

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.

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

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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.
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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.
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15 3. The board may employ candidates entering the teaching profession from other
16 fields who hold a residency license or an emergency license.
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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.
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23 **B. EXCEPTIONS TO LICENSURE REQUIREMENTS**

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25 1. Adjunct CTE Instructors

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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.
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34 2. Adjunct Instructors in Core Academic Subjects, Fine and Performing Arts, and
35 Foreign Languages

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

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53 A retired former principal or assistant principal may be employed as an interim
54 principal for the remainder of any school year, regardless of licensure status.
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56 4. Cherokee Language and Culture Instructors

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58 An individual approved to teach in accordance with an MOU entered into
59 pursuant to G.S. 115C-270.21 will be authorized to teach Cherokee language and
60 culture classes without a license.
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62 5. Driver Education Instructors

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64 An individual, who is not licensed in driver education, is authorized to work as a
65 driver education instructor if the individual holds Certified Driver Training
66 Instructor status according to minimum standards established by State Board of
67 Education policy DRIV-003.
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69 **C. BEGINNING TEACHER SUPPORT PROGRAM**

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71 The superintendent or designee shall develop a plan and a comprehensive program for
72 beginning teacher support. The plan must be approved by the board and the Department
73 of Public Instruction and kept on file for review. The plan must be aligned to the State
74 Board of Education's beginning teacher support program standards and, when monitored,
75 must demonstrate proficiency. The school system will also participate in implementing a
76 regionally-based annual peer review and support system.
77

78 Teachers with fewer than three years of teaching experience will be required to
79 participate in the Beginning Teacher Support Program.
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81 **D. LICENSE CONVERSION**

82
83 Teachers must meet all requirements of the State Board of Education in order to move
84 from an initial professional license or residency license to a continuing professional
85 license **or to move from a continuing professional license to a lifetime license.** ~~Licensing~~
86 ~~is a state decision and cannot be appealed at the local level. The superintendent or~~
87 ~~designee shall ensure that teachers not qualifying for continuing professional licensure~~
88 ~~are informed of the process for appealing the state decision.~~

89
90 **E. LICENSE RENEWAL**
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92 Licensure renewal is the responsibility of the individual, not of the school system. Any
93 employee who allows a license to expire must have it reinstated prior to the beginning of
94 the next school year. A teacher whose license has expired is subject to dismissal.
95

96 The school system may offer courses, workshops, and independent study activities to
97 help school personnel meet license renewal requirements. Any renewal activity offered
98 must be consistent with State Board of Education policy. In addition, the superintendent
99 or designee shall develop a procedure to determine the appropriateness of any credit
100 offered in advance of renewal activities.
101

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

111 *Although lifetime license holders do not have to complete continuing education credits to*
112 *maintain licensure, the superintendent may require them to participate in professional*
113 *development opportunities as a condition of employment. (See policy 1610/7800,*
114 *Professional and Staff Development.)*
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116 **F. PARENTAL NOTIFICATION**
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118 At the beginning of each school year, school system officials shall notify the parents or
119 guardians of each student attending a Title I school or participating in a Title I program of
120 their right to request the following information about qualifications of their child's
121 teacher: whether the teacher has met NC qualification and licensing criteria for the grade
122 level(s) and subject area(s) in which the teacher provides instruction; whether the teacher
123 is teaching under emergency or other provisional status through which North Carolina
124 qualifications or licensing criteria have been waived; whether the teacher is teaching in
125 the field of discipline of his or her certification; and whether the child is provided
126 services by a paraprofessional, and if so, the paraprofessional's qualifications.
127

128 The school system will give notice within ten (10) school days to the parents of children
129 who have been assigned or, after four (4) consecutive weeks, have been taught by a
130 teacher who does not meet applicable State certification or licensure requirements at the
131 grade level and subject area in which the teacher has been assigned.
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133 **G. EQUITABLE DISTRIBUTION OF TEACHERS**
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135 The superintendent shall assess whether low-income, minority, learning disabled, and/or
136 English learners are being taught by inexperienced, ineffective, or out-of-field teachers at
137 higher rates than students who do not fall into these categories and shall develop a plan to
138 address any such disparities. If DPI does not require such a plan of the LEA, the
139 superintendent is not required to develop a plan under this subsection unless he or she
140 determines that one is needed to address inequities within the school system.

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142 Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6301 *et seq.*; 34 C.F.R.
143 200.55-57, 200.61; G.S. 115C art. 17E; 115C-157.1, -270.15, -270.20, -270.21, -284, -295, -
144 298.5, -325(e)(1)(m) (applicable to career status teachers), -325.4(a)(12) (applicable to non-
145 career status teachers), -333, -333.1; State Board of Education Policies CTED-004, DRIV-003,
146 DRIV-004, EVAL-004, EVAL-023, EVAL-034, LICN-001, LICN-005, LICN-021, LICN-022,
147 TCED-016; *Beginning Teacher Support Program Handbook* (NCDPI) available at
148 <https://sites.google.com/dpi.nc.gov/ncref/bt-support-program-resources>

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150 Cross References: **Professional and Staff Development (policy 1610/7800)**

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152 Adopted: January 19, 2016

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154 Revised: November 21, 2016; March 5, 2018; December 17, 2018; July 15, 2019; December 16,
155 2019; February 15, 2021; August 2, 2021; December 20, 2021; [DATE]