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 following is the screen that shows the applications available to existing educators. The educator can add more than one application before submitting.
**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.

- 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.
- Attachments disappear after 30 days.
- 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.
- Contact Michelle Locklear at 910-521-6397 or michelle.locklear@uncp.edu in the Licensure Office for any questions.