Online Guide for Initial Educators

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

Required documentation that needs to be uploaded

1.Official degree dated transcript from the Registrar's Office available approx. 3 weeks or sooner 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.

For School Social Work licensure and no degree is obtained, your transcript will be notated with a completion date.

*Pictures of transcripts not acceptable. Be sure to request hold after degree awarded.
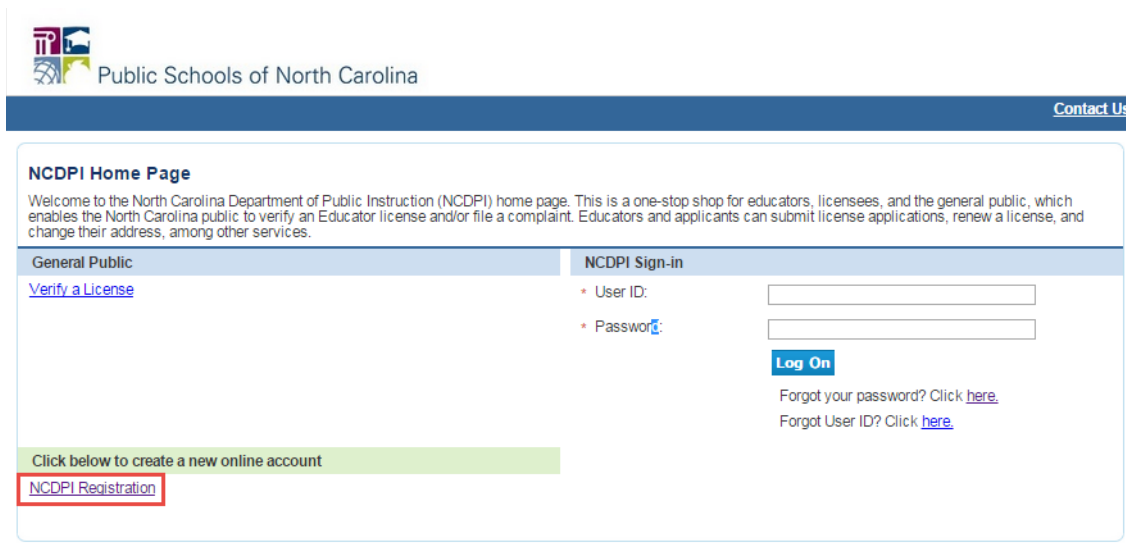
2. Work Authorization (If you are not a US citizen)

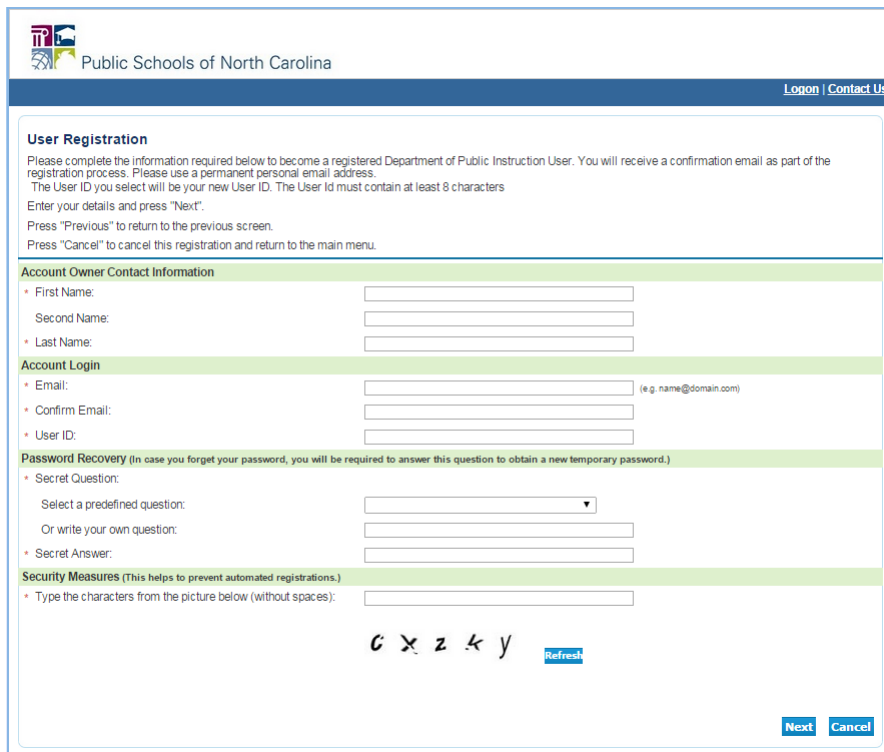**3. Educator Experience Verification** (Form E) (if applicable)

*Student teaching does not count for experience

4. Nonrefundable Processing Fee of $70 with debit/credit card

Click on the link *NCDPI Registration* to create a new account

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 have an existing License? Select No

The educator main menu will display

What are you applying for?

Select- I completed a NC Teacher ed program

Once the new educator selects an application, the workflow opens to the introduction page.

- Select Next to move through the application screens.
- You may also use the tabs on the left side to navigate to any application screen. The Educator is required to enter all necessary information on each screen.

Education tab

Select:

Education Level – Bachelors or Masters Degree
Country-United States
Major
Degree Conferred/Awarded Date

License Area Verification

License Area Type: Student Services Areas
License Area: Your "major"
Degree Level: Bachelor's Degree or Master's degree
Program Completion Date: Degree date or if no degree, date program was completed

Experience

This form is for work experience.
*Select the experience type: Non-teaching: For example, teacher assistant
*Student teaching does not count

Affiliations

If you have already been hired, you would enter your county of hire on this page.

Application Attachments

This page is where you upload your official transcripts, test scores (praxis 2 and/or pearson if available) and edtpa scores

- Transcript must be official degree dated (if received a degree) from the Registrar's Office
- Pictures are not acceptable

The application will be submitted when the educator clicks Next from the final "Summary" page.

The Fee and Summary page is displayed.

Fee and Summary Report

The application data has been submitted. Click on "View PDF Summary Report" to print this report for your records. The PDF Summary Report browser tab.

The amount below must be paid by the Educator for the application to be reviewed by a licensure specialist. By submitting payment the applican payments are non-refundable and non-transferable.

Please ensure that all information and documents are included in the application prior to paying.

Note to Educator: Once payment is submitted, the applications are no longer editable. If you wish to submit another application before payment Cart".

Fees

| In-State Initial Fee: | $70.00 |
| Total Amount Due: | $70.00 |

Any Deficiencies are listed below:

1. Payment has not been completed

Pay Now   Add to Cart   View PDF Summary Report

Select View PDF Summary Report to save or print a PDF of the application content.

- Select "Pay Now" to pay for application
  OR
- Select "Add to Cart" to pay later.

IMPORTANT INFORMATION

*Incomplete transcripts/applications will delay processing. *Students need to apply for your NC license as soon as possible.

*Apply and submit application only once all requirements have been met (including Taskstream) and all documents to be uploaded have been obtained (official degree dated transcript).

*A **2.7 gpa** is required to be recommended for your NC license.

*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 Michelle Locklear at 910-521-6397 or michelle.locklear@uncp.edu in the Licensure Office for any questions.