1. **What is the Residency License?**

The Residency License is a North Carolina specific pathway that allows qualified individuals to begin teaching while completing North Carolina licensure requirements. The Residency License is a one-year pathway, renewable up to two times (for a total of three years). This Model involves cooperation between the individual seeking licensure, the Educator Preparation Program (EPP), the local education agency (LEA), and the Department of Public Instruction (NCDPI).

**NOTE:** If you apply and are accepted in the UNCG BKIL Program, then UNCG is your EPP. If you work in a public school, your school or school district is your LEA. If you work in a non-public school setting (such as a child care or Head Start program), then you would work with the EESLPD Unit in DCDEE to complete the Residency License process.

2. **How Do I Qualify for a Residency License?** [http://www.ncpublicschools.org/epp/lateral/]

NCDPI lists the following requirements to be eligible for the Residency License once an individual is offered employment by an LEA:

- Holds a bachelor’s degree from a regionally accredited university or college with at least a 2.7 GPA.
- Has completed 24 semester hours of coursework relevant to the BK licensure area.
- Is enrolled in a recognized EPP.
- Meets all other requirements established by the State Board, including completing preservice requirements prior to teaching.

3. **What are the Steps for the Residency License?**

Once an individual is employed by a LEA as a teacher, the following steps must be completed for the Residency License:

- The BK Licensure candidate completes the survey found at [https://docs.google.com/forms/d/e/1FAIpQLScUYmmOZT_e4WlwlBchq7JuyxBQwbBo46dy5LGGonTMqpVfY6A/viewform](https://docs.google.com/forms/d/e/1FAIpQLScUYmmOZT_e4WlwlBchq7JuyxBQwbBo46dy5LGGonTMqpVfY6A/viewform) to notify the UNCG BK Initial Licensure Program that she/he would like to pursue a Residency License.
- The BK Licensure candidate submits her/his unofficial transcript(s) to Dr. Salih Rakap ([s_rakap@uncg.edu](mailto:s_rakap@uncg.edu)), BK Graduate Program Co-Director. If the candidate meets the admission criteria, Dr. Rakap notifies the candidate and recommends her/him to submit an application to BK:ILP through UNCG’s Graduate school.
• The BK Licensure candidate applies to the BK:ILP through the UNCG Graduate School online application system at https://grs.uncg.edu/apply-now/. The BK Graduate Committee reviews complete applications at the end of each calendar month between August and January.

• Once accepted in the UNCG BK Initial Licensure Program, the candidate completes the UNCG Graduate School intend to enroll process to officially accept the slot in the program.

• The candidate (now student) obtains the Residency License Verification/Certification of Supervision (Form RL) Form from their LEA (also available at http://www.ncpublicschools.org/docs/epp/rli/rl-epa-verification-form.pdf), fills out the section designated for the candidate (i.e., Candidate Section on the form), and submits the form to the LEA.

• A designated LEA Licensure Officer verifies that the individual is hired as a teacher in the designated LEA by completing and signing the designated sections of the Residency License Verification/Certification of Supervision (Form RL) Form. The Licensure Officer must circle the appropriate year for the candidate.

• The BK Licensure student or the designated LEA Licensure Officer on behalf of the student emails the Residency License Verification/Certification of Supervision (Form RL) Form to Dr. Salih Rakap (s_rakap@uncg.edu), BK Graduate Program Co-Director. Dr. Rakap works with the Licensure Officer at the UNCG School of Education to verify acceptance/enrollment in the BK Initial Licensure program and the Licensure Officer signs the Residency License Verification/Certification of Supervision (Form RL) Form.

• Dr. Rakap also works with the Director of Graduate Studies at UNCG School of Education to develop a Plan of Study for the student. Generally, if the student must complete pre-requisites, they can be taken before enrollment in graduate courses or after enrolling in graduate BKIL courses. Depending on the timing for this process, it may be necessary for the student to take two courses per semester in order to complete the program within the three-year Residency License timeframe.

• The student must complete the intent to enroll process before the Residency License Verification/Certification of Supervision (Form RL) Form and the Plan of Study documents are signed by the Licensure Officers and the Director of Graduate Studies at the UNCG School of Education.

• Dr. Rakap returns the signed documents (Form RL and Plan of Study) via e-mail to the Licensure Officer in the LEA for processing with the licensure department at NCDPI and e-mails a copy of the Plan of Study to the BK Licensure student.

• Because the BK:IL Program requires more than one year to complete, at the end of the first year of the BK student’s employment, the LEA should request renewal of the residency license for another year via the automated renewal process in the licensure system. For BK Licensure students completing the program in 5 semesters, the Residency License would need to also be renewed for the third year.

• The renewal form needs to be complete and kept on file locally with the employing school system/program and the BK student should keep a copy.