

New Automated Licensure System Training

Actions LEAs can make on the new system –

Process General Applications: (manually entered one request at a time)

Initials – *(first time a license has ever been issued)*

- Laterals (**Lateral Entry License**)
- CTE (**Restricted Provisional**)
- Provisional (**Student Service Personnel**)
- Emergency Permit (**non-core areas only**)

Renewals – *(actions taken on a current license)*

- Validate an Expired SP2 License (**you must make the license current before any other actions can be taken**)
- SP1 Non-Recommendation (**including documentation.**)
- Recommend SP1 to SP2 (**when not on your automatic conversion list April 15th through June 30th**)
- Extend SP1 (**allows teachers 3 full school years to complete requirements to convert from a SP1 to a SP2**)

Conversions – *(a previous alternative license was issued (lateral entry, emergency permit, CTE provisional). That license has expired or the teaching assignment has changed during current 3 year license. You are changing/converting a license already on file)*

- Convert to CTE (**CTE Restricted Provisional**)
- Convert to LAT (**Lateral Entry**)

Miscellaneous –

- Add Alternative Area (**adding a non-core academic area provisionally to a current license**)
- Clear Alternative License (**clearing through an in-state IHE, clearing through an out-of-state IHE with Form V, clearing a CTE Restricted Provisional based on coursework outlined by DPI, or clearing a provisional based on passing test scores/24 semester hours of relevant coursework**)

Graduate Pay –

- Graduate Salary Request (**initial requests require a copy of the transcript be uploaded and charge the teacher a \$55 fee**)

Process Automated Applications: (completed in bulk between April 15th and June 30th)

- Extend Provisional License Area (**6 semester hours remain on file with the LEA**)
- S – Recommend SP1 to SP2 (**if not recommending you must complete the SPI Non-Recommendation request first with supporting documentation**)
- 8 – Recommend SP1 to SP2 (**if not recommending you must complete the SPI Non-Recommendation request first with supporting documentation**)
- Renew Educator (**teacher must complete the statement of applicant online**)

Actions Educators Can Make on New System –

Start a New Application:

- In-State Initial Standard Professional Educator (*In-state IHEs can complete “Form V” online on this new system*)
- Out of State Educator (*Form V or out-of-state license will need to be upload with the other required documentation*)

Update your Licensure Information / Open a NEW Application:

- Add Area by Program Completion (*will verify online on this new system with in-state IHEs; will need Form V completed and uploaded for out-of-state IHEs. Will need to upload degree dated transcripts*)
- Add Area by Test or 24 semester hours (*need to upload transcripts and/or test scores*)
- Add Experience (*both teaching and non-teaching. Individual will need to meet with LEA to get a Form RN completed for non-teaching experience*)
- Add National Board Certification (*completed out of state. Instate completers still reported automatically to DPI*)
- Clear Alternative License (*can be done by both the LEA AND the individual*)
- Delete License Area
- Education Record Correction (*if DPI has the wrong information on file*)
- Extend Provisional License Area (*can be done by both the individual and LEA. Individual will need to submit transcripts to show 6 semester hours. LEAs can do automatically in bulk between April 15th and June 30th. Semester hours kept on file with LEA*)
- Name Change (*with official documentation*)
- Request Copy of Files/Test Scores
- Research Experience
- Renewal (*only listed in the drop down menu if the teacher is not affiliated/employed with a LEA, the license is expired, or it is after April 15th of the year in which the license expires*)
- Update Contact Information
- Update Work Authorization
- Verification of NC License (*for another state*)

Additional Activities:

- Add License to Registration
- Share License Details with School System (*requesting to affiliate with a LEA, Charter School, RALC, etc.*)
- Attachments: Upload a Document
- Related Links