



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Catherine Truitt, *Superintendent of Public Instruction*

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TO Superintendents
Charter School Directors
Lab School Leaders

FROM Dr. Derrick D. Jordan, Deputy State Superintendent
Educator and Student Advancement Division

Dr. Tom Tomberlin, Senior Director
Office of Educator Preparation, Licensure, and Performance

Ms. Susan Ruiz, Director
Licensure Section

DATE January 4, 2024

LICENSURE REMINDERS AND UPDATES

We hope this communication finds you well and your new year is off to a wonderful start. As always, our commitment to ensuring the highest quality education for North Carolina's students remains unwavering. With this in mind, we are excited to inform you of our continued focus on supporting educator licensing and licensure staff training for the current school year. Please see the information below on several initiatives, resources, and updated processes to better serve public school units and educators.

Initiatives and Resources:

- Resources for Licensing Procedures:** Videos that provide detailed steps in completing required licensing procedures have been created. Our hope is that the videos will help make it easier for educators to navigate the complexities of the online licensure system. <https://www.dpi.nc.gov/educators/educators-licensure/apply-nc-educator-license/online-licensure-system-tutorials>
- Training Opportunities:** Our Regional Assistance Licensing Consultants (RALCs) provide training opportunities to their constituent public-school units (PSUs). The RALCs are experts in licensing policy and processes. If your licensure staff have questions or training needs, please have your HR (Human Resources) staff contact your assigned RALC or Christy Layne (christy.layne@dpi.nc.gov), RALC Manager.
- Transparency and Communication:** We are committed to keeping stakeholders informed about licensing updates, changes, and opportunities as communicated through the HR Listserv. Also, changes to licensure policies approved by the State Board of Education are reviewed during the monthly Human Capital Webinars.

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- 4. PSU-Driven Prioritization:** The RALCs are the first contact for resolving your PSUs licensure questions and concerns. Additionally, the RALCs are dedicated to ensuring that PSUs can prioritize licensure applications based on their local priorities. From October to April and by the first Friday of each month, a PSU can submit a list of licensure applications they would like the RALCs to process on an expedited basis.

How can you help?

As school superintendents, charter, laboratory or residential school leaders, you can support educator licensing by:

- 1. Disseminating Information:** Share this memo about these resources and training opportunities with licensure staff within your district and encourage them to participate in the meetings designed to support them.
- 2. Encouraging Participation:** Encourage your licensure staff to take advantage of the training opportunities, engage in the monthly webinars, and subscribe to the HR listserv. HR Directors can subscribe to the HR Listserv by contacting the Educator Effectiveness mailbox (educatoreffectiveness@dpi.nc.gov) or Tom Tomberlin (thomas.tomberlin@dpi.nc.gov). Also, encourage your licensure staff to take your employees' concerns to the RALCs instead of school employees contacting the Licensure Section directly.
- 3. Early Action:** Remind your educators to submit their applications for licensure early in the school year. Delaying applications until later in the school year creates high volumes for processors at the end of the fiscal year. Please encourage your educators to submit a complete application. Incomplete applications cannot be processed by our licensure staff and will result in delays.
- 4. Providing Feedback:** Your insights and feedback are invaluable in refining and improving our licensing support efforts. Please share any observations or suggestions with us to help us better serve educators by emailing Susan Ruiz (susan.ruiz@dpi.nc.gov) or Tom Tomberlin (thomas.tomberlin@dpi.nc.gov).

We are excited about the positive impact these opportunities and your support will have on both educators and students throughout North Carolina. Thank you for your dedication to fostering an environment of continuous improvement and excellence in education.

If you have any questions or need further information, please feel free to contact Susan Ruiz (susan.ruiz@dpi.nc.gov) or Tom Tomberlin (thomas.tomberlin@dpi.nc.gov).

C: Human Resources Leaders