**Residency License Check Off-List**

* Request all official transcripts from every College/University that you have attended.
* If you have prior educational related experience, please get Form E or Form NE (along with an official job description) completed by previous employers.
* Affiliate yourself with a University/EPP as part of the Residency License Requirements.
* Have University/EPP to complete the Residency License Verification Form.
* $100 non-refundable processing fee for NCDPI on a debit or credit card.

After all official documentation has been completed and received, contact Miriam Davis by email: [Miriam.davis@scotland.k12.nc.us](mailto:Miriam.davis@scotland.k12.nc.us) to set up an appointment to apply for the NC Teaching license.

Some of the Universities/EPPs that work well with Scotland County Schools:

St. Andrews: <https://www.sa.edu/academic-pages/certification-program>

Fayetteville State University: [https://www.uncfsu.edu/academics/colleges-schools-and departments/college-of-education/support-units/office-of-teacher-education](https://www.uncfsu.edu/academics/colleges-schools-and%20departments/college-of-education/support-units/office-of-teacher-education)

East Carolina University: <https://education.ecu.edu/al/residency/>

University of North Carolina at Pembroke:<https://www.uncp.edu/academics/colleges-schools/school-education/residency-licensure>

Residency License, is a one-year license, with the option to renew twice within no longer than a three-year period. In order to renew the license, the educator must continue enrollment with an EPP and employment within a school district. Individuals must complete all requirements, pass NCSBE required licensure test requirements, and receive recommendation of an EPP to convert the Residency license to the Initial or Continuing Professional License, within three years of the effective date of the Residency License.