

**Currently Enrolled Undergraduate Students or Post Bach Teacher Cert (Licensure Only Students) will receive information for applying for the initial license at the final Intern II Seminar. Do not start the application process until you have attended the seminar.**

**NEW APPLICATION PROCESS – FORMER UNDERGRADUATES and LICENSURE ONLY - 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>. 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 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.

**Do not start the application process until you have all items ready to upload.**

**When you begin the application, the first screen** you will see gives you **two options**. You will click NO because you are applying for your first license.

**By clicking NO, this indicates that you have NEVER been issued any type of North Carolina Educator's license.**

- Select the In-State Initial Standard Educator. Once selected, the application workflow opens to the Introduction page. **Read this thoroughly.** It lists all items that you need to upload. **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 #5—the processing fee is nonrefundable.**
- 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.
- You are required to enter all necessary information on each screen. On the EDUCATION screen, enter the exact graduation date that is on your transcript. On the LICENSE AREA screen, the "degree level of program" is the license level (Bachelor). If you are seeking another license area, after saving the 1<sup>st</sup> license request, enter the 2<sup>nd</sup> area and save. You will route to a NC school and choose ECU.
- On the ATTACHMENTS screen, you will upload all needed items (see below).
- The application will be submitted when the you click Next from the final "Summary" page
- *The Fee and Summary page is displayed.*
- Select View PDF Summary Report to save or print a PDF of the application content.
- Select "Pay Now" to pay for application or select "Add to Cart" to pay later.

ALL EDUCATORS WILL UPLOAD THE FOLLOWING ITEMS in PDF format:

- 1) *official* ECU transcripts \*\* IF you are a Post Bach Teacher Cert (licensure only) student and graduated from another school, you must upload that transcript also
- 2) test score (if applicable) Upload the page(s) showing your name, SSN or birthdate and actual passing score. If adding an additional area by test, insert "adding area by test" in the note box.
- 3) any other pertinent information needed for the NC license
- 4) for those requesting two or more license areas by hours, you need to upload the sheet that was sent to you from the Licensure Specialist at ECU listing the courses with grades totaling 24+ hours. In the note box, insert "adding area by hours."
- 5) Nonrefundable licensure fee by credit card

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. Thoroughly check your application before submitting.

\*\*You may secure an ECU transcript from [www.ecu.edu/registrar](http://www.ecu.edu/registrar), click on Students, Transcript Records. There is a fee for this service. Choose one of the options. Have the transcript sent to yourself so that you can save and upload it on the Licensure site. Do not print and save. Printing the transcript voids it.

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

#### **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**.*