
Instructions for Verification of Eligible NC State Employment form

The Verification of Eligible NC State Employment form allows for the transfer of permanent part-time and/or permanent full-time service (for NC State longevity purposes and leave accruals) from other NC school districts or NC State Agencies as outlined in the NC DPI Benefits and Employment Policy Manual.

NC does not allow for the transfer of leave accruals or service time from other states or countries.

It is the employee's responsibility to procure verification of prior NC state service and/or the transfer of leave accruals.

Total state service time affects the rate at which you earn annual leave as well as your eligibility for longevity pay, which is paid out once per year after you have completed a total of 10 years of eligible North Carolina state service.

It does **NOT**, however, affect the years of experience on an educator's license. An employee's salary schedule step may not equal the number of state service years.

If you have prior NC state service, you must:

1. Complete Part I of the Verification of Eligible North Carolina State Employment form and send it to each of your previous state employers.
2. Your previous employer(s) should complete Part II of the form and email it directly to Charlotte-Mecklenburg Schools at leavedept@cms.k12.nc.us. Employers who are unable to scan and/or email completed forms may fax it to 980.343.3996 or mail it to the address listed below.

Address: Benefits Department
Charlotte-Mecklenburg Schools
4339 Stuart Andrew Blvd.
Charlotte, NC 29217

For questions, contact the Benefits department at leavedept@cms.k12.nc.us or call 980.343.1754.