

Out of State Initial Application

Use this application to apply for a North Carolina Professional Educator license if you completed an approved educator preparation program which lead to licensure in another state or country.

Please provide the following information:

1. Transcripts:

- Provide PDF copies of your official degree dated transcripts that are not password protected or will expire from all colleges or universities where you have earned a degree or completed coursework . Please do not provide links to a shared drive.
- If you earned a degree from another country you must provide an evaluation from an international education evaluation provider to determine the US equivalency.

2. Verification of Educational Program Completion:

- [Form V](#) is required if you have completed a state approved educator preparation program at a regionally accredited college or university. Form V should be downloaded, completed and signed by the licensure officer or dean of education at that institution along with a copy of your other states license. If you hold another state's license, please upload a copy.
- An international education evaluation is accepted in lieu of Form V.
- If you completed an alternative route to a licensure, please submit a copy of the out of state license and a letter verifying the basis of qualification from that state's department of education or licensing board where the alternative route was completed.

3. Experience Verification if applicable:

- Verification of K-12 educator experience ([Form E](#)) and/or post secondary experience ([Form CE](#)) needs to be downloaded, completed and signed by each former employer.
- Please enter your verified experience dates into the online application.
- The completed Form E and/or Form CE must be uploaded with your application.

4. Passing Test Scores from the state where you completed your Educational Preparation Program(s)

5. [Educator Effectiveness](#) – Copies of your evaluation documents including student growth data

6. Work Authorization:

- You are required to have a valid social security number issued by the United States Social Security Administration.
- If you are not a US citizen, you are required to upload a copy of your work authorization documentation.