



# North Carolina Department of Public Instruction Online Licensure System

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The North Carolina Department of Public Instruction (NCDPI) has implemented a new online licensure system to better serve educators and school systems with licensure requests. This system allows educators to make certain requests to NCDPI Licensure him/herself, as well as to access and print a copy of his/her license. Licensure fees for requests can also be paid online.

All licensed educators should register for an account. This guide will assist you in navigating the new system. If you have questions, please contact your [Staffing Specialist](#).

## Registration for North Carolina Online Licensure System

- Access the North Carolina Online Licensure System: [click here](#)
- Click on NCDPI registration (bottom left hand corner) to create a New Online Account
- Follow the on screen instructions
- You must use a **personal/ private email address** for this account, as this will be your login for continued access to your NC educator license, regardless of your employment status.
- Registration to establish a personal educator account is done in two phases. Once you have completed phase one, you will receive an automatic email providing you access to phase two.

## Tips

- ✓ Applications/Requests will only be reviewed by a licensure specialist once the completed application/request is submitted and full payment of fees is made.
- ✓ Your account screen will time out after 15 minutes of inactivity. If you are unable to complete your application/request in one sitting click cancel to exit the application/request and save your work.
- ✓ Applications/requests that have been created but not completed will expire after 30 days.
- ✓ Application Fees must be paid via Mastercard or Visa (debit or credit cards)

## Professional Educator User Guide

[Professional Educator User Guide](#)

# Applying for your Professional North Carolina Licensure

## New in-state Graduates

- Contact your university to apply for your North Carolina Professional Educator's License
- Tip: If you have experience forms to submit, have your previous employer complete the appropriate form and try to submit with your application to avoid additional fees
- Need help? View Tutorial: In-State Initial Standard Professional Educator License

## Out-of-state License Holder/Graduate

- Follow the directions for account registration
- Follow the on-screen directions
- You will need to include the following documents as a part of your application:
  - \* Out-of-State License
  - \* Transcripts
  - \* Form V (Verification of Completion of an Approved Teacher Education Program)
  - \* Experience Forms (if applicable)
  - \* \$85 Licensure Fee (payable via credit card)
- Need help? View Tutorial: Out-of-State Initial Standard Professional Educator License

## New Lateral Entry, Provisional License, Emergency Permit

- Your Human Resources Staffing Specialist will begin your application
- Ensure you have submitted the following documents for your application:
  - \* Transcripts
  - \* Test scores (if applicable)
  - \* Previous experience forms (teaching or non-teaching)
  - \* You will receive confirmation of your application for review and fee submission (\$85 Licensure Fee-payable via credit card)

## Current North Carolina License Holders - Standard Professional I or II

- No action required other than to register for an account.
- If you renewed your license in June 2015 and did not receive a copy, you may print your own in the new system.
- If your license renews in June 2016, we will contact you in April with the steps for renewal using the online licensure system.

## Types of Requests Educators Can Make in the Online System

- Out-of-State Educators: start a new application ([Form V](#) or Out-of-state license must be included)
- Print a copy of your License
- Add an Area by Program Completion ([Form V](#) required for out-of-state programs. DPI will verify with in-state programs)
- Add an Area by Test scores or 24 semester hours
- Add Experience
- Add National Board Certification (if completed out-of-state. In-state completion reported automatically)
- Clear an Alternative License
- Delete a License Area
- Education Record Correction (if DPI has wrong information on file)
- Extend a Provisional License Area
- Name Change
- Request a Copy of files or Test Scores
- Research Experience
- Update Contact Information
- Update Work Authorization
- Verification of NC License
- License Renewal – More information will be coming in April for those renewing June 30<sup>th</sup> regarding the steps to renew your license

## Experience Credit and Links to Licensure Forms

If you have previous experience that has NOT been submitted to and verified by the North Carolina Department of Public Instruction, please review the following information.

**Step 1:** Review the [Guidelines for Eligibility of Experience Credit](#)

**Step 2:** Send the appropriate experience form(s) (Form E, NE, or CE) to your former employer for completion (faxing or emailing is acceptable – ensure final copy is legible)

*NOTE: If your previous experience was with Guilford County Schools (i.e. as a Teacher Assistant and now you are a teacher), contact your [Staffing Specialist](#) to complete the form*

**Step 3:** Scan completed forms into JPEG or PDF format

**Step 4:** Submit experience forms to your [Staffing Specialist](#) and/or the North Carolina Department of Public Instruction

- a. If lateral entry or provisionally licensed employee, submit to your [Staffing Specialist](#) to include in your licensure application.
- b. If applying for a North Carolina license and you hold an out-of-state license or completed an out-of-state education program, submit experience forms with your online licensure application
- c. If applying for a North Carolina license and you completed an in-state education program, submit with your online application through your college/university.

### [Guidelines for Eligibility of Experience Credit](#)

[Form CE](#) (Post-Secondary Teaching Experience Form)

[Form E](#) (K-12 Educator Experience and Teacher Assistant Experience) *Note: If experience was with GCS, contact your [Staffing Specialist](#) for form completion*

[Form NE](#) (Non-Teaching Experience – *Note: requires a job description*)

[Form OS-HQ](#) (Verification of Highly Qualified Status by a State Agency)

[Form V](#) (Verification of Completion of an Approved Teacher Education Program)