

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:

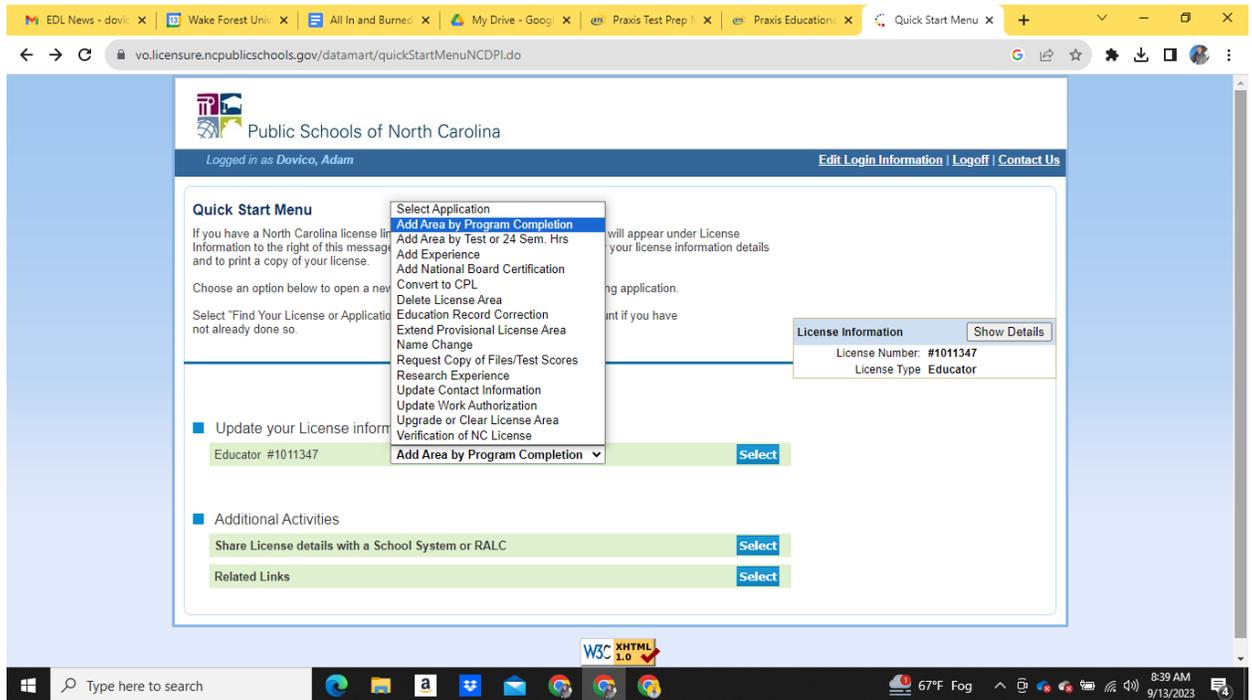
There are two types of Professional Educator Licenses issued in North Carolina:

- 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.

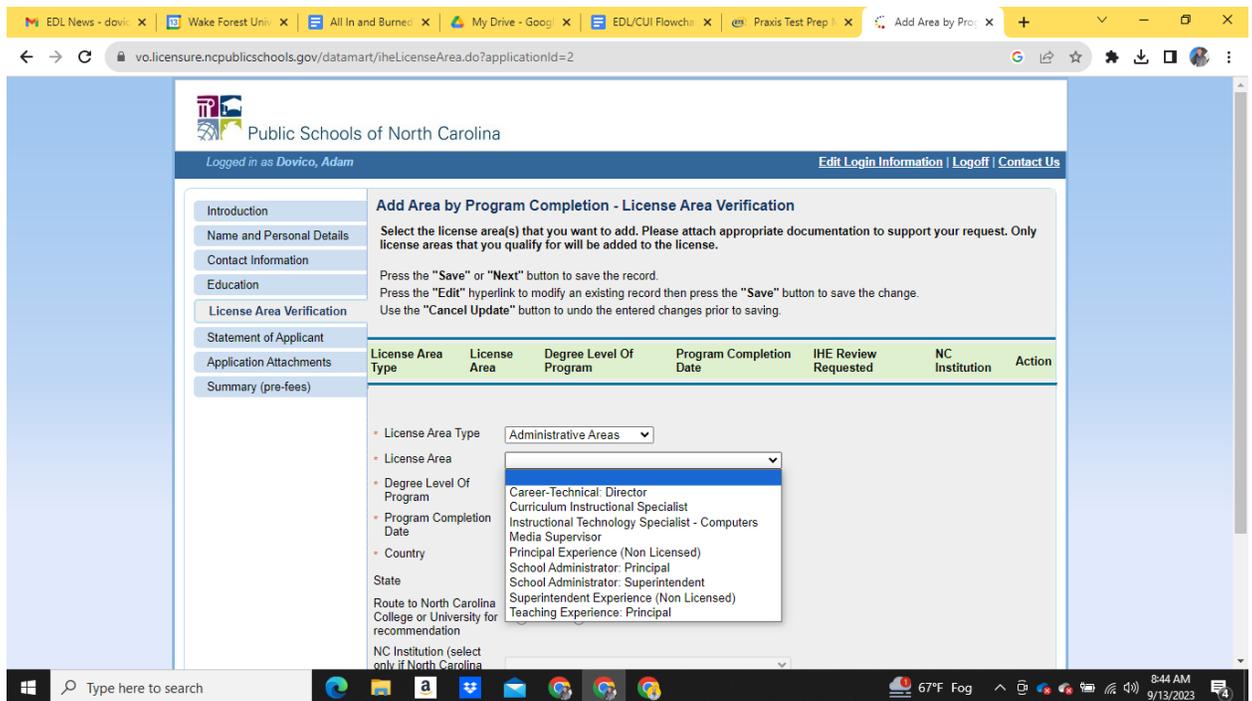
Adding a New Area of Licensure to Your Current NC License:

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

2. Click on Add Area by Program Completion



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.



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