

EDL Checklist

If a student is interested in pursuing the North Carolina “M” School Administrator License at the conclusion of the WFU SPS EDL program, they can use the checklist below to determine if they are eligible ...

- ☐ Possesses a North Carolina SP2 Educator License (Standard Professional 2)
- ☐ Has three or more years of educator licensed experience

For questions about North Carolina licensure, you can contact NCDPI at 800-577-7994 or 919-716-1800.

If a student is NOT in North Carolina, but is interested in pursuing an administrator license in their home state, they can use the checklist below to determine if they are eligible ...

- ☐ Contact your [state department of education](#) to learn about the qualifications to become a school administrator.
- ☐ Determine if a master’s degree in educational leadership from another state qualifies in your state.
- ☐ Determine if the WFU SPS EDL program’s components meet the requirements for your state.

CUI Checklist

If a student is interested in pursuing the North Carolina “M” Curriculum Instructional Specialist License at the conclusion of the WFU SPS CUI program, they can use the checklist below to determine if they are eligible ...

- ☐ Possesses a North Carolina SP2 Educator License (Standard Professional 2)
- ☐ Has three or more years of teaching or educator licensed experience

If a student is NOT in North Carolina and is interested in a license endorsement, please check with your [state department of education](#) to determine if a) such a license exists, b) the qualifications required for the endorsement, and c) if a degree from another state qualifies for this endorsement.

Education Requirements to become a North Carolina ...

While no experience requirements are stated, it is assumed that you have at least three years of teaching experience as you have had a SP2 Educator’s License (Standard Professional 2 (SP2)– for teachers with three or more years of experience, valid for five years)

Assistant Principal:

- Complete a state-approved school administration program at the master's level or above

Principal:

- Complete a state-approved school administration program at the master's level or above

Exam requirements to become an assistant principal or principal in your home state:

Pass the [School Leaders Licensure Assessment \(SLLA\)](#) (varies by state)

Applying for a North Carolina School Administrator License:

- File the [Application for a North Carolina Professional Educator's License](#).
- Have your college or university's school administration program complete the [Verification by Institution](#) form.
- Send official transcripts listing degrees obtained and dates.
- Provide copies of your SLLA test scores. Complete [Form OS-HQ](#) for Highly Qualified Status.
- Complete the [Verification of K-12 Educator Experience form](#). Include a self-addressed, stamped envelope if you want any documents returned.
- Pay application fees of \$85 by check, money order or certified check (or credit card via [this form](#)) payable to the Department of Public Instruction.

Notes:

There are two types of Professional Educator Licenses issued in North Carolina:

- Standard Professional 1 (SP1) – for new teachers with no more than two years of experience, valid for three years.
- Standard Professional 2 (SP2)– for teachers with three or more years of experience, valid for five years.

Adding a New Area of Licensure to Your Current NC License:

1. Log into the [NCDPI Online Licensure System](#)

2. Click on Add Area by Program Completion

Public Schools of North Carolina

Logged in as Dovico, Adam

Edit Login Information | Logout | Contact Us

Quick Start Menu

If you have a North Carolina license in the system, you will appear under License Information to the right of this message and to print a copy of your license.

Choose an option below to open a new application.

Select "Find Your License or Application" if you have not already done so.

Update your License information

Educator #1011347

Additional Activities

Share License details with a School System or RALC

Related Links

License Information

License Number: #1011347

License Type: Educator

3. Begin to verify your demographic information on the first four pages. When you get to the License Area Verification page, be sure to select the appropriate license area. CUI students should select Curriculum Instructional Specialist, and EDL students should select School Administrator: Principal.

Public Schools of North Carolina

Logged in as Dovico, Adam

Edit Login Information | Logout | Contact Us

Add Area by Program Completion - License Area Verification

Select the license area(s) that you want to add. Please attach appropriate documentation to support your request. Only license areas that you qualify for will be added to the license.

Press the "Save" or "Next" button to save the record.

Press the "Edit" hyperlink to modify an existing record then press the "Save" button to save the change.

Use the "Cancel Update" button to undo the entered changes prior to saving.

| License Area Type | License Area | Degree Level Of Program | Program Completion Date | IHE Review Requested | NC Institution | Action |
|----------------------|--------------|-------------------------|-------------------------|----------------------|----------------|--------|
| Administrative Areas | | | | | | |

License Area Type: Administrative Areas

License Area: Curriculum Instructional Specialist

Degree Level Of Program: Curriculum Instructional Specialist

Program Completion Date:

Country:

State:

Route to North Carolina College or University for recommendation:

NC Institution (select only if North Carolina):

4. On the Application Attachments page, be sure to upload appropriate documentation, which includes [Form V](#), test scores (Curriculum Specialist only), and WFU transcripts.