

**HUMAN RESOURCES**

**ANNOUNCEMENT**

**Licensed Employees with a License Expiration Date of June 30, 2023**

This is a friendly reminder for employees with a license expiration date **of June 30, 2023**. The UCPS internal processes concerning contracts and employment begin around mid-March of each year. To ensure a smooth transition, employees should plan to meet all licensure requirements no later than **May 31, 2023**. For license renewal, employees must have a total of 8 renewal credits completed and posted to their CEU history by May 31, 2023. The specific CEU requirements are noted below. Additionally, employees must have **received a rating of at least “Proficient” on their summary evaluation as specified in SBE policy LICN-001**. For the purposes of this policy, *“proficient” shall be defined as achieving a rating of proficient or higher on three of the five standards of the NC Educator Evaluation System (NCEES), provided that the standard related to pedagogy (Standard IV in NCEES) is rated at the level of proficient or higher.*

<p><b>Credits* (CEUs) required to renew a continuing license expiring <u>on or after</u> June 30, 2020: (Local revision 1/6/2020)</b></p>
<p><b>Grades BK and K-5</b></p>
<ul style="list-style-type: none"> <li>● 3 Academic Subject Area - Aligned to NC Professional Teaching Standards 3 and 4</li> <li>● 3 Literacy             <ul style="list-style-type: none"> <li>○ <b>As defined in G.S. 115C-270.30(b)(2):</b> As “evidence-based” assessment, diagnosis, and intervention strategies for students not demonstrating reading proficiency. Oral language, phonemic and phonological awareness, phonics, vocabulary, fluency, and comprehension shall be addressed in literacy-----related activities leading to license renewal.</li> </ul> </li> <li>● 2 Digital Learning Competencies</li> </ul>
<p><b>Grades 6-8</b></p>
<ul style="list-style-type: none"> <li>● 3 Academic Subject Area - Aligned to NC Professional Teaching Standards 3 and 4</li> <li>● 3 Literacy**             <ul style="list-style-type: none"> <li>○ <b>As defined by Union County Public Schools:</b> Skills in reading, writing, speaking, listening and language undergird and are prerequisites for all forms of 21st century literacy, including; informational literacy, media literacy, technology literacy, visual literacy, civic literacy, financial, economic and entrepreneurial literacy, health literacy, and environmental literacy.</li> </ul> </li> <li>● 2 Digital Learning Competencies</li> </ul>
<p><b>Grades 9-12</b></p>
<ul style="list-style-type: none"> <li>● 3 Academic Subject Area - Aligned to NC Professional Teaching Standards 3 and 4</li> <li>● 2 Digital Learning Competencies</li> <li>● 3 General</li> </ul>
<p><b>Student Services Personnel K-12</b></p>
<p>Student Services Personnel is an individual providing specialized assistance to students, teachers, administrators, or the education program in general, as classified by the NCSBE. Student services personnel include, but are not limited to, individuals employed in school counseling, school social work, school psychology, audiology, speech-language pathology, and media coordination.</p> <ul style="list-style-type: none"> <li>● 3 Subject Area</li> <li>● 2 Digital Learning Competencies</li> <li>● 3 General</li> </ul>

### Administrators

- 3 Executive's Role - Aligned with the expectations of the North Carolina School Executive Standards 2, 4, and 5; focused on the school executive's role as instructional, human resources, and managerial leader
- 2 Digital Learning Competencies
- 3 General

**Note:** Renewal requirements are subject to change based on NC State Board of Education policy updates.

As a condition of employment per NC State Board of Education (NCSBE) Policy LICN-005, Public School Units (PSUs) reserve the right to assign literacy requirements for any educator. UCPS has assigned literacy requirements to BK/Pre-K and 6-8.

### Special Notes:

- **Speech Language Pathologists** licensed in other subject areas must comply with renewal requirements established by the NCBOESLPA, as well as the above “Student Services Personnel **K-12**” requirements. Speech-Language Pathologists who are licensed in **SLP only** must follow renewal requirements established by the NCBOESLPA. However all SLP’s must complete the process stated below in red.
- **Validated Three-year License Holders:** License holders with a validated three-year license are required to complete 8 renewal credits (including the specific categories) to renew their license.
- **Expired Emergency Permit:** License holders with an expired Emergency Permit should contact their designated Licensure Specialist. Requirements are specific to licensure and employment status.
- **Expired Lateral Entry License:** License holders with an expired Lateral Entry License should contact their designated Licensure Specialist. Requirements are specific to licensure and employment status.
- **Participate Teachers:** These requirements do not pertain to Participate Teachers.

### CEU History

Employees may review their CEU history by accessing the [Continuing Education Employee History](#) page. Employees should log in with their computer login credentials. Information is pulled directly from the HRMS system.

- The PD transcript offered in NCEES/Unified Talent notes only the PD/courses completed in NCEES. HRMS is currently the official record for an employee’s CEU history. Credits earned in NCEES will feed nightly to HRMS for processing.
- There is no actual ‘General’ column in the HRMS history screen. However, the following are ways that this requirement can be met:
  - anything credited to the “Other” column
  - a surplus in a required category or in a category with no requirement for the specific area level (ex. HS—literacy)
  - A difference of uncategorized CEUs in the “Total CEU Credits” column.
- Employees should submit CEU certificates as soon as they are received in order for them to be processed in a timely manner.
- For CEU guidelines and FAQ, employees may visit: <https://www.ucps.k12.nc.us/Page/3195>.

If credits are not reflected on the employee’s CEU history, he or she may contact Mrs. Amy McSheehan in the Office of Staff Development at (704) 290-1515 Ext. 2119 or [amy.mcsheehan@ucps.k12.nc.us](mailto:amy.mcsheehan@ucps.k12.nc.us).

## **Licensure Renewal Process**

The licensure renewal process will begin on or about April 15, 2023. At that time, license holders will be asked to log into their NCDPI Online Licensure System account using the link below. Once logged into the account, the license holder will need to complete the *Statement of Applicant Attestation* and pay a \$35 processing fee. The employee's designated Licensure Specialist will then be able to verify that his or her 8 CEUs requirements and Summary Evaluation "proficient" requirements have been met and will submit a request to renew the license.

The employee/license holder will be able to access his or her new license by using the NCDPI Online Licensure System once NCDPI has processed the renewal request. The employee/license holder may access the NCDPI Online Licensure System by visiting the link below.

<https://vo.licensure.ncpublicschools.gov/datamart/loginNCDPI.do?header=true>

## **NCDPI Technical Assistance**

Employees/license holders who experience technical issues with logging into their NCDPI Online Licensure System account should email [educatoreffectiveness@dpi.nc.gov](mailto:educatoreffectiveness@dpi.nc.gov) or call 919-716-1800 for assistance.

**Note:** The Assistant Superintendent of Human Resources will routinely review the employment status of employees who are unable to renew their license by June 30, 2023.

Any questions regarding the licensure renewal process may be directed to the designated Licensure Specialist. Thank you for your ongoing service to Union County Public Schools.

Thank you for all that you do. Take care and have a blessed day!

