

☒ Hiring a Lead Teacher Checklist – NC Pre-K

1. Basic Requirement

- ☐ Candidate holds at least a **four-year degree (BA/BS)**
-

2. Pathway 1: Already Licensed in NC (Preferred)

- ☐ Candidate holds a **current NC Birth-Kindergarten (B-K) License**
 - Acceptable license types:
 - ☐ SP I or SP II Birth-Kindergarten License
 - ☐ Pre-K/Kindergarten Add-On License
 - ☐ Provisional Lateral Entry B-K License
 - ☐ Emergency B-K License (only under state-approved conditions)
 - ☐ License is **active at the time of hire**
-

3. Pathway 2: Other NC Teaching Licenses

- ☐ Candidate holds one of the following current NC teaching licenses:
 - ☐ Special Education
 - ☐ Elementary Education K-6
 - ☐ Multi-Disciplinary Studies
 - ☐ Family & Consumer Sciences – Child Development concentration
 - ☐ Documentation reviewed to confirm alignment with **B-K instructional standards**
 - ☐ If out-of-state license → Submit for evaluation by NC DPI
 - ☐ If international license → Contact the **Early Education Support Unit (EES)**
-

4. Private NC Pre-K Site Requirements

- ☐ If applicant **does not hold a B-K license** → Contact the **EES Unit** immediately

- ☐ Confirm candidate is **willing to pursue B-K add-on licensure** through an approved NC educator preparation program
 - ☐ Administrator explains and supports licensure process before hire
-

5. Degree in B-K / Related Early Childhood Fields (No License Yet)

- ☐ Candidate holds a BA/BS in one of the following, $GPA \geq 2.50$:
 - ☐ Birth-through-Kindergarten (non-licensure)
 - ☐ Child Development
 - ☐ Child & Family Development
 - ☐ Early Childhood Education
 - ☐ Eligible for **Lateral Entry B-K License**
 - ☐ Private sites: Candidate must **enroll with EES Unit**
 - ☐ Candidate is willing to complete a **B-K Plan of Study + coursework**
 - ☐ Administrator verifies enrollment before placement
-

6. Degree in Related Early Childhood Education Fields

- ☐ Candidate holds BA/BS, $GPA \geq 2.50$ in:
 - ☐ Psychology
 - ☐ Family & Child Studies
 - ☐ Human Development & Family Studies
 - ☐ Human Growth & Development
 - ☐ Human Growth & Family Studies
 - ☐ Must **enroll with EES Unit**
 - ☐ Candidate is willing to complete **Lateral Entry Licensure + coursework**
 - ☐ Administrator confirms enrollment and supports progress
-

7. Degree in Unrelated Field (Possible Eligibility)

- ☐ Candidate holds BA/BS in one of the following unrelated areas:

- ☐ Elementary Education
 - ☐ Special Education
 - ☐ Human Services / Social Work
 - ☐ Sociology
 - ☐ Math / Science / Language Arts / Social Studies
 - ☐ Additional requirements (must meet at least one):
 - ☐ 24 semester hours of ECE or Child Development coursework
 - ☐ Associate Degree in Early Childhood Education
 - ☐ Approved **Plan of Study** with a NC B-K teacher education program
 - ☐ Candidate contacts the **EES Licensure Specialist (Rowan: Breania Best)**
 - ☐ Plan of Study is ready at time of contact
 - ☐ Candidate agrees to return to school and complete coursework
-

8. Important Contacts

- **Breania Best – EES B-K Licensure Specialist (Rowan County)**
 - Phone: 919-527-6614
 - Email: Breania.best@dhhs.nc.gov
- EES Enrollment & Resources: [NC EES Unit Website](#)
- Approved Educator Preparation Programs: [EES Approved EPP Listing April 2025.pdf](#)
- The NC Pre K Team at Smart Start Rowan are always here to support you through this process. Don't Hesitate to contact us with any questions or concerns before hiring a new lead teacher.

NC Pre-K Team

Amanda May, NC PreK Manager
 [\(704\) 603-3353](tel:7046033353), amay@smartstartrowan.org

Lizbeth Berio, Program Assistant
 [\(704\)-603-3343](tel:7046033343), lberio@smartstartrowan.org

Cathy Stewart, NC PreK/Subsidy Coordinator
 [\(704\) 603-3372](tel:7046033372), cstewart@smartstartrowan.org

