

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.

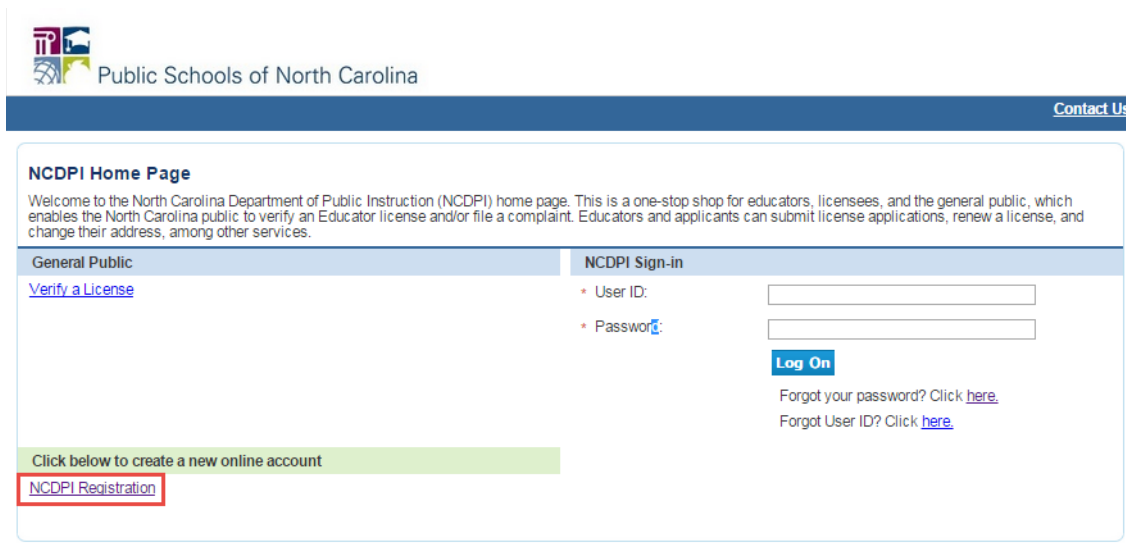
2. Work Authorization (If you are not a US citizen)

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

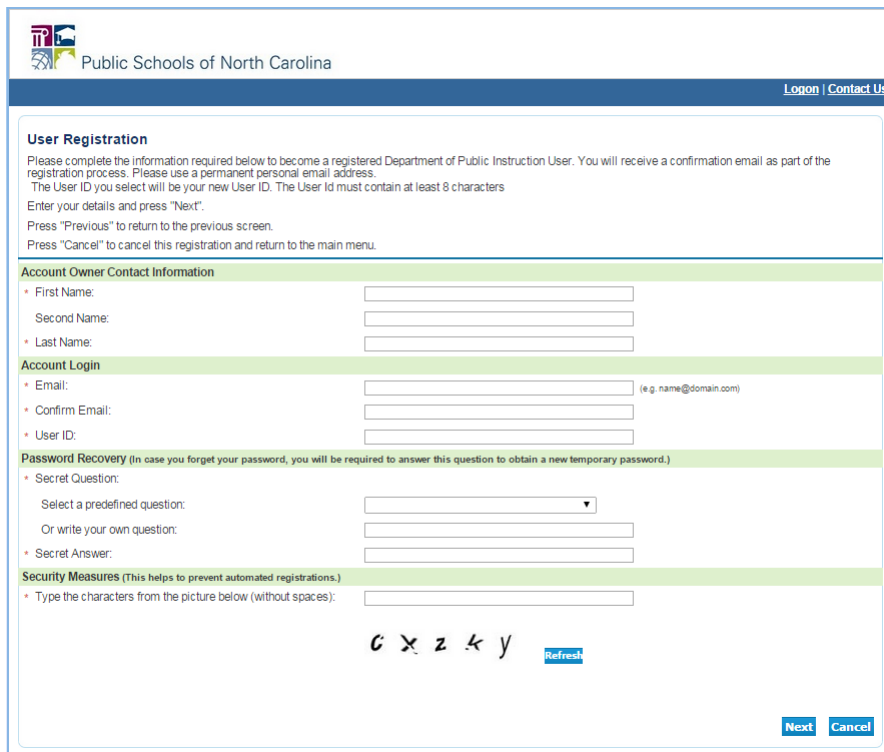
*Student teaching does not count for experience

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

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



The screenshot shows the NCDPI Home Page. At the top left is the logo for Public Schools of North Carolina. A "Contact Us" link is in the top right. The main heading is "NCDPI Home Page". Below it is a welcome message. There are two columns: "General Public" with a "Verify a License" link, 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 at the bottom says "Click below to create a new online account" with a red-bordered "NCDPI Registration" link.



The screenshot shows the "User Registration" form. It includes instructions and fields for "Account Owner Contact Information" (First Name, Second Name, Last Name), "Account Login" (Email, Confirm Email, User ID), "Password Recovery" (Secret Question and Answer), and "Security Measures" (a CAPTCHA). "Next" and "Cancel" buttons are at the bottom right.

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.

Public Schools of North Carolina


Logged in as test, test2


Edit Login Information | Logoff | Contact Us

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

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

 Next

Step 1: Do you have an existing License?
Select No

The educator main menu will display

Quick Start Menu
Select "Find Your License or Application" to link your license or a recently submitted application to your online account.
If you have a North Carolina license linked to your account, your license number will appear under License Information to the right of this message. Select the "Show Details" button to view your license information details and to print a copy of your license.
Choose an option below to open a new application or make changes to an existing application.

License
No Licen

Start a New Application
What are you applying for?
I completed a NC teacher ed program Select
I completed a teacher ed program in another state or country Select

Additional Activities
Find your License or Application Select
Related Links Select

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.

Public Schools of North Carolina

Logged in as test, test

Edit Login Information | Logoff | Contact Us

Introduction In-State Initial Standard Professional Educator - Introduction

Name and Personal Details Press "Next" to continue.

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

Ethnicity and Race 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.

Work Authorization

Education Please provide the following information:

License Area Verification

Experience

Affiliations

Statement of Applicant

Application Attachments

Summary (pre-fees)

- Transcripts:**
 - 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.
- Test Scores:**
 - North Carolina State Board of Education approved test scores should be uploaded.
 - 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.
- Work Authorization:**
 - If you are not a US citizen, you are required to upload a copy of your work authorization documentation.
 - You are also required to have a valid US issued social security number.
- Experience Verification (optional):**
 - 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.
 - You should enter your verified experience dates into the online application.
 - Additionally, the completed Form E should be uploaded with your application.
- Nonrefundable Processing Fee:**
 - \$55

- 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

I completed a NC teacher ed program - Education

Enter education information only if not previously submitted to DPI. Please attach appropriate documentation. All Approved Educator Preparation Programs must first be verified by the 4-year College/University that conferred the degree, before being considered by DPI.

Press the "Save" or "Next" button to add the new education record.
Press the "Edit" hyperlink to modify an existing record then press the "Save" button to save the change.
Use the "Cancel Update" button to undo the entered changes prior to saving.

Country	State	Institution	Level	Major 1	Major 2	Completion Date	Action
United States	NC	Univ North Carolina Pembroke	Bachelor's Degree	Elementary Education		11/28/2020	Edit Delete

Country:

 State:

 Institution:

 Major 1:

 Major 2:

 Education Level:

 Degree Conferred/Awarded Date:

Select:

Education Level – Bachelors or Masters Degree

Country-United States

Major

Degree Conferred/Awarded Date

License Area Verification

I completed a NC teacher ed program - License Area Verification

Select the license area(s) that you want to add. Please attach appropriate documentation to support your request. Only license areas that you qualify for will be added to the license.

Press the "Save" or "Next" button to save the record.
Press the "Edit" hyperlink to modify an existing record then press the "Save" button to save the change.
Use the "Cancel Update" button to undo the entered changes prior to saving.

License Area Type	License Area	Degree Level Of Program	Program Completion Date	IHE Review Requested	NC Institution	Action
Teaching Areas	Elementary Education (K-6)	Bachelor's Degree	11/27/2020	Y	Univ North Carolina Pembroke	Edit Delete

License Area Type:

 License Area:

 Degree Level Of Program:

 Program Completion Date:

 Country:

 State:

 Route to North Carolina College or University for Yes No

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

I completed a NC teacher ed program - Experience

Enter past experience that was earned prior to the current school year. Enter work/experience only if relevant and not previously submitted to DPI. Please attach appropriate documentation.

Press the "Save" or "Next" button to add the new experience record.
Press the "Edit" hyperlink to modify an existing record then press the "Save" button to save the change.
Use the "Cancel Update" button to undo the entered changes prior to saving.

Experience Type	Start Date	End Date	Year Type	Hours per Week	Employer	Position	Action
<p>• Experience Type: <input type="text"/></p> <p>Start Date: <input type="text"/></p> <p>End Date: <input type="text"/></p> <p>Year Type: <input type="text"/></p> <p>• Hours per Week: <input type="text"/></p> <p>• Employer: <input type="text"/></p> <p>• Position: <input type="text"/></p> <p>Months: <input type="text"/></p>							

This form is for work experience.

*Select the experience type: Non-teaching: For example, teacher assistant
*Student teaching does not count

Affiliations

I completed a NC teacher ed program - Affiliations

Indicate the North Carolina school system if currently hired or employed. Leave blank if unemployed.

Press the "Save" or "Next" button to save the record.
Press the "Edit" hyperlink to modify an existing record then press the "Save" button to save the change.
Use the "Cancel Update" button to undo the entered changes prior to saving.

Educational Body	County	School/School District	Action
<p>Educational Body: <input type="text"/></p> <p>County: <input type="text"/></p> <p>School/School District: <input type="text"/></p>			

Save Cancel Update Back Next Cancel

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

Application Attachments

I completed a NC teacher ed program - Application Attachments

Select the Attachment Type that you want to add from the Attachment List.
Please be advised, uploaded attachments are stored for 30 days. If you do not submit your application within 30 days and your document(s) no longer appear in the list, you will need to upload them again.

Select the "Choose File" button to locate your file. Add notes as needed.
Select the "Attach" button to upload the document. Once a file is attached you will have the option to "View" or "Remove" it.
Select the "Next" button when all attachments have been completed.

File Name	Attachment Type	Notes	Actions
Academic Transcript.mhtml	All Official Degree Dated Transcripts		View
test (1).docx	Test Scores	Praxis Elementary CKT Math Scores	View
Resume.pdf	Other Document(s)		View

• Attachment List:

• File: Choose File No file chosen

Notes:

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 application 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, click on "Add to 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.