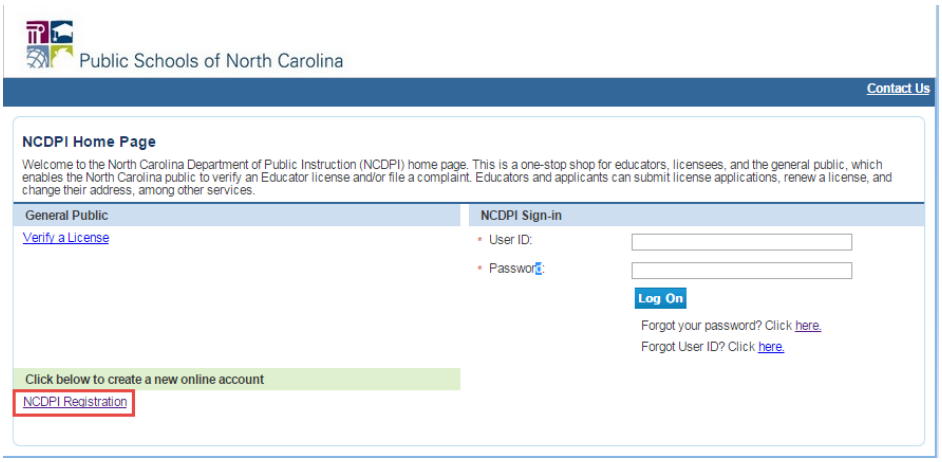
# Educator Access to the NC DPI Online Licensure System

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.

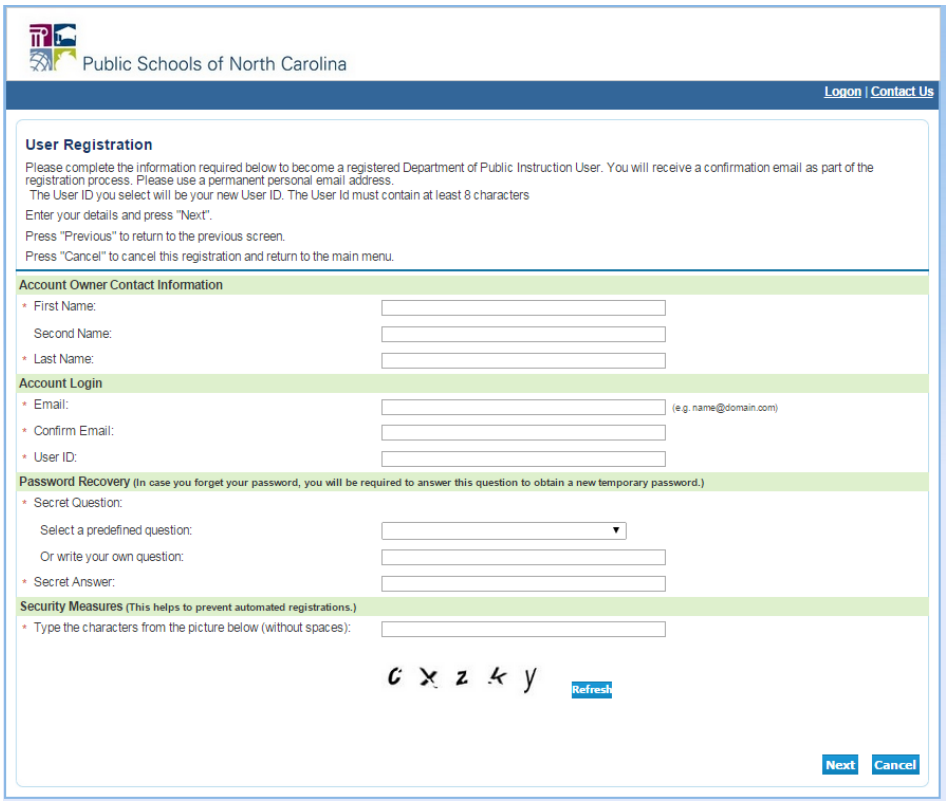
Existing license holders should be encouraged to register and access their online account and update their contact information.

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.

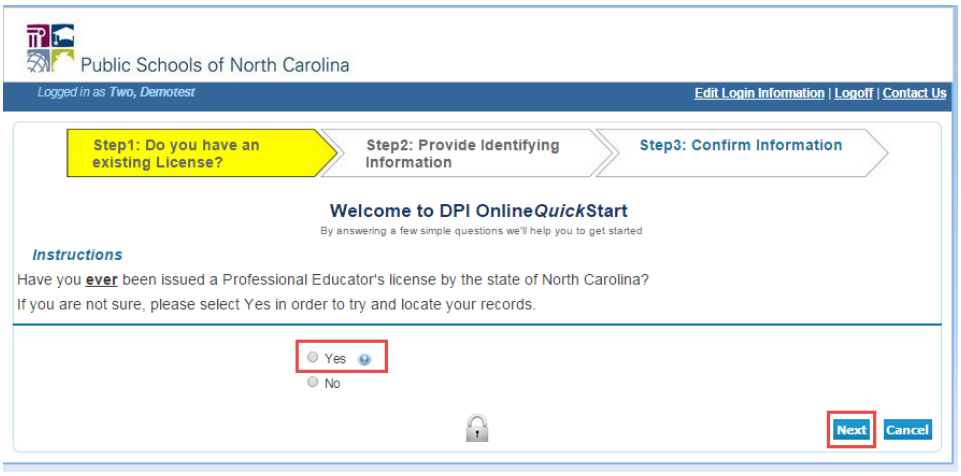
1. The educator will select the NCDPI Registration link on the log in page.

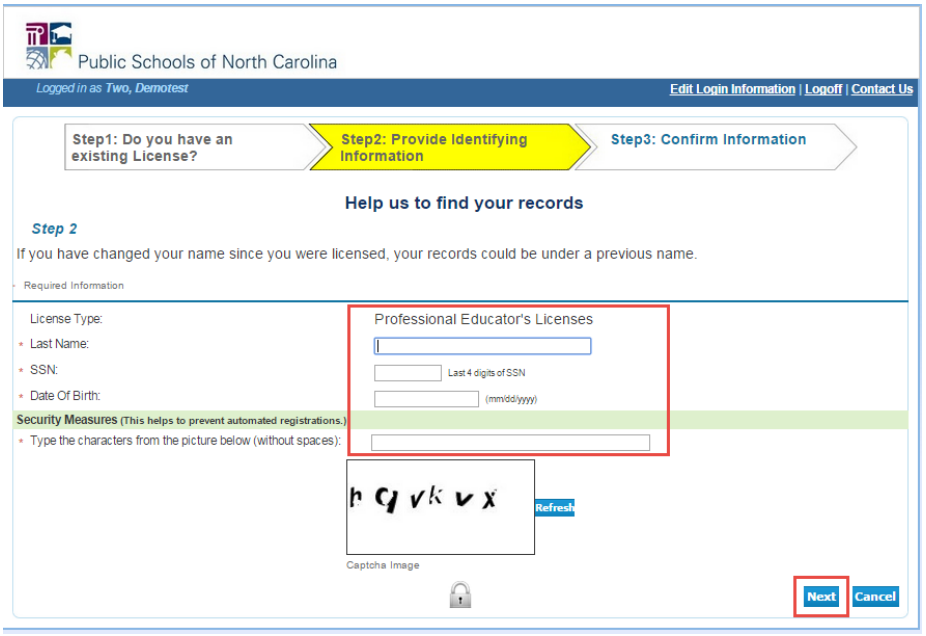


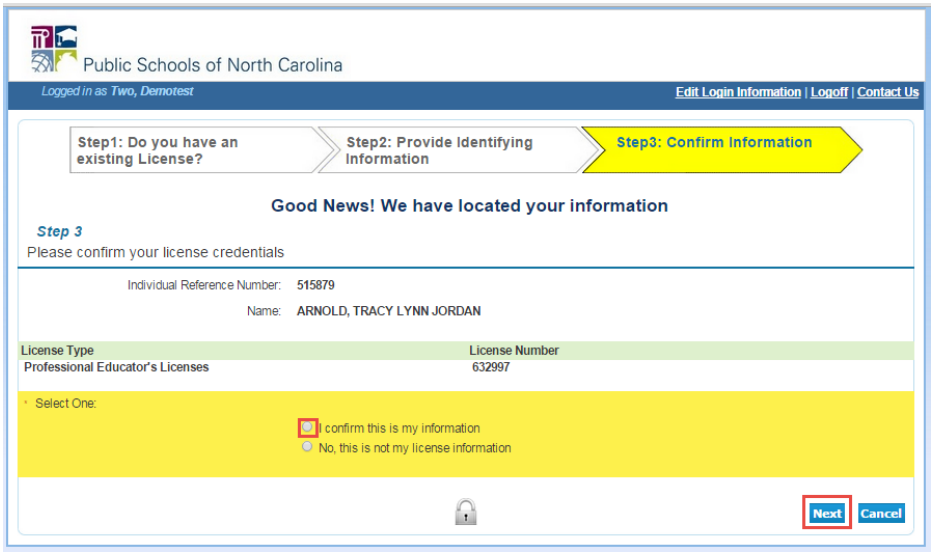

2. The educator will enter and submit their unique account information. After submitting this information, the educator will receive an email with a temporary password. On first login they will need to change their password.



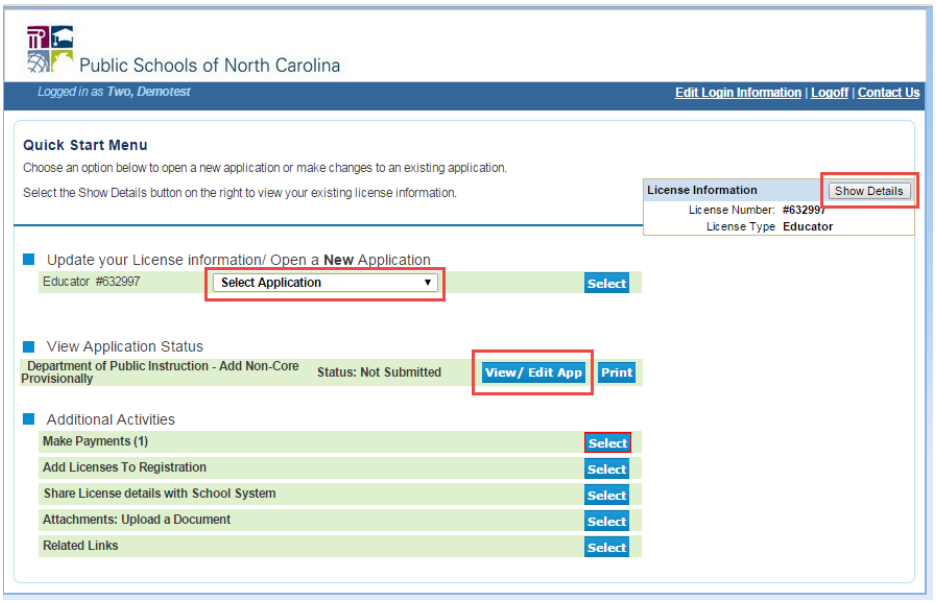

3. After changing their password, the educator will see the onboarding screen, which will guide them through the process of adding their license to their online account.



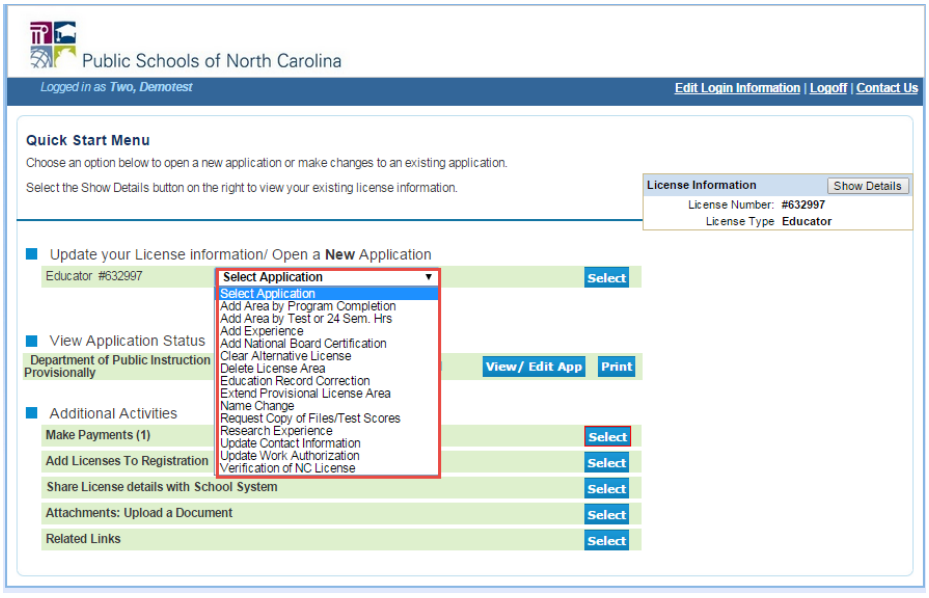

Public Schools of North Carolina
Logged in as Two, Demotest
Edit Login Information | Logoff | Contact Us
Step1: Do you have an existing License?
Step2: Provide Identifying Information
Step3: Confirm Information
Help us to find your records
Step 2
If you have changed your name since you were licensed, 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):
Refresh
Captcha Image
Next
Cancel


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

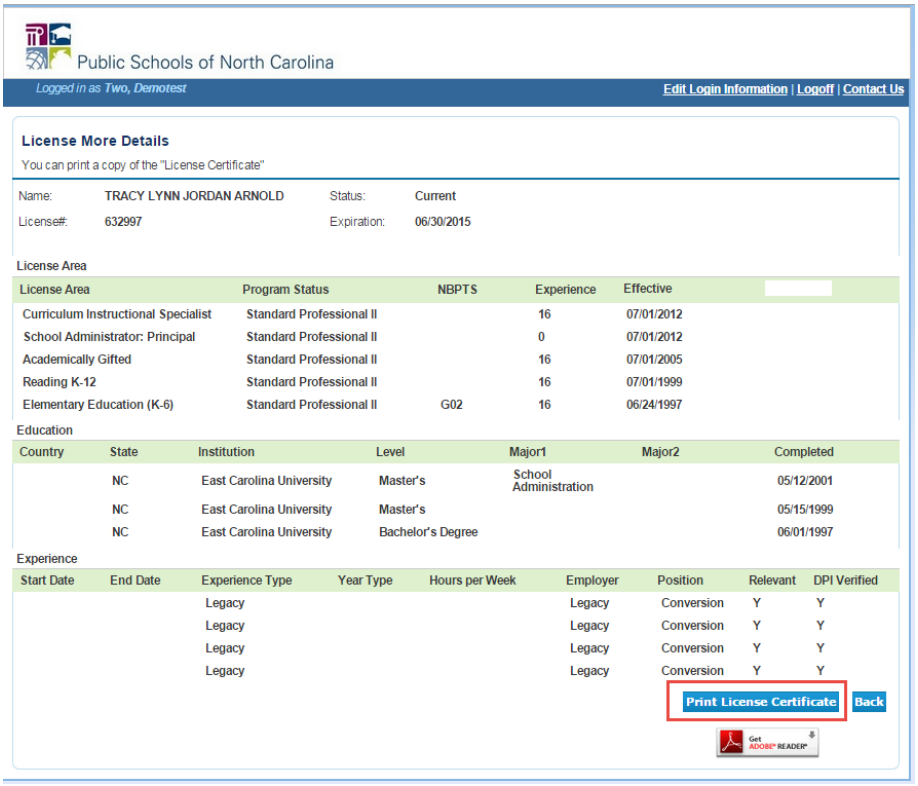
4. The licensed educator main menu will display.
   - The educator will have a dropdown menu to open a new application.
   - The educator can select Show Details to view their license details and print their license certificate.
   - Existing applications (including those opened by a school system) which require additional work will be displayed on the screen.
   - Existing fee payments that are required will be displayed under Additional Activities. Fees can be bundled so that they only pay the single highest fee when submitting multiple applications at once.




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



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, Demotest*

Edit Login Information | Logoff | 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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