

# INSTRUCTIONS ON HOW TO COMPLETE THE NCDPI ONLINE LICENSURE APPLICATION FOR EXISTING NORTH CAROLINA LICENSE HOLDERS OR COUNSELING STUDENTS (who have passed the Praxis test)

## PART-2

\*Follow the **ORANGE** direction markers throughout the examples.

Log in by using your USER ID and PASSWORD that you created in STEP ONE.

- STEP TWO – Complete all sections of the application.
  - The first time you enter the system will ask if you have an existing license. If you are a Master Teacher Associate (MTA) or a School Counselor who has been issued a provisional license check **“Yes”** and then **“Next”**.

The screenshot shows the 'DPI Online QuickStart' application interface. At the top left is the logo for 'Public Schools of North Carolina'. Below the logo, it says 'Logged in as Brown, Alan'. On the top right, there are links for 'Edit Login Information | Logoff | Contact Us'. The main content area has a progress bar with three steps: 'Step1: Do you have an existing License / Application?' (highlighted in yellow), 'Step2: Provide Identifying Information', and 'Step3: Confirm Information'. Below the progress bar, the text reads 'Welcome to DPI OnlineQuickStart' and 'By answering a few simple questions we'll help you to get started'. Under the heading 'Instructions', it asks: 'Have you **ever** applied for or 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.' There are two radio button options: 'Yes' (with a blue checkmark icon) and 'No'. A yellow callout box highlights the question: 'Do you hold an active or expired Educator license? Have you ever been professionally licensed by DPI?'. A blue 'Next' button is located at the bottom right of the form.

- MTA's or anyone with a Provisional License will now choose **“Upgrade or Clear License Area”**

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**Quick Start Menu**

NOTE: IF A PAPER LICENSE APPLICATION HAS ALREADY BEEN SUBMITTED TO DPI YOU SHOULD NOT START A NEW ONLINE APPLICATION. THIS WILL CREATE A DUPLICATE RECORD, WHICH MAY CAUSE A DELAY IN PROCESSING.

Select "Find Your License or Application" to link your license or a recently submitted application to your online account.

If you have a North Carolina license linked to your account, select the "Show Details" button on the right to view your license information and to print your license certificate.

Choose an option below to open a new application or make changes to an existing application.

**License Information** Show Details

License Number: #1007026

License Type: Educator

■ Update your License information/ Open a New Application

Educator #1007026 Select Application Select

■ Additional Activities

Share License details with a School Select

Related Links Select

**Select Application**

Add Area by Program Completion

Add Area by Test or 24 Sem. Hrs

Add Experience

Add National Board Certification

Delete License Area

Education Record Correction

Extend Provisional License Area

Name Change

Request Copy of Files/Test Scores

Research Experience

Update Contact Information

Update Work Authorization

Upgrade or Clear License Area

Verification of NC License

**Upgrade or Clear License Area - Introduction**

**Introduction**

**Name and Personal Details** Press "Next" to continue.

**Contact Information** Press "Cancel" to cancel this application and return to the main menu.

**Education**

**Select License Area** This application may be used for one of two things:

- To upgrade the degree level of existing license areas.
- To clear requirements for alternative license areas on a North Carolina professional educator's license.

**Work Authorization**

**Statement of Applicant** This application may be initiated by an educator, a North Carolina school system or an RALC on an educator's behalf.

**Application Attachments**

**Summary (pre-fees)**

**School System / RALC Instructions:**

1. Verify that the educator's contact information is correct.
2. Complete all the information on behalf of the educator and select the alternative license area to clear.
3. Attach documentary evidence (test scores, training certificate and/or transcript) for the selected license areas.
4. Once submitted, the educator will be contacted via email to log into the system to complete the application process and pay the \$55 nonrefundable processing fee.

**Applicant Instructions:**

1. Review any information submitted by your school system (if applicable).
2. Ensure that the existing license area(s) to be modified are selected.
3. Attach documentary evidence (test scores, training certificate and/or transcript), or review any documentary evidence that has been uploaded on your behalf.
4. Review and complete the online application information and "Statement of Applicant" questions.
5. Submit the application and pay the \$55 nonrefundable processing fee.

**Applicant Notes:**

- Your application will only be reviewed by a licensure specialist once you have submitted the above, completed the online "Statement of Applicant" questions, and submitted full payment of fees.
- Your account screen will time out after 15 minutes of inactivity. If you are unable to complete your application in one sitting click cancel to exit the application and save your work.
- Applications that have been created but not completed will expire after 30 days.

Next Cancel

The 'Java(tm) Plug-In SSV Helper' add-on from 'Oracle America, Inc.' is ready for use. Enable Don't enable x

- Please be aware:
  - Once you have started creating your application you will have 30 days to submit. In order to submit your application you will need to complete all of the sections, add your attachments and provide payment (\$60 fee paid by credit card). Once you submit your application it is in the system awaiting my certification authorization.

- The system does not notify me when I have applications to review and certify. I will be checking the system often during peak licensure times but it would be helpful if you also emailed me directly at [awann@wfu.edu](mailto:awann@wfu.edu) to let me know you have submitted your application

- Under the Contact Information Section: be sure to use the same permanent email as when you registered. Once your License application has been processed and your License issued by NCDPI they will send you an email to the address you provided. Once you receive that email you will be able to log on to the system and print out a copy of your license. NCDPI will no longer be mailing out hard copies of Licenses.

- Completing the Education Section:

- Completing the Licensure Section – \*Note: School Counselor’s select Master’s as the Education level in the Education Section above but here in the Licensure Section the Degree Level of Program is Sixth Year Advanced – that is because NC recognizes Wake Forest’s School Counseling program at the Specialist level.

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**Upgrade or Clear License Area - Select License Area**

Select the existing License Area(s) you want to Convert. If you have completed an additional licensure program at a college or University that qualifies you to clear the selected license area please fill in all the below fields. If this does not apply to you, then simply select the license area that you want to clear and leave country and state as United States and North Carolina.

Press the "Save" or "Next" button to save the record.

License Area	Degree Level Of Program	Program Completion Date	IHE Review Requested	NC Institution	Action
* License Area	Degree Level Of Program	Program Completion Date	*You will be able to choose the License Area you are upgrading from the drop down menu.	*For MTA's choose Master's for School Counselor's choose Sixth Year Advanced Level	
* Country	State	Route to North Carolina College or University for recommendation	*Put in your program completion date or your graduation date		
NC Institution (select only if North Carolina Institution)					

- The Work Authorization and Statement of Applicant sections are straightforward.
- For the Application Attachments section you will need to attach your official Wake Forest Transcript. You can visit the Wake Forest Registrar's Office website: <https://registrar.wfu.edu/transcript/> and request an official electronic transcript be sent to you at your email address. When you receive your electronic transcript you can save it as a PDF and upload it as an attachment to your licensure application.