

## 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 screenshot shows the NCDPI Home Page. At the top left is the logo for Public Schools of North Carolina. A dark blue navigation bar contains a "Contact Us" link. Below this is a white content area with the heading "NCDPI Home Page" and a welcome message. A light blue navigation bar has two sections: "General Public" with a link to "Verify a License", and "NCDPI Sign-in" with fields for "User ID" and "Password", a "Log On" button, and links for "Forgot your password?" and "Forgot User ID?". A green bar below the navigation bar says "Click below to create a new online account", with a red-bordered box around the "NCDPI Registration" link.

The User Registration will display

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

**User Registration**

Please complete the information required below to become a registered Department of Public Instruction User. You will receive a confirmation email as part of the registration process. Please use a permanent personal email address.  
The User ID you select will be your new User ID. The User ID must contain at least 8 characters.  
Enter your details and press "Next".  
Press "Previous" to return to the previous screen.  
Press "Cancel" to cancel this registration and return to the main menu.

**Account Owner Contact Information**

• First Name:   
 Second Name:   
 • Last Name:

**Account Login**

• Email:  (e.g. name@domain.com)  
 • Confirm Email:   
 • User ID:

**Password Recovery** (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)

• Secret Question:  
 Select a predefined question:   
 Or write your own question:   
 • Secret Answer:

**Security Measures** (This helps to prevent automated registrations.)

• Type the characters from the picture below (without spaces):

G X z k y

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

**Welcome to DPI Online QuickStart**  
By answering a few simple questions we'll help you to get started

**Instructions**  
Have you **ever** been issued a Professional Educator's license by the state of North Carolina?  
If you are not sure, please select Yes in order to try and locate your records.

Yes  No

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

Public Schools of North Carolina  
 Logged in as Two, Demotest [Edit Login Information](#) | [Logoff](#) | [Contact Us](#)

Step1: Do you have an existing License? **Step2: Provide Identifying Information** Step3: Confirm Information

**Help us to find your records**

**Step 2**  
 If you have changed your name since you were licensed, your records could be under a previous name.

Required Information

License Type: Professional Educator's Licenses

Last Name:

SSN:  Last 4 digits of SSN

Date Of Birth:  (mm/dd/yyyy)

**Security Measures (This helps to prevent automated registrations.)**

Type the characters from the picture below (without spaces):

 Refresh

Captcha Image

### Step 3 - 1. Confirm Information 2. Select Next

Public Schools of North Carolina  
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Step1: Do you have an existing License? Step2: Provide Identifying Information **Step3: Confirm Information**

**Good News! We have located your information**

**Step 3**  
 Please confirm your license credentials

Individual Reference Number: 515879  
 Name: ARNOLD, TRACY LYNN JORDAN

License Type: Professional Educator's Licenses License Number: 632997

Select One:

I confirm this is my information  
 No, this is not my license information

- 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.

The screenshot shows the 'Introduction' page of the application workflow. The page title is 'In-State Initial Standard Professional Educator - Introduction'. On the left, there is a navigation menu with the following items: Introduction (selected), Name and Personal Details, Contact Information, Ethnicity and Race, Work Authorization, Education, License Area Verification, Experience, Affiliations, Statement of Applicant, Application Attachments, and Summary (pre-fees). The main content area contains the following instructions:

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

Use this application to apply for a North Carolina Professional Educator license if you completed an approved educator preparation program at a regionally accredited North Carolina college or university.

Please provide the following information:

- 1. Transcripts:**
  - o Contact the registrar's office of each college or university where you have earned a degree or completed coursework. Request official student transcripts to be sent to you. Then open any sealed envelopes, scan a copy and upload it with your online application.
- 2. Test Scores:**
  - o North Carolina State Board of Education approved test scores should be uploaded.
  - o If you are applying for the Elementary Education licensure area or any Exceptional Children licensure areas, NC DPI requires that test scores be passed prior to the license being issued.
- 3. Work Authorization:**
  - o If you are not a US citizen, you are required to upload a copy of your work authorization documentation.
  - o You are also required to have a valid US issued social security number.
- 4. Experience Verification (optional):**
  - o Verification of K-12 educator experience ([Form E](#)) needs to be downloaded, completed and signed by each former employer if you have prior K-12 teaching experience or instructional teaching assistant experience.
  - o You should enter your verified experience dates into the online application.
  - o Additionally, the completed Form E should be uploaded with your application.
- 5. Nonrefundable Processing Fee:**
  - o \$55

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

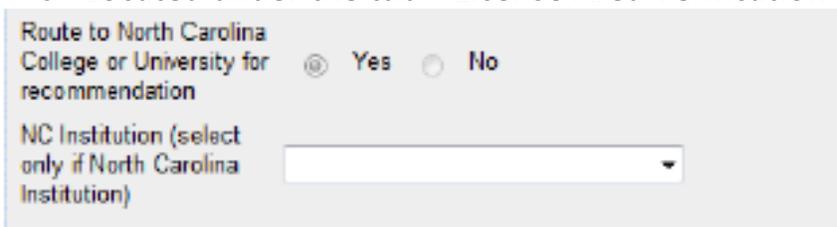
**4. Work Authorization** (If you are not a US citizen)

**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



The screenshot shows a form with two sections. The first section is titled "Route to North Carolina College or University for recommendation" and has two radio buttons: "Yes" (which is selected) and "No". The second section is titled "NC Institution (select only if North Carolina Institution)" and has a dropdown menu.

- 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](mailto:kammala.brayboy@uncp.edu)