

LICENSURE PROCESSING REQUEST

NAME _____ SS# _____

ADDRESS TO MAIL LICENSE _____

CITY _____ STATE _____ ZIPCODE _____

PHONE _____ EMAIL _____

ACTION REQUESTED (*check one*)

- Clearing a Provisional License or Temporary Permit
(Include documents 1, 2, 3, 5)
- Upgrading from an **A to M -- MSA to Ed. D.**
(Include documents 1, 2, 3, 5)
- Adding-on an area to an existing license
(Include 1, 2, 3, 4, 5)

DOCUMENTS ATTACHED

- (1) Official transcript, showing degree earned or all courses on Program Evaluation Plan. (*Request from Registrar's Office*)
Note: A black & white transcript is not official
- (2) Copy of PRAXIS II, specialty area test scores, *if applicable*
- (3) Copy of current or most recent teaching license
- (4) Program of study indicating program completion signed by your advisor
- (5) Processing fee--\$55 (check, credit card, or money order) payable to the Department of Public Instruction, **if license has expired, upgrading, or adding on.**

Mail or deliver all documents to: Office of Teacher Education, Fayetteville State University, Butler Bldg., Rm. 243. 1200 Murchison Rd. Fayetteville NC 28301

The Director of Teacher Education will complete Verification of Program Completion (Form V) and submit to the Licensure Section of the Department of Public Instruction. ***The license will be mailed to the applicant from the Department of Public Instruction.***

Allow 3 -6 weeks from date of completed request.