North Carolina State Authorization
Application for Licensure Timeline

I. Initial Consultation
   A. Overview of the licensure process and regulatory authority in North Carolina.

II. Preliminary Conference
   A. Representatives of the institution are required to meet at General Administration (GA) in Chapel Hill, NC to discuss the Standards and procedures for applying for licensure.

III. Letter of Intent
   A. If, following the preliminary conference, the institution concludes that it will seek licensure, the institution writes a letter stating the intent of the institution to apply for licensure. This letter must include the mission of the institution, an itemized list (in bullet format) of the proposed degree programs, location and delivery methods of said programs, projected enrollment in the programs, institution’s status (i.e. public/private, non-profit/for-profit) and the contact information of the point of contact. The letter is to accompany the application.

IV. Application for Licensure
   A. A formal application that demonstrates compliance (or will be in compliance) with each licensure standard (1-15). Depending on the number and identity of the proposed degree programs, review of the licensure application may take from fourteen to eighteen months.

V. Review of Application
   A. GA and the Chair of the Team of Examiners review the application for completeness. Typically, the review includes formal correspondence to the institution that additional materials are needed to complete the application. Depending on the application, it may be necessary for Team members to review the curriculum and faculty credentials before proceeding to the next steps.

VI. Examination Site Visit
   A. If the application and supporting documentation indicate that the institution is ready for an examination site visit, the Team of Examiners is formed and plans are made to visit the campus. Costs connected with the examination site visit are paid by the institution seeking licensure.

   B. The Team of Examiners consists of Subject Matter Experts (SME), one UNC – GA representative, Team Chair and Report Writer, librarian, and financial analyst. **NOTE:** There must be at least one SME for each degree program being considered for licensure. This team composition applies to institutions seeking licensure for the associate, bachelor, master, and doctoral degree programs.
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VII. Examiners’ Report and Recommendations
A. Following the examination site visit, the Team of Examiners prepares a report of its visit and a statement of Recommendations concerning the institution’s application for licensure. The institution must respond to the Recommendations and Suggestions in the report and comply with the Recommendations in order to continue to pursue licensure. There may be several iterations of this step as the institution’s responses are reviewed by the Team of Examiners.

VIII. Staff Review and Summary with Recommendations
A. Staff at GA review the Team of Examiners’ report (which includes recommendations and suggestions) and submit a staff report to the President.

IX. Action of the Board of Governors
A. Following submission of the Team of Examiners’ report and recommendations along with a staff report, the President of the University of North Carolina submits a recommendation for action on the application of the institution for licensure to the Board of Governors. Following consideration, the Board of Governors acts on the application.

X. Certificate of Licensure
A. If the Board of Governors approves the application of an institution for licensure, the staff narrative of the proposal will be signed by the Secretary of the University. This extract officially certifies that the institution is licensed to conduct post-secondary degree activity as specified.

XI. 2-Year Follow-Up Review
A. In two years, a Team of Examiners will complete a second, follow-up visit to your campus to confirm that the recommendations outlined in the official report have been implemented. It will be the exact same process as the initial application submission.