

Educator Access to the NC DPI Online Licensure System

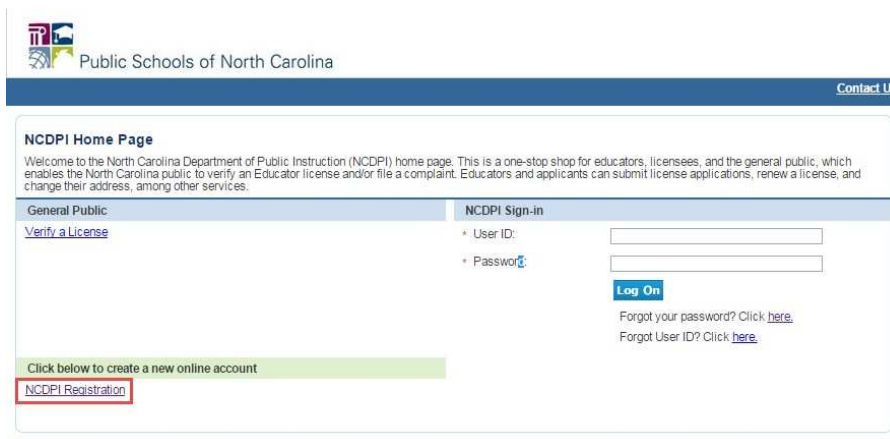
This provides an overview of how the educator will register, access an application that a school system has created, and the other functionality that is available.

Existing license holders should be encouraged to register and access their online account and update their contact information.

Note: If you have applied for an initial alternative license for an educator they will be automatically registered and a password emailed to them. They should not manually register.

The online system can be accessed via the North Carolina Department of Public Instruction website at <https://vo.licensure.ncpublicschools.gov/datamart/loginNCDPI.do>.

1. The educator will select the NCDPI Registration link on the log in page.



The screenshot shows the NCDPI Home Page with the following elements:

- Header: Public Schools of North Carolina, Contact Us
- Section: NCDPI Home Page
- Text: Welcome to the North Carolina Department of Public Instruction (NCDPI) home page. This is a one-stop shop for educators, licensees, and the general public, which enables the North Carolina public to verify an Educator license and/or file a complaint. Educators and applicants can submit license applications, renew a license, and change their address, among other services.
- General Public: Verify a License
- NCDPI Sign-in: User ID, Password, Log On button
- Forgot your password? Click [here](#).
- Forgot User ID? Click [here](#).
- Click below to create a new online account
- NCDPI Registration (highlighted with a red box)

2. The educator will enter and submit their unique account information. After submitting this information, the educator will receive an email with a temporary password. On first login they will need to change their password.

Educator Registration 10/02/2015

User Registration

Please complete the information required below to become a registered Department of Public Instruction User. You will receive a confirmation email as part of the registration process. Please use a permanent personal email address.
 The User ID you select will be your new User ID. The User ID must contain at least 8 characters.
 Enter your details and press "Next".
 Press "Previous" to return to the previous screen.
 Press "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information

- First Name:
- Second Name:
- Last Name:

Account Login

- Email: (e.g. name@domain.com)
- Confirm Email:
- User ID:

Password Recovery (in case you forget your password, you will be required to answer this question to obtain a new temporary password.)

- Secret Question:
 - Select a predefined question:
 - Or write your own question:
 - Secret Answer:

Security Measures (this helps to prevent automated registrations.)

- Type the characters from the picture below (without spaces):

Image: c x z k y [Refresh](#)

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

3. After changing their password, the educator will see the onboarding screen, which will guide them through the process of adding their license to their online account.

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

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

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:
- Last Name:
- SSN: Last 4 digits of SSN
- Date Of Birth: (mmddyyyy)

Security Measures (this helps to prevent automated registrations.)

- Type the characters from the picture below (without spaces):

Image: h q v k v x [Refresh](#)

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

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Public Schools of North Carolina

Logged in as Two, Demotest [Edit Login Information](#) | [Logout](#) | [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

Individual Reference Number: 515879
Name: ARNOLD, TRACY LYNN JORDAN

License Type	License Number
Professional Educator's Licenses	632997

Select One:

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

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

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4. 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 require additional work will be displayed on the screen.
 - Existing fee payments that are required will be displayed under Additional Activities.

Public Schools of North Carolina
Logged in as Two, Dierotest

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](#)

- **Fees can be bundled so that they only pay the single highest fee when submitting multiple applications at once. Be sure to read the information presented in the Fee and Summary Report before final submission/payment.**

Public Schools of North Carolina
Logged in as Anderson, Cori

Edit Login Information | Logoff | Contact Us

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 will be opened in a new browser tab.

The amount below must be paid by the Educator for the application to be reviewed by a licensure specialist.

Note to Educator: If you wish to submit another application before payment, please click "Add to Cart".

Fees	
Name Change fee:	\$30.00
Total Amount Due:	\$30.00

Any Deficiencies are listed below:

1. Payment has not been completed

[Pay Now](#) [Add to Cart](#) [View PDF Summary Report](#)

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5. The below screenshot shows the applications available to educators.

The screenshot displays the Public Schools of North Carolina website interface. At the top, it shows the user is logged in as 'Anderson, Cori'. The main content area is titled 'Quick Start Menu' and provides instructions on how to use the application. A 'License Information' box on the right shows the user's license number as #630665 and the license type as Educator. The 'Quick Start Menu' is organized into several sections:

- Update your License information/ Open a New Application:** Includes a dropdown menu for 'Select Application' (currently showing 'Educator #630665') and a 'Select' button.
- View Application Status:** Includes buttons for 'View/Edit App' and 'Print'.
- Additional Activities:** Includes buttons for 'Select' for various actions like 'Request Copy of Files/Test Scores', 'Research Experience', 'Update Contact Information', 'Update Work Authorization', and 'Verification of NC License'.

NOTE: When uploading documents, the individual attachment file size permitted is 2MG. It may be necessary to separate the application into smaller file sizes.

6. The educator can select Show Details to view their license details and print their license certificate. The below screenshot shows the license details screen the educator will see where they can print their certificate.

Public Schools of North Carolina
 Logged in as *Two, Demorest* | [Edit Login Information](#) | [Logout](#) | [Contact Us](#)

License More Details
 You can print a copy of the "License Certificate"

Name: TRACY LYNN JORDAN ARNOLD Status: Current
 License#: 632997 Expiration: 06/30/2015

License Area

License Area	Program Status	NBPTS	Experience	Effective
Curriculum Instructional Specialist	Standard Professional II		16	07/01/2012
School Administrator: Principal	Standard Professional II		0	07/01/2012
Academically Gifted	Standard Professional II		16	07/01/2005
Reading K-12	Standard Professional II		16	07/01/1999
Elementary Education (K-6)	Standard Professional II	G02	16	06/24/1997

Education

Country	State	Institution	Level	Major1	Major2	Completed
	NC	East Carolina University	Master's	School Administration		05/12/2001
	NC	East Carolina University	Master's			05/15/1999
	NC	East Carolina University	Bachelor's Degree			06/01/1997

Experience

Start Date	End Date	Experience Type	Year Type	Hours per Week	Employer	Position	Relevant	DPI Verified
		Legacy			Legacy	Conversion	Y	Y
		Legacy			Legacy	Conversion	Y	Y
		Legacy			Legacy	Conversion	Y	Y
		Legacy			Legacy	Conversion	Y	Y

[Print License Certificate](#) [Back](#)

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