


Online Guide for Existing Educators

Educator Registration: The NC DPI Online Licensure System URL:

<https://vo.licensure.ncpublicschools.gov/>

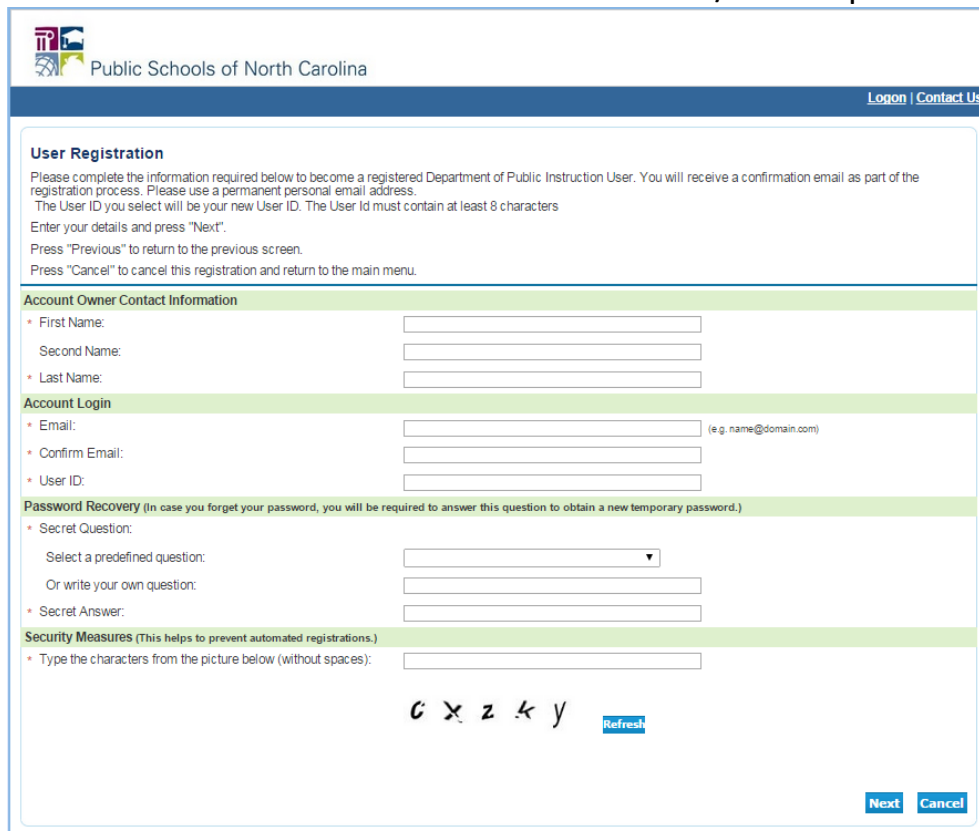
- Click on the link *NCDPI Registration* to create a new account



The screenshot shows the NCDPI Home Page. At the top left is the logo for Public Schools of North Carolina. A blue navigation bar contains a "Contact Us" link. The main content area is titled "NCDPI Home Page" and includes a welcome message. Below this is a "General Public" section with a "Verify a License" link. To the right is an "NCDPI Sign-in" section with input fields for "User ID" and "Password", a "Log On" button, and links for "Forgot your password?" and "Forgot User ID?". At the bottom left, a green box contains the text "Click below to create a new online account" and a red-bordered button labeled "NCDPI Registration".

The User Registration will display

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



The screenshot shows the "User Registration" form. It includes the Public Schools of North Carolina logo and navigation links for "Logon" and "Contact Us". The form is titled "User Registration" and contains instructions for the registration process. It is divided into several sections: "Account Owner Contact Information" with fields for First Name, Second Name, and Last Name; "Account Login" with fields for Email, Confirm Email, and User ID; "Password Recovery" with a dropdown for a predefined question, a text field for a custom question, and a Secret Answer field; and "Security Measures" with a CAPTCHA image showing the characters "G X Z K Y" and a "Refresh" button. At the bottom right, there are "Next" and "Cancel" buttons.

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



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

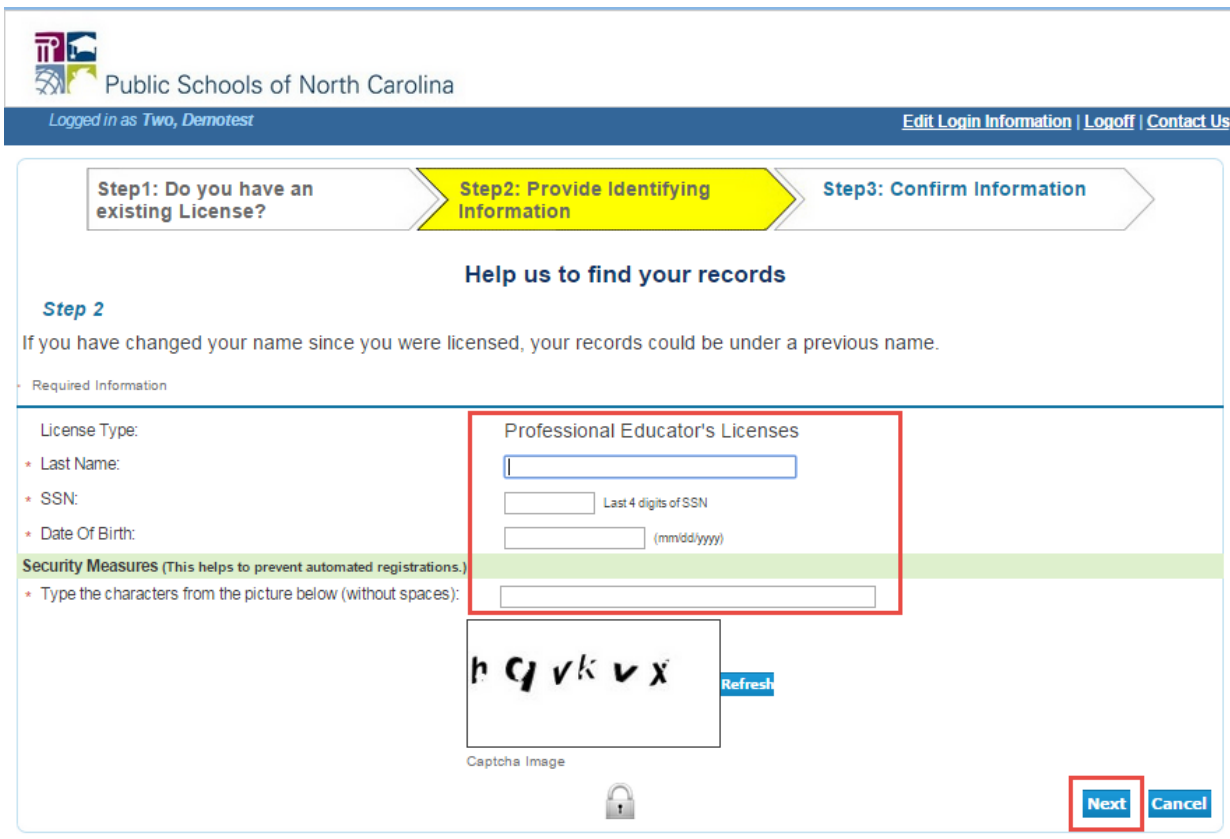
Welcome to DPI OnlineQuickStart
By answering a few simple questions we'll help you to get started

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

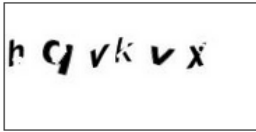
* Last Name:

* 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):



Captcha Image

Step 3 - 1. Confirm Information 2. Select Next

The screenshot shows a web interface for Public Schools of North Carolina. At the top, there is a logo and the text "Public Schools of North Carolina". Below this, it says "Logged in as Two, Demotest" and "Edit Login Information | Logoff | Contact Us". The main content area has a progress bar with three steps: "Step1: Do you have an existing License?", "Step2: Provide Identifying Information", and "Step3: Confirm Information". The third step is highlighted in yellow. Below the progress bar, it says "Good News! We have located your information". Underneath, it says "Step 3" and "Please confirm your license credentials". There is a table with two columns: "License Type" and "License Number". The table contains one row: "Professional Educator's Licenses" and "632997". Below the table, there is a "Select One:" label and two radio buttons. The first radio button is checked and labeled "I confirm this is my information". The second radio button is not checked and labeled "No, this is not my license information". At the bottom right, there are "Next" and "Cancel" buttons. A padlock icon is also visible at the bottom center.

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

Good News! We have located your information

Step 3
Please confirm your license credentials

License Type	License Number
Professional Educator's Licenses	632997

Select One:

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

[Next](#) [Cancel](#)

- 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.

Public Schools of North Carolina

Logged in as Two, Demotest

Edit Login Information | Logoff | Contact Us

Quick Start Menu

Choose an option below to open a new application or make changes to an existing application.
Select the Show Details button on the right to view your existing license information.

License Information [Show Details](#)

License Number: #632997
License Type: Educator

■ Update your License information/ Open a **New Application**

Educator #632997 **Select Application** [Select](#)

■ View Application Status

Department of Public Instruction - Add Non-Core Provisionally Status: Not Submitted [View/ Edit App](#) [Print](#)

■ Additional Activities

Make Payments (1) [Select](#)

Add Licenses To Registration [Select](#)

Share License details with School System [Select](#)

Attachments: Upload a Document [Select](#)

Related Links [Select](#)

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

Public Schools of North Carolina

Logged in as Anderson, Cori

Edit Login Information | Logoff | Contact Us

Quick Start Menu

Choose an option below to open a new application or make changes to an existing application.
Select the Show Details button on the right to view your existing license information.

License Information [Show Details](#)

License Number: #630665
License Type: Educator

■ Update your License information/ Open a **New Application**

Educator #630665 **Select Application** [Select](#)

■ View Application Status

Department of Public Instruction - Upgrade Existing License Area [View/ Edit App](#) [Print](#)

■ Additional Activities

Share License details with School System [Select](#)

DPI Requested Attachment [Select](#)

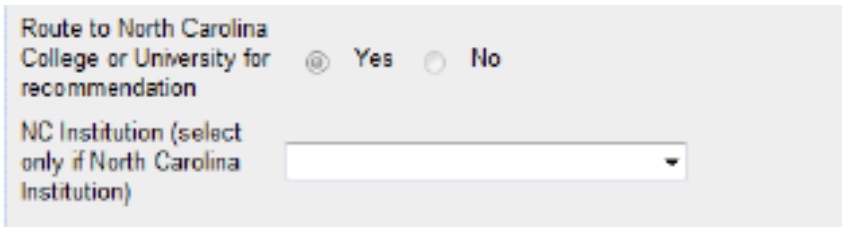
Related Links [Select](#)

Select Application

- Select Application
- Add Area by Test or 24 Sem. Hrs
- Add Experience
- Add National Board Certification
- Add New Area by Program Completion
- Clear or Upgrade Existing License Area
- Delete License Area
- Education Record Correction
- Extend Provisional License Area
- License Renewal
- Name Change
- Request Copy of Files/Test Scores
- Research Experience
- Update Contact Information
- Update Work Authorization
- Verification of NC License

**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, 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 or Nuekie Opata at 910-521-6879 or nuekie.opata@uncp.edu in the Licensure Office for any questions.