



Hickory City Schools
432 4th Avenue SW
Hickory, NC 28602
(828) 322-2855

Summary of License Renewal Requirements Updated 7/1/2025

The NC Department of Public Instruction has changed the way licensure renewals are processed by using the new online licensure system. Current renewal credits can be checked through our district network and website in TimeKeeper Employee Portal under “CEU’s”.

*As of December 2023, the requirement for **Digital Learning Competencies** has been removed. It is expected that highly qualified professional development by definition includes these competencies.*

The HPS specific requirement of one credit in technology is no longer required at the local level.

Credits Required for Licensure Renewal	
Grades PreK - 5 8 Total which must include: 3 Subject Area/Content 3 Literacy 2 General	Student Services Personnel* 8 Total which must include: 4 Professional Discipline Area 4 General
Grades 6-12 8 Total which must include: 4 SubjectArea/Content 4 General	Administrators 8 Total which must include: 4 Executive's Role 4 General

*Student Services Personnel include Media Coordinators and School Counselors.

Literacy renewal credits are defined as evidenced-based assessment, diagnosis and intervention strategies for students not demonstrating reading proficiency. For example: oral language, phonemic and phonological awareness, phonics, vocabulary, fluency and comprehension.

Subject Area/Content Professional Discipline Area credits are defined as strategies to teach the specific subjects held on at least one area of an educator’s license.

Executive’s Role (Administrators) credits include 3 renewal credits focused on instructional, human resources, and managerial leadership.

Speech-Language Pathologists’ salary approval/renewal is dependent on the annual renewal of the NC Board of Examiners license requirements.

If you have not previously registered for an account in the online licensure system, you will not be able to renew your educator’s license. Once registered, please log into the online system and update your contact information including a current personal email address.

Without updated information the system will be unable to communicate with you and your license renewal cannot be processed. You will also need to attest to the two statement of applicant (criminal conviction) questions before your renewal can be completed. Once all of this information is complete, we can approve the renewal process for you.

Online license renewals must be completed within the appropriate timeline from NCDPI. Beginning effective January 1, 2017, a \$35.00 renewal fee is required.

For more information, please visit [NCDPI’s renewal webpage](#).

Effective with the 2025-2026 school year, renewal credit certificates must be submitted to the Curriculum Department through TimeKeeper for approval credit to be awarded.

North Carolina Lifetime License

A Lifetime License is issued to a teacher who:

- Holds a current license after 30 or more years of combined service as a licensed teacher, administrator, or student services personnel in one or more public school units in North Carolina.

AND

- Completed 30 or more years of creditable service with the Teachers' and State Employees' Retirement System.

Renewal of the Lifetime License is not required (per SL 2019 -71).

***For questions regarding the NC Lifetime License process, please contact
Christie Alley in the Human Resources Department (828-322-2855 extension 219).***