed to help students perform at higher levels;
 - b. align with the expectations of the North Carolina Professional Teaching Standards or the North Carolina School Executive Standards;
5. The activity must have focused content and instruction that are sequenced to develop specified competencies; and
6. The activity must include a focused evaluation designed to gauge the change in learner knowledge, competence, performance, or effectiveness and guide the development of future programs.

C. Pre-Approval and Award of Renewal Credits

1. Employees are responsible for requesting pre-approval from their immediate supervisor in advance of any activities for which renewal credit will be requested. Preapproval is not a guarantee that the employee will receive renewal credit for the activity. Final award of renewal credit is contingent upon the employee providing evidence of successful completion.
2. When the activity is completed, the employee is responsible for notifying the human resources director, through the professional growth management system, to request renewal credit. The employee must submit satisfactory evidence of completion with the request.
 - a. Official transcripts must be provided for activities earning college or university credit. Grade reports will not be accepted in place of official transcripts.

- b. Certificates of completion and/or additional supporting documentation that shows the number of contact hours earned must be provided for activities that do not carry IHE credit.
3. The area supervisor shall determine the appropriateness of credit for completed renewal activities. To receive an award of renewal credit, the activity must meet the standards established in subsection II.B, above, and must be appropriate to the individual employee. All professional development activities must meet one or more of the following criteria to earn renewal credit for an individual employee:
 - a. supports the employee's professional development plan;
 - b. directly relates to the employee's performance as demonstrated during observation and/or on the most recent evaluation;
 - c. directly relates to the employee's critical job responsibilities;
 - d. aligns with the employee's area of licensure;
 - e. aligns with and supports the employing school's school improvement plan;
 - f. aligns with and supports priorities established by the principal, the superintendent, or their designees;
 - g. aligns with and supports strategic priorities set by the board of education; and/or
 - h. aligns with and supports State Board of Education strategic priorities.
4. Employees will receive no credit for activities that do not meet both the standards for renewal credit activities established in subsection II.B and the approval criteria in subsection II.C, above.
5. No credit will be awarded for activities that consist of the participant's routine employment responsibilities.
6. While the board of education has final authority to approve the award of renewal credits, licensure renewal decisions are made by the state and cannot be appealed at the local level.

[State Board of Education Policy LICN-005 gives the LEA authority to

determine the appropriateness of credit in advance of renewal activities. In determining appropriateness, the LEA must consider items C.3.c, 3.g, and 3.h. The other items in paragraph C.3 can be supplemented, modified, or eliminated.]

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