Online Guide for Existing Educators

Educator Registration: The NC DPI Online Licensure System URL:
https://vo.licensure.ncpublicschools.gov/

- Click on the link *NCDPI Registration* to create a new account (if you do not already have one)

The User Registration will display

The educator will need to enter and submit his/her unique account information.

Please use a permanent personal email address

After submitting this information, he/she will receive an email with a temporary password

On first login, he/she will need to change the password

After changing the password, the educator will see the following screen

Step 1- Do you hold an existing License? Select Yes

Step 2- Provide identifying information.   Last Name (as it appears on the existing NC license), SSN (last 4 digits), Date of Birth (mm/dd/yyyy), Enter the characters for the security code

- Click Next

Step 3 - 1. Confirm Information 2. Select Next

- The licensed educator main menu will display
- The educator will have a dropdown menu to open a new application
- The educator can select *Show Details* to view their license details and print their license certificate.
- Existing applications (including those opened by a school system) which will require additional work will be displayed on the screen.
- Existing fee payments that are required will be displayed under Additional Activities. Fees can be bundled so that you only pay the single highest fee when submitting multiple applications at once.

The next screen shows the applications available to existing educators.
The educator can add more than one application before submitting.
The drop down menu will appear to open a new application and select one option

- ***Clear or upgrade existing license area (clearing a provisional/lateral license or someone completing a higher level license in the same licensure area by obtaining a degree or***
- ***Add New Area by Program Completion (adding a NEW area to an existing initial license)***

Once selected, the application workflow opens to the Introduction page.

On the **Education** tab, enter the exact degree award date printed on your transcript or non-degree students enter the completion date of requirements.
On the **License Area Verification** tab, enter the license level (Bachelor's, Master's or higher), completion date, and choose UNCP for us to recommend you.

Required documentation that needs to be uploaded to Attachments

1.*Official degree dated transcript* from the Registrar's Office available approx. 4 weeks after graduation with a fee of $10. You must request official transcript to be sent to yourself electronically on the Registrar's Office website at https://www.uncp.edu/resources/registrar/transcript-ordering-portal.

***Pictures of transcripts not acceptable. Be sure to request hold after *degree* awarded (if obtaining a degree).** *Licensure Only/MAT/School Counseling students will need to upload 2 transcripts-Bachelor's four year degree and UNCP transcript

2. *Passing test Scores* from testing service (ETS or Pearson)*Test scores are not required to apply for license ONLY if you are lateral entry

*PLT for secondary grades English Education, Mathematics Education, Science Education, & Social Studies Education 9-12 not required with passing score of 38 on EDTPA

3. *EDTPA scores* (passing scores of 38) Lateral entry not required

4. *Work Authorization* (If you are not a US citizen)

5. *Educator Experience Verification* (Form E) (if applicable) *Student teaching does not count for experience

6. *Nonrefundable Processing Fee*

**IMPORTANT INFORMATION

- Please use a permanent personal email address when creating your account.
- The statement of applicant must be completed before the application can be submitted
- Make sure to Select Yes to Route to North Carolina College or University for recommendation and select UNCP for the NC Institution
    - Located under the tab – License Area Verification
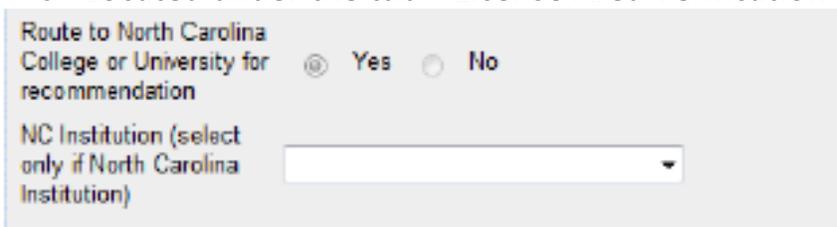
Route to North Carolina College or University for recommendation	⦿ Yes ○ No
NC Institution (select only if North Carolina Institution)	▼

- Apply and submit application only once all requirements have been met and all documents to be uploaded have been obtained
    - official degree dated transcript from the Registrar's Office (licensure only students will not have a degree unless you completed a second degree)
    - passing test scores (if applicable).

- The application will only be routed to us for recommendation once the fee has been submitted
- The application will not be processed by DPI until we have completed the recommendation for the licensure area(s).
- Click on *Contact Us* on the NCDPI website and submit any questions about the application process or call 1-800-577-7994 and select option 3 for technical issues regarding the online system.
- *Important Information needed for future reference is located on the website for NCDPI https://www.dpi.nc.gov/educators/educators-licensure
- Contact Kammala Brayboy for any questions at 910-521- 6397 or kammala.brayboy@uncp.edu