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LICENSURE

The Licensure Section is responsible for examining credentials and issuing licenses that qualify individuals to seek employment as teachers, administrators and other special service personnel in North Carolina public schools. All professional employees of public schools must hold a license for the subject or grade level they teach or for the professional education assignment that they hold.

Whether you are looking forward to your first educator position or are re-entering education after an absence, your steps to obtaining a license are easy and convenient.

Depending on the time of year, the licensure process may be approximately six weeks. Late spring and early summer are typically when the most license applications are submitted.

HOW CAN I CONTACT THE LICENSURE SECTION?

At this time there is no contact with the Licensure Section via email.

By Mail:

NC Department of Public Instruction
 Licensure Section
 6365 Mail Service Center
 Raleigh NC 27699-6365

By Phone:

Two phone numbers are available for inquiries Monday through Friday from 8 am to 5 pm Eastern Standard Time:

- 1.919.807.3310 outside of North Carolina and
- 1.800.577.7994 within North Carolina.

LICENSE QUALIFICATIONS

These charts are for quick reference only. Please use the links on the left for more information.

- All Teachers with 0-2 Years of Teaching Experience - Under review, will return soon.
- Out of State Teachers with 3+ Years of Teaching Experience - Under review, will return soon.
- Lateral Entry Teachers in North Carolina ([pdf, 31kb](#))

HOW CAN I GET A COPY OF MY CURRENT LICENSE OR TEST SCORES?

Please submit your request in writing to the address above and include the following:

- Your full name