

## Applying for North Carolina Licensure in the Schools

The following forms must be returned to the Reich College of Education Licensure Department in order to have the licensure paperwork submitted to the North Carolina Department of Public Instruction.

- ❖ Complete Form A
- ❖ Fill out Form V (Verification by Institution) only to the dotted line.
- ❖ Include \$55 payment.
  - To pay by check or money order: make the payment to NCDPI
  - To pay by credit card: complete the Credit Card Payment Authorization Form.
- ❖ Praxis scores must be on file in your file in LRE.
- ❖ If this is your first North Carolina license, and you did your undergraduate work at another university other than Appalachian State, arrange to get a copy of your official transcript to bring with you to the exit interview.

At the exit interview, return all of the above to:  
Reich College of Education  
Field Experience and Licensure Office  
Room 220

If you have any questions or concerns, please contact Donna Brown at 828-262-6053 or at [browndm@appstate.edu](mailto:browndm@appstate.edu). It takes 6-8 weeks from the date that degrees are conferred for the paperwork to be processed and for you to receive your license.