Elementary Education Residency Licensure Certificate Handbook

Updated July 2025

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Enrollment Overview

All steps in the enrollment process must be completed before permission to register for courses is granted.

1. Step 1 – Apply to Durham Tech
   a. Create/Log into your [CFNC account](#);
   b. Once logged in, follow these steps to find the correct application:
      Apply to College -> Application Hub -> Start an Application -> Select Durham Tech then Elementary Education Residency Licensure Certificate in the Enrollment Information section of the application.
   c. Complete and submit application.
2. Submit official transcripts that show you have completed a bachelor's degree with at least 24 hours of coursework in the licensure area (general education credits) and met the 2.7 GPA requirement.

   There are two options for submitting transcripts:
   Mail or hand deliver sealed, official documents to:
   Admissions, Registration, and Records
   1637 E. Lawson St., Durham, NC, 27703-5023

   Request electronic transcripts through an approved transcript service such as ACT, CFNC, College Board, Joint Services Transcripts, National Student Clearinghouse, Parchment, ScribOnline and Script-Safe. List transcripts@durhamtech.edu as the recipient address.
3. Submit proof of employment or promised placement from a local public school district.

The Education Chair will review all transcript(s) to determine if eligibility requirements are met. If all requirements are met, you will be notified of your acceptance into the program by the Education Chair.

4. Obtain Residency License (RL) form from your employer. Send RL form to Education Chair.
5. Complete FERPA form – provided by Education Chair

Plan of Study

The Elementary Education Residency Licensure Certificate is designed to be completed in two semesters. All courses, with the exception of EDU 283, are offered in 8-week sections in the fall semester as indicated on the Plan of Study.

FALL SEMESTER

Course	Class Hours	Lab Hours	Credit Hours
EDU 270 Effective Instructional Enviro	2	0	2
EDU 272 Technology, Data, and Assess	2	3	3
EDU 277 Integr CU Inst: Math/Science	2	3	3

SPRING SEMESTER

Course	Class Hours	Lab Hours	Credit Hours
EDU 278 Integr CU Inst: Soc Stu/ELA	2	3	3
EDU 279 Literacy Develop and Instruct	3	3	4
EDU 283 Educator Preparation Practicum	2	2	3

MINIMUM SEMESTER HOURS REQUIRED FOR CERTIFICATE   18

Students have the option of following the Plan of Study as outlined or at a slower pace. The Residency License period is three years, students will have the three-year period to complete all course work, the required testing, and the required edTPA portfolio components.

Additional Course Details

- All courses are offered in 8-week sections except for EDU 283 which is a full 16-week course to allow for edTPA portfolio submission.
- EDU 270, EDU 272, EDU 277, EDU 278, and EDU 279 must be completed and passed before entering EDU 283.
- In addition, a grade of "C" or better must be earned in all courses.
- A GPA of 2.7 or higher is required to enroll in EDU 283
- If a course isn't completed successfully, it must be retaken in a semester prior to EDU 283
- Prior to taking EDU 283, students are required to pass the required tests for licensure:
    - Pearson Test 190: Foundations of Reading <u>and</u>
    - Pearson Test 203: Mathematics Subtest <u>or </u>Praxis Test 7813: CKT Math Subtest

Courses and Course Descriptions - Click on each course title to access the course description

EDU 270: <u>Effective Instructional Environments</u>
EDU 272: <u>Technology, Data, and Assessment</u>
EDU 277: <u>Integrated Curriculum and Instructional Strategies: Math/Science</u>
EDU 278: <u>Integrated Curriculum and Instructional Strategies: Social Studies/ELA</u>
EDU 279: <u>Literacy Development and Instruction</u>
EDU 283: <u>Educator Preparation Practicum</u>

Course Registration

Permission is required to register for courses. Before permission is granted, official transcripts and the signed FERPA form must be provided. The Education Chair will verify that both are in place and will provide student with their Student ID number and grant permission to register. After receiving the student ID number, students will activate their Durham Tech account here http://selfservice.durhamtech.edu/ and will be able to register for courses.

Tuition and Fees

Payment for classes must be made before the semester begins. More information about Tuition and Fees, including Payment Plan details, can be found here: https://www.durhamtech.edu/tuition-and-fees

Financial aid may be available. Apply for Financial Aid to determine eligibility - https://www.durhamtech.edu/pay-college/financial-aid
Please note: When completing the FAFSA, you must report that you have a bachelor's degree AND that you are enrolled in a teaching credential program.

Durham Tech Platforms

After activating their account, students will use the same Durham Tech username and password to log into all Durham Tech Platforms. Links to all platforms, including Email and Canvas, are located here https://www.durhamtech.edu/students

It is imperative that students check their Durham Tech email frequently. This is the primary mode of communication, including from course instructors.

Program Expectations and Requirements

Attendance and Participation

Regular and active attendance is required in all courses. Students will demonstrate attendance with the completion of weekly assignments submitted in Canvas.

Observation Requirements

The EPP framework requires at least two observations per semester of each student candidate. Observations are completed by the course Instructor and are designed to provide in-person coaching and mentoring. In addition to the observations, course instructor(s) may offer virtual meetings and additional supports as needed either in person or virtually.

Criteria for Program Completion and Licensure Recommendation

Student candidates are assessed throughout their time in the program using multiple measures to ascertain their skills, competencies, and dispositions.

To successfully complete the Residency Certificate program, a candidate must meet the following requirements.

1. Complete all coursework with a grade of 'C' or better.
2. Pass the following tests:
    a. Pearson Test 190: Foundations of Reading and
    b. Pearson Test 203: Mathematics Subtest or
    c. Praxis Test 7813: CKT Math Subtest

3. Successfully complete edTPA requirements
    a. For more information about edTPA requirements for the State of North Carolina and Passing Scores, please visit
       https://www.edtpa.com/PageView.aspx?f=GEN_NorthCarolina.html
4. Set up a DPI NC account and apply to NCDPI Online Licensure System

Assessment Fees:

Teacher Candidates are responsible for all costs associated with the required assessments.

- Praxis Test: Elementary Education: Mathematics— CKT 7813 $78
- Pearson Test 203: Mathematics Subtest - $94
- Pearson Test: Foundations of Reading - Test 190- $139
- EdTPA Assessment Fee: $300

EdTPA Information

All candidates seeking initial licensure are expected to successfully complete and submit the 12 edTPA portfolio assessment during EDU 283. All teachers will be expected to meet the minimum score, as established by NCDPI.

edTPA is a performance-based, subject-specific assessment and support system used by teacher preparation programs throughout the United States to emphasize, measure and support the skills and knowledge that all teachers need from Day 1 in the classroom.

Visit: https://www.edtpa.com/Home.aspx to learn more.

NC Code of Ethics for Educators

Preamble: The purpose of this Code of Ethics is to define standards of professional conduct. The responsibility to teach and the freedom to learn, and the guarantee of equal opportunity for all are
essential to the achievement of these principles. The professional educator acknowledges the worth
and dignity of every person and demonstrates the pursuit of truth and devotion to excellence, acquires knowledge, and nurtures democratic citizenship. The educator exemplifies a commitment to
the teaching and learning processes with accountability to the students, maintains professional growth, exercises professional judgment, and personifies integrity. The educator strives to maintain
the respect and confidence of colleagues, students, parents and legal guardians, and the community,
and to serve as an appropriate role model.
All students in the Residency Licensure Certificate Program agrees to uphold and abide by the NC Code of Ethics for Educators.
Link to Code = https://www.dpi.nc.gov/code-ethics/open

Complaint Process

Pursuant to North Carolina General Statue 115C-269.55, the North Carolina State Board of Education (SBE) has the authority to receive reports of allegations of noncompliance regarding specific laws and rules associated with Educator Preparation Program (EPP) requirements. The SBE does not have the authority to receive complaints related to contractual arrangements with an EPP, commercial issues, obtaining a higher grade or credit for training, or seeking reinstatement to an EPP. The complaint process allows students to report allegations of

noncompliance with Article 17D of Chapter 115C of the General Statutes.   Complaint Process Form can be found on webpage for program https://www.durhamtech.edu/programs-pathways/elementary-education-residency-licensure-certificate