Documentation to Validate Completion of a Master’s or Advanced Degree for FY 2013-14

Received by May 1, 2014

For FY 2013-14, if appropriate and complete documentation, as outlined in the following two options, is received by May 1, 2014, by the NC Department of Public Instruction’s Licensure Division, the NC Department of Public Instruction will process the license and notify the teacher’s employing local education agency or charter school by May 21, 2013, (if the documentation validates that the teacher has completed the requirements for a Master’s or Advanced degree). This notification date will enable the employing local education agency or charter school to include the appropriate salary differential in the teacher’s final pay check of FY 2013-14 (the final May 2014 payroll).

**Option 1 (current process):**

1. Submission of a completed Form V (Attachment 2)
2. A Degree Dated Transcript
3. A processing fee of $55

**Option 2:**

1. Submission of a completed Form V
2. An official letter under the signature of the Dean of the School of Education, the Dean of the School of Graduate Studies, and/or the University/College Registrar stating that students named in this official letter are on track to receive a master's degree and recommendation for the "M" or Advanced/Doctorate license during the University or College’s spring semester commencement.
3. A processing fee of $55