

1 The Transylvania County Board of Education (the “board”) intends to comply fully with all
2 licensure requirements of the Elementary and Secondary Education Act, state law, and State
3 Board of Education policies.
4

5 **A. LICENSURE AND OTHER QUALIFICATION REQUIREMENTS**
6

- 7 1. Except as otherwise permitted by the State Board of Education or state law, a
8 person employed in a professional educator position must hold at all times a valid
9 North Carolina professional educator’s license appropriate to his or her position.
10
11 2. To the extent possible, all professional teaching assignments will be in the area of
12 the professional employee’s license except as may be otherwise allowed by state
13 and federal law and State Board policy.
14
15 3. The board may employ candidates entering the teaching profession from other
16 fields who hold a residency license or an emergency license.
17
18 4. In extenuating circumstances when no other appropriately licensed professionals
19 or persons who are eligible for a residency license are available to fill a position,
20 the board may employ an individual who holds a permit to teach issued by the
21 State Board of Education.
22

23 **B. EXCEPTIONS TO LICENSURE REQUIREMENTS**
24

- 25 1. Adjunct CTE Instructors
26
27 An unlicensed individual who meets the adjunct hiring criteria established by the
28 State Board of Education for a specific career and technical education (CTE)
29 career cluster may be employed as an adjunct CTE instructor for up to 20 hours
30 per week or up to five full consecutive months of employment, provided the
31 individual first completes preservice training and meets all other statutory
32 requirements for serving as an adjunct instructor established by G.S. 115C-157.1.
33
34 2. Adjunct Instructors in Core Academic Subjects, Fine and Performing Arts, and
35 Foreign Languages
36
37 In accordance with G.S. 115C-298.5, an unlicensed faculty member of a higher
38 education institution who meets the adjunct hiring criteria established by the State
39 Board of Education may be employed as a temporary adjunct instructor for
40 specific core academic subjects, fine and performing arts, and foreign language
41 courses in grades kindergarten through twelve provided the individual first
42 completes preservice training and meets all other statutory and State Board of
43 Education requirements.
44

In addition, an individual with a related bachelor’s or graduate degree may be employed as a temporary adjunct instructor to teach high-school level courses in core academic subjects, fine and performing arts, and foreign language in the individual’s area of specialized knowledge or work experience provided the individual first completes preservice training required under G.S. 115C-298.5(a1).

3. Interim Principals

A retired former principal or assistant principal may be employed as an interim principal for the remainder of any school year, regardless of licensure status.

4. Cherokee Language and Culture Instructors

An individual approved to teach in accordance with an MOU entered into pursuant to G.S. 115C-270.21 will be authorized to teach Cherokee language and culture classes without a license.

5. Driver Education Instructors

An individual, ~~who is~~ not licensed in driver education, is authorized to work as a driver education instructor if the individual holds Certified Driver Training Instructor status according to minimum standards established by State Board of Education ~~P~~policy DRIV-003.

6. Service Members and their Spouses Relocating to North Carolina

A service member or the spouse of a service member who is under military orders to relocate to North Carolina, is in possession of a current educator’s license from another jurisdiction, and meets any other conditions established by 50 U.S.C. 4025a or State Board of Education Policy LICN-001 will be considered to hold a valid North Carolina educator’s license until the military orders expire or June 30th of the year in which the military orders expire, whichever is later.

C. BEGINNING TEACHER SUPPORT PROGRAM

The superintendent or designee shall develop a plan and a comprehensive program for beginning teacher support. The plan must be approved by the board and the Department of Public Instruction and kept on file for review. The plan must be aligned to the State Board of Education’s beginning teacher support program standards and, when monitored, must demonstrate proficiency. The school system will also participate in implementing a regionally-based annual peer review and support system.

Teachers with fewer than three years of teaching experience will be required to participate in the Beginning Teacher Support Program.

89

90 **D. LICENSE CONVERSION**

91

92 Teachers must meet all requirements of the State Board of Education in order to move
93 from an initial professional license or residency license to a continuing professional
94 license or to move from a continuing professional license to a lifetime license.

95

96 **E. LICENSE RENEWAL**

97

98 Licensure renewal is the responsibility of the individual, not of the school system. Any
99 employee who allows a license to expire must have it reinstated prior to the beginning of
100 the next school year. A teacher whose license has expired is subject to dismissal.

101

102 The school system may offer courses, workshops, and independent study activities to
103 help school personnel meet license renewal requirements. Any renewal activity offered
104 must be consistent with State Board of Education policy. In addition, the superintendent
105 or designee shall develop a procedure to determine the appropriateness of any credit
106 offered in advance of renewal activities.

107

108 Decisions regarding the employment of teachers who fail to meet the required proficiency
109 standard for renewal of a continuing professional license will be made in accordance with
110 G.S. 115C-270.30(b)(4) and applicable State Board of Education requirements. The
111 superintendent or designee shall determine the professional development required of a
112 teacher whose continuing professional license has reverted to an initial professional
113 license and/or has expired due to performance issues. The superintendent or designee
114 may authorize or direct principals to prescribe professional development to such
115 employees in accordance with the employee's demonstrated deficiencies.

116

117 Although lifetime license holders do not have to complete continuing education credits to
118 maintain licensure, the superintendent may require them to participate in professional
119 development opportunities as a condition of employment. (See policy 1610/7800,
120 Professional and Staff Development.)

121

122 **F. REPORTING MISCONDUCT**

123

124 Any administrator who knows, has reason to believe, or has actual notice of a complaint
125 that a licensed employee has engaged in misconduct that (1) would justify automatic
126 revocation of the employee's license pursuant to G.S. 115C-270.35(b), has resulted in a
127 criminal charge or indictment for any of the crimes listed in G.S. 115C-270.35(b),
128 involved the infliction of physical injury against a child or student other than by accident
129 or in self-defense, or involved any sexual contact with a child or student, and (2) resulted
130 in dismissal, disciplinary action, or resignation shall report the misconduct in writing to
131 the State Board of Education within five days of the dismissal, determination of
132 disciplinary action, or acceptance of resignation. If the employee resigns within 30 days

of a complaint for misconduct or during an ongoing investigation of a complaint, the alleged misconduct is presumed to have resulted in the resignation.

In addition, if a licensed employee is dismissed, is demoted, or resigns as the result of conduct that is not covered by the preceding paragraph but that may otherwise justify disciplinary sanctions against the employee’s license under 16 N.C.A.C. 6C .0604, the superintendent or designee shall report the conduct in writing to the State Board of Education within 30 days of the dismissal, demotion, or resignation.

F.G. PARENTAL NOTIFICATION

At the beginning of each school year, school system officials shall notify the parents or guardians of each student attending a Title I school or participating in a Title I program of their right to request the following information about qualifications of their child’s teacher: whether the teacher has met NC qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction; whether the teacher is teaching under emergency or other provisional status through which North Carolina qualification or licensing criteria have been waived; whether the teacher is teaching in the field of discipline of his or her certification; and whether the child is provided services by a paraprofessional, and if so, the paraprofessional’s qualifications.

The school system will give notice within ten (10) school days to the parents of children who have been assigned or, after four (4) consecutive weeks, have been taught by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

G.H. EQUITABLE DISTRIBUTION OF TEACHERS

The superintendent shall assess whether low-income, minority, learning disabled, and/or English learners are being taught by inexperienced, ineffective, or out-of-field teachers at higher rates than students who do not fall into these categories and shall develop a plan to address any such disparities. If DPI does not require such a plan of the LEA, the superintendent is not required to develop a plan under this subsection unless he or she determines that one is needed to address inequities within the school system.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6301 *et seq.*; 50 U.S.C. 4025a; 34 C.F.R. 200.55-57, 200.61; G.S. 115C art. 17E; 115C-157.1, -270.15, -270.20, -270.21, -270.35, -284, -295, -298.5, -325(e)(1)(m) (applicable to career status teachers), -325.4(a)(12) (applicable to non-career status teachers), -326.20, -333, -333.1; 16 N.C.A.C. 6C .0604, .0608; State Board of Education Policies CTED-004, DRIV-003, DRIV-004, EVAL-004, EVAL-023, EVAL-034, LICN-001, LICN-005, LICN-021, LICN-022, TCED-016; *Beginning Teacher Support Program Handbook* (NCDPI) available at <https://sites.google.com/dpi.nc.gov/ncref/bt-support-program-resources>

REVISED

LICENSURE

Policy Code:

7130

177 Cross References: Professional and Staff Development (policy 1610/7800)
178
179 Adopted: January 19, 2016
180
181 Revised: November 21, 2016; March 5, 2018; December 17, 2018; July 15, 2019; December 16,
182 2019; February 15, 2021; August 2, 2021; December 20, 2021; June 5, 2023; DATE