

NEW APPLICATION PROCESS EFFECTIVE FALL 2015

Educators completing requirements for a NC license must access the NCDPI's new Online Licensure System. All applications will be electronic. Paper applications **will not be accepted** by NCDPI.

Educators will access the new online system at <https://vo.licensure.ncpublicschools.gov>. If you do not have an account, follow the directions below. On the lower left hand corner, click on NCDPI Registration under the shaded green phrase, Educator Registration.

**Educator Registration: Click Below to Create a New Online Account**

NCDPI Registration

Create an account. You, as the educator, will need to enter and submit your unique account information. Always use your personal email, since your ECU email will eventually expire. After submitting this information, you will receive an email from DPI with a temporary password. You will return to the licensure site and sign in with your user ID and Password, which you created in the first step above. You will change your password. Your account is permanent. You will login each time using your user ID and Password.

**When you have all appropriate items ready to upload, you may begin your application. The first screen you will see gives you two options.**

<p>By clicking YES, this indicates that you have been issued a North Carolina Educator's license (even if provisional or expired). You will provide identifying information and confirm the information. <b>MLS applicants - see note below to avoid having your application denied and paying additional fee.</b></p> <ul style="list-style-type: none"><li>The licensed educator main menu will display</li><li>You can select Show Details to view your license details and print your license certificate.</li><li>Existing applications (including those opened by a school system) which require additional work will be displayed on the screen.</li><li>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 (EX. license fee and name change fee).</li><li>You will have a dropdown menu to open a new application and select <b>one</b> option. *<ol style="list-style-type: none"><li><b>Clear or Upgrade Existing License Area</b> (someone completing a higher level license in the <b>same</b> license area by obtaining a degree or clearing a provisional license)</li><li><b>Add New Area by Program Completion</b> (adding a <b>NEW</b> area to an existing initial license)</li></ol></li></ul> <p>Once selected, the application workflow opens to the Introduction page. <b>Read this thoroughly.</b> It lists all items that you need to upload. <b>After 15 minutes of inactivity, you will be prompted to save your work. Applications that have been created, but not completed will expire after 30 days. Note Item #4- the processing fee is nonrefundable.</b></p> <ul style="list-style-type: none"><li>Select Next to move through the application screens or you may also use the tabs on the left hand side to navigate to any application screen.</li><li>You are required to enter all necessary information on each screen.</li><li>On the Education screen, enter the exact degree award date printed on your transcript or non-degree students enter the completion date of requirements.</li><li>On the License screen, enter the license level (Master's or higher), completion date, and choose ECU. If you do not choose ECU, the application will not be routed to ECU; therefore, you cannot be recommended by ECU.</li><li>On the Application Attachment screen, you will upload an official transcript (see below for ordering information). **</li><li>The application will be submitted when the you click Next from the final "Summary" page</li><li><i>The Fee and Summary page is displayed.</i></li><li>Select View PDF Summary Report to save or print a PDF of the application content.</li><li>Select "Pay Now" to pay for application or select "Add to Cart" to pay later</li></ul>	<p>By clicking NO, this indicates that you have <b>NEVER</b> been issued any type of North Carolina Educator's license.</p> <ul style="list-style-type: none"><li>Select the In-State Initial Standard Educator.</li></ul> <p>Once selected, the application workflow opens to the Introduction page. <b>Read this thoroughly.</b> It lists all items that you need to upload. <b>After 15 minutes of inactivity, you will be prompted to save your work. Applications that have been created, but not completed will expire after 30 days. Note Item #4—the processing fee is nonrefundable.</b></p> <ul style="list-style-type: none"><li>Select Next to move through the application screens or you may also use the tabs on the left hand side to navigate to any application screen.</li><li>You are required to enter all necessary information on each screen.</li><li>On the Education screen, enter the exact degree award date printed on your transcript or non-degree students enter the completion date of requirements.</li><li>On the License screen, enter the license level (Master's or higher), completion date, and choose ECU. If you do not choose ECU, the application will not be routed to ECU; therefore, you cannot be recommended by ECU.</li><li>On the Application Attachment screen, you will upload an official transcript (see below for ordering information). **</li><li>The application will be submitted when the you click Next from the final "Summary" page</li><li><i>The Fee and Summary page is displayed.</i></li><li>Select View PDF Summary Report to save or print a PDF of the application content.</li><li>Select "Pay Now" to pay for application or select "Add to Cart" to pay later.</li></ul>
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\*MLS students who hold a provisional license as Associate Media Coordinator (075), should complete the "Add New Area by Program Completion" application, since the recommendation for the Media Coordinator license (076) is not the same license code as the provisional and is a higher level license. An Associate Media Coordinator license is issued provisionally AND cannot be upgraded or cleared. You will also upload a note on the Application Attachment Screen—"delete 075". Failing to complete the correct application will result in losing your application fee and reapplying using the correct application. This is a directive from NC DPI, not the university.

Counselor Education students should enter the following information on the License Area screen. For Class Level Code, select 6<sup>th</sup> Year Advanced. Although you entered Masters level on the Education screen, the license level is higher because of the degree hours.

\*\*You should secure an electronic transcript from [www.ecu.edu/registrar](http://www.ecu.edu/registrar). Click on Students, Transcript Records. There is a fee for this service. Have the transcript sent to yourself so that you can upload it on the Licensure site. ECU nor the Office of Educator Preparation will upload transcripts for you.

The Registrar's site will most likely have the actual current term listed and approximate date that transcripts should be ready. You will be choosing one option. Past graduates or past non-degree program completers should click the 1<sup>st</sup> option. Enrolled Non-Degree students should click the 2<sup>nd</sup> option. Degree seekers completing this term should click the 3<sup>rd</sup> option.

#### EXAMPLE

<input type="radio"/>	Send now (current term grades might not be included) (Former graduates/completers choose this option)
<input type="radio"/>	Hold until grades have been posted for current term. (Post Bach Teacher Cert OR Graduate Non-Degree Students)
<input type="radio"/>	Hold until <b>current semester degrees</b> have been posted (Degree Seeking Students)

At any time, you can check your grades/degree status in Self Service Banner in Pirate Port; however, do not print a transcript from this site. It is not official and not acceptable for submission to NCDPI.

ALL EDUCATORS WILL UPLOAD THE FOLLOWING ITEMS:

- 1) Official transcripts\*\*
- 2) Test scores (if applicable)
- 3) Any other pertinent information needed for the NC license
- 4) Nonrefundable fee by credit card

#### 4 Important Points to Remember

- ✚ The statement of applicant must be completed before the application can be submitted.
- ✚ The application will only be routed to ECU for recommendation once the **nonrefundable** processing fee is submitted.
- ✚ The application will not be processed by DPI until ECU has completed the recommendation for the licensure area(s). If you upload an unofficial transcript or do not include applicable test scores, ECU cannot recommend you.
- ✚ To avoid an additional fee later, do not submit your application or pay your fee until all required items are uploaded. Applications that have been created, but not completed will expire after 30 days. Note—the processing fee is nonrefundable.

Once all items are uploaded including the fee, and submitted to ECU, you cannot make any changes. Incomplete transcripts/applications will delay your license process. Your application may be rejected and you will be notified through the Licensure System, not the university. Thoroughly check your application before submitting.