Introduction to the Online Licensure System

Educator Instructions

7/31/2017
# TABLE OF CONTENTS

Registering for an Online Licensure Account................................................................. 2
Applying for an In State Initial Standard Professional License .............................. 5
Applying for an Out of State Initial Standard Professional Educator License .......... 9
Updating Your License Information/Creating a New Application............................. 13

For licensure questions or technical difficulties regarding the online licensure system, please contact the licensure section at (919) 807-3310.
Registering for an Online Licensure Account – Educator Instructions

All North Carolina Educators (those with an existing NC license as well as those applying for a NC license) must have an online account in order to have access to the system. If an educator already has an account with this system, they do NOT need to create a new one. Doing so will result in error messages.

1. Select the NCDPI Registration link on the login page of the online licensure system, https://vo.licensure.ncpublicschools.gov. This will take you to a user registration form.

2. Enter your contact information and click “next,”

3. You will receive an email with your selected user id and a temporary password.

4. Use this information to login to your newly created online licensure account. You will then be prompted to change your password. Once you have updated your password, you will now be able to login to your online account and complete any necessary action.

5. After changing your password, you will see the onboarding screen, which will guide you through the process of adding your license to your online account. (for those educators already licensed in NC). If you do not hold a NC license, click “No.”
6. The licensed educator menu will display
   - You will see a dropdown menu to open a new application.
   - You can select “show details” to view your license details and print a copy of your license.
   - Existing applications (including those opened by a school system) which 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.
Applying for an In State Initial Standard Professional License – Educator Instructions

Complete this application if you completed an approved teacher education program at a regionally accredited North Carolina college or university.

The following information must be uploaded with your application:

- Official transcripts
- Test scores
- Work Authorization (if NOT a US Citizen)
- Experience Verification (if applicable)
- Non-refundable processing fee

From the main login page, [https://vo.licensure.ncpublicschools.gov/](https://vo.licensure.ncpublicschools.gov/), register for an online account. (see “Registering for an Online Licensure account” in this manual)

Once you have completed the registration and logged in to your account, you will see the quick start menu. There, you will select “In State Initial Standard Professional Educator.”

Read through the instruction page. This page contains important information regarding your responsibilities in order to apply for a license.

Move through the application parts by clicking on the next button at the bottom of the page or using the tabs on the left side of the screen. These tabs are the same for every application type as they apply to each application.
Name and personal information – Fill out each line as requested. Be sure to enter this information accurately. Once you submit your application, this information cannot be changed without a new request to update this information, which may require an additional fee.

Items with a red asterisk are required fields. You cannot submit an application without completing these fields.

Contact information – Fill out each line as requested. Make sure the email address is correct as this is the main way licensure will contact you. It is suggested that you use a personal email address so that you will not have to update this email address if you change employers.

Race and Ethnicity – In compliance with the US Department of Education, all applicants must answer the ethnicity question and identify at least one race.

Work Authorization - Select “US Citizen” if you are a citizen of this country. If not, proof of a valid work authorization must be uploaded and attached to the application.

Education – Enter your educational institution information. You must select your academic major. If your major is not listed, select “other.”

Click “Save.” You can then enter any additional degree information such as a Masters or Doctorate degree(s).

Click “next” once finished entering all degrees.

Licensure Area Verification –

- Enter required information regarding your license area type, license area, degree level of program and program completion date. Click “save.” If you are applying for more than one license area, you can enter it at this time.
- Country and state automatically default to United States and North Carolina.
- Select “yes” if the program you completed leads to a license in this state.
- Select the college or university where you completed the program.
- The Dean of Education or Licensure Officer at your college or university will receive an electronic request to verify your completion of their program. This electronic verification request will not be sent until you pay the processing fee.
- Click “Save”
- If you completed more than one education program, you can enter it at this place.
Experience – If you have previous work experience you will enter it here.

If the experience was not experience in a NC K-12 Public School setting, you will need to have your previous employer(s) complete the required verification forms which can be found on the licensure sections website at www.ncpublicschools.org

Affiliation – You can select the public school system or charter school with which you want to affiliate. This will allow that school system to access and view your license information.

Statement of Applicant - Answer both questions. If you answer “yes” to either question, you must provide a statement of explanation and attach official documents regarding the incident (court documents, etc.)

Attachments – Upload all documents to complete the application. Transcripts are the only required documents. All necessary forms must be uploaded to complete the application.

- Once you have chosen a file to upload, you must click “attach” in order to have the file uploaded to your application.
- You can continue to upload and attach as many documents as they apply.
- You cannot reopen an application to add more documents once the application has been submitted and the fee paid, so be sure to attach all applicable documents at this time.
- Files can be uploaded as pdf or jpeg.
- Note that some IHE require passing NC test scores prior to applying for an NC license. If you attended a college or university that required this, you will need to upload your test scores.

Summary – This provides a quick glance at the information entered. You can change any of the information by clicking “edit” or the corresponding tab on the left. Once you have verified that all of the information is correct, click “submit.”
**Attestation** – Answer the attestation statement verifying that the information you have submitted is correct.

Once you press submit and pay the fee, you cannot go back and make any changes. If you do not press submit, the application and attachments will remain on file for 30 days. You must complete the application within 30 days or you will need to upload your documents again.

Select pay now to pay your fee. Continue through the steps to make payment through Visa or MasterCard. Your application will not be processed or viewed by the licensure section until you have paid the fee.
Applying for an Out of State Initial Standard Professional Educator License – Educator Instructions

Complete this application to apply for a North Carolina Educator license if you completed a state approved educator preparation program at a regionally accredited college or university outside of North Carolina.

The following information must be provided with your application:

- Out of State License or Form V
  - Note: a form V must be submitted for a master’s degree or higher (from an approved ed program)
- Official transcripts
- Test scores or verification from your state that you are Highly Qualified
- Work Authorization (if NOT a US Citizen)
- Experience Verification (if applicable)
  - Forms can be found on NC DPI’s website at [http://www.dpi.state.nc.us/licensure/forms/](http://www.dpi.state.nc.us/licensure/forms/)
  - Non-teaching work experience
    - Form NE
    - Official job description
    - Form RN (completed by LEA to recommend non-teaching work experience)
  - Teaching Work Experience
    - Form E
  - College Teaching Work Experience
    - Form CE
- International Applicants – if your degree was earned outside of the US, you must provide an international education evaluation of your educational credentials.
- Non – refundable processing fee

From the main login page, [https://vo.licensure.ncpublicschools.gov](https://vo.licensure.ncpublicschools.gov), register for an online account (see “Registering for an Online Licensure Account” in this manual).

Once you have completed the registration and logged into your account, you will see the quick start menu. There, you will select “Out of State Educator.”
Introduction - This page contains important information regarding your responsibilities in order to apply for a license.

Move through the application parts by clicking on the next button at the bottom of the page or using the tabs on the left side of the screen. These tabs are the same for every application type as they apply to each application.

Name and personal information – Fill out each line as requested. Be sure to enter this information accurately. Once you submit your application, this information cannot be changed without a new request to update this information, which may require an additional fee.

Items with a red asterisk are required fields. You cannot submit an application without completing these fields.

Contact information – Fill out each line as requested. Make sure the email address is correct as this is the main way licensure will contact you. It is suggested that you use a personal email address so that you will not have to update this email address if you change employers.

Race and Ethnicity – In compliance with the US Department of Education, all applicants must answer the ethnicity question and identify at least one race.

Work Authorization - Select “US Citizen” if you are a citizen of this country. If not, proof of a valid work authorization must be uploaded and attached to the application.

Education –Please note that the system automatically defaults to North Carolina, so you must change this to the state in which you completed your education program. Enter your educational institution information. You must select your academic major. If your major is not listed, select “other.”

Click Save. You can then enter any additional degree information such as a Masters or Doctorate degree(s). Click “next” once finished entering all degrees.
Licensure Area Verification –

- Enter required information regarding your license area type, license area, degree level of program and program completion date.
- Click “save.”
- If you are applying for more than one license area, you can enter it at this time.

Experience – If you have previous work experience you will enter it here. If the experience was not experience in a NC K-12 Public School setting, you will need to have your previous employer(s) complete the required verification forms which can be found on the licensure sections website at www.ncpublicschools.org

Affiliation – You can select the public school system or charter school with which you want to affiliate. This will allow that school system to access and view your license information.

Statement of Applicant - Answer both questions. If you answer “yes” to either question, you must provide a statement of explanation and attach official documents regarding the incident (court documents, etc.)

Attachments – Upload all documents to complete the application. Transcripts are the only required documents. All necessary forms must be uploaded to complete the application.

- Once you have chosen a file to upload, you must click “attach” in order to have the file uploaded to your application.
- You can continue to upload and attach as many documents as they apply.
- You cannot reopen an application to add more documents once the application has been submitted and the fee paid, so be sure to attach all applicable documents at this time.
- Files can be uploaded as pdf, Microsoft Office documents, or jpeg.
**Summary** – This provides a quick glance at the information entered. You can change any of the information by clicking “edit” or the corresponding tab on the left. Once you have verified that all of the information is correct, click “submit.”

**Attestation** – answer the attestation statement verifying that the information you have submitted is correct.

Once you press submit and pay the fee, you cannot go back and make any changes. If you do not press submit, the application and attachments will remain on file for 30 days. You must complete the application within 30 days or you will need to upload your documents again.

Select pay now to pay your fee. Continue through the steps to make payment through Visa or MasterCard. Your application will not be processed or viewed by the licensure section until you have paid the fee.
Updating Your License Information/Creating a New Application – Educator Instructions

North Carolina licensed educators can view their license and update their information. Teachers can take the following actions on their license:

- Add an area when they complete a teaching education program
- Add a teaching area to their existing license by passing the State Board of Education approved licensure exams or completing 24 semester hours of relevant coursework
- Add experience
- Add National Board certification. This is automatically uploaded if earned in North Carolina
- Delete a License Area
- Correct their Education Record
- Change name
- Request copy of files or test scores
- Research experience already credited on license
- Update contact information
- Update work authorization
- Obtain verification of North Carolina License for another state
- Any questions regarding this licensure application and process should be directed to the NCDPI Licensure section at (919) 807-3310.

From the main login page, enter your username and password.
From the quick start menu, click “yes’ that you have been issued a North Carolina Professional Educator’s License. Click “next.”

Enter your identifying information so that DPI can connect your account to your license and click “next.”

Confirm that this is your information.

Now you are at the quick start menu where you can take action on your license. You will select the desired action from the drop down menu and proceed from there to take the necessary action on your license.