

**Early Educator Support, Licensure and  
Professional Development Unit**

**Early Education Branch**



**Navigating through  
NC Department of Public  
Instruction's New  
Licensure Management and  
Application Online System**



# Navigating through NC Department of Public Instruction's New Licensure Management and Application Online System



# Word Guide

- EEB – Early Education Branch
- EESLPD Unit – Early Educator Support, Licensure and Professional Development Unit
- DCDEE – Division of Child Development and Early Education
- NC DHHS – NC Department of Health and Human Services
- NC DPI – NC Department of Public Instruction
- NC DPI Online Licensure System – NC Department of Public Instruction Licensure Management and Application Online System
- NC LE BK License – NC Lateral Entry Birth through Kindergarten License
- NC Provisional Pre-K/BK Add-on – Add-on License to the SPI or SPII License
- NC BK SPI – NC Birth through Kindergarten Standard Professional I License
- NC BK SPII License - Birth through Kindergarten Standard Professional II License

# Differentiation between DCDEE Star Rated License and NC Educator's Licensure

- DCDEE Star Rated License
  - Licensure for child care facilities
- NC BK Educator's License
  - Licensure required for NC Pre-K lead teachers in both public and nonpublic school programs
  - Early childhood educators must have completed a state approved education program through a regionally accredited school or another state's approved education program.

# Who Must Register?

## Early Childhood Educators

- **Employed in nonpublic school programs**
- **Required to hold a NC Educator's License**
- **Enrolled with the EESLPD Unit**

# Preparation for Online Licensure Registration

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Please access the following documents at  
[http://ncchildcare.nc.gov/general/mb\\_eeslpd.asp](http://ncchildcare.nc.gov/general/mb_eeslpd.asp)

- *Educator Access to the NC DPI Online Licensure System*
- *Instructions for Registration in the New Online Licensure System & Affiliation with a School System and/or RALC*

# Access to the New Online Licensure System

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Access web link to NC DPI's Online Licensure System

- <https://vo.licensure.ncpublicschools.gov/datamart/loginNCDPI.do>

Allow 30 minutes to complete the online registration process

- Registration must be completed as a single step

# NC DPI Home Page



Public Schools of North Carolina

[Contact Us](#)

## NCDPI Home Page

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**

Forgot your password? Click [here](#).

Forgot User ID? Click [here](#).

Click below to create a new online account

[NCDPI Registration](#)

# User Registration Section



Public Schools of North Carolina

[Login](#) | [Contact Us](#)

## 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):

z p f y s

[Return](#)

[Next](#)

[Cancel](#)

# Temporary Password



Public Schools of North Carolina

[Logon](#) | [Contact Us](#)

## User Registration - Temporary Password Issued

A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed. Read this e-mail and follow the instructions.

[Return](#)

# User ID/Password Confirmation from NCDPI

----- Original Message -----

Subject: NEW USER ACCOUNT

From: [noreply@licensure.ncpublicschools.gov](mailto:noreply@licensure.ncpublicschools.gov)

To:

CC:

Ms. Happy,

Thank you for registering for an online account. Please complete your registration by logging on to your account at:

<https://vo.licensure.ncpublicschools.gov>

Your temporary password is provided below.

Please note that your online password is case sensitive.

USERID: Tohappy

PASSWORD: lovechildren

\*\*\* Note: This is an automated email. Do NOT reply to this message.

# Enter User ID and Temporary Password

## NCDPI Online Licensure System

Welcome to the North Carolina Department of Public Instruction (NCDPI) online licensure system. This is a one-stop shop for educators, school systems, and the general public to verify North Carolina educators' licenses. Additionally, educators and school systems can submit license applications, renew a license, and update their contact information, among other services.

### General Public

[Verify a License](#)

### Educator and School System Sign-in

\* User ID:

\* Password:

**Log On**

Forgot your password? Click [here](#).

Forgot User ID? Click [here](#).

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

[NCDPI Registration](#)

# Requirements for New Password



## Update Default Registration Information

Enter your new password and press "Save".

Your new password must contain the following:

- a minimum of (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least (1) uppercase alphabetic character
- must contain at least (1) lowercase alphabetic character
- must contain at least (1) numeric character
- no special characters are required

\* Old Password:

\* New Password:

\* Confirm Password:

# Quick Start – Step 1

Step1: Do you have an existing License / Application?

Step2: Provide Identifying Information

Step3: Confirm Information

## Welcome to DPI OnlineQuickStart

By answering a few simple questions we'll help you to get started

### *Instructions*

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.

Yes 

No



Next

# Provide Identifying Information – Step 2

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:

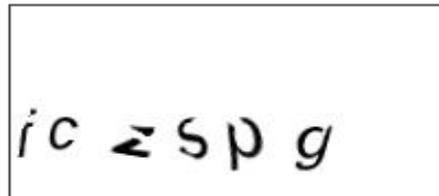
Last 4 digits of SSN **Please enter the SSN in the correct format**

\* Date Of Birth:

(mm/dd/yyyy)

Security Measures (This helps to prevent automated registrations.)

\* Type the characters from the picture below (without spaces):



Captcha Image

Refresh



Next

Cancel

# Confirm Information – Step 3

• Select One:

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



Next Cancel

# Licensure Application Process

## 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: #896504

License Type: Educator

### ■ Update your License information/ Open a **New** Application

Educator #896504

Select Application



Select

### ■ Additional Activities

Share License details with a School System or RALC

Select

Related Links

Select

# Types of Licensure Actions

Quick Start Menu - Windows Internet Explorer

https://vo.licensure.ncpublicschools.gov/datamart/quickStar

Logged in as Spigner, Sharon [Edit Login Information](#) | [Logoff](#) | [Contact Us](#)

### Quick Start Menu

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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: #896504  
License Type: Educator

- Update your License information/ Open a **New Application**
  - Educator #896504 [Select Application](#) [Select](#)
  - 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 [Select](#)
  - Name Change
  - Request Copy of Files/Test Scores [Select](#)
  - Research Experience
  - Update Contact Information
  - Update Work Authorization
  - Upgrade or Clear License Area
  - Verification of NC License
- Additional Activities
  - Share License details with a Spigner
- Related Links

W3C XHTML 1.0

Footer [Contact Board](#)

1:43 PM

# NC DPI Email Notification - Application Created

From: noreply@licensure.ncpublicschools.gov [mailto:noreply@licensure.ncpublicschools.gov]  
Sent: Wednesday, November 25, 2015 3:12 PM  
To: educatorlicensure997 <educatorlicensure997@dhhs.nc.gov>  
Subject: Name of NC Educator - NC DPI Application Created

An application has been created in the North Carolina Department of Public Instruction online licensure system. This application may have been created by you, an employing school system or DPI on your behalf. Please see the attached letter for details.

You may be required to submit additional information or pay an application fee online. If additional information or a fee is required, you must provide the information or fee before your application can be reviewed by a DPI licensure specialist.

To check the status of your open application(s) please access your online account at:  
<https://vo.licensure.ncpublicschools.gov>.

If you have previously created an online account, please log in with your existing credentials to view or complete your application. If you have not previously created an online account, you will first need to register by selecting the "NCDPI Registration" link on the log in page at:  
<https://vo.licensure.ncpublicschools.gov>.

\*\*\*Note: This is an automated email. Do not reply to this message. \*\*\*

# NC DPI Memo – Licensure Action Initiated on Your Behalf



**PUBLIC SCHOOLS OF NORTH CAROLINA**

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., State Superintendent

WWW.NCPUBLICSCHOOLS.ORG

Current Date of Issuance, 2015

NAME OF EARLY CHILDHOOD EDUCATOR  
 MAILING ADDRESS  
 CITY, NC-ZIP CODE-US

Dear Name of Early Childhood Educator:

An application has been created in the North Carolina Department of Public Instruction online licensure system. This application may have been created by you, an employing school system (NC Health and Human Services) or DPI on your behalf.

|                   |                              |  |
|-------------------|------------------------------|--|
| School System:    | NC Health and Human Services |  |
| License #:        | XXXXXXXX                     |  |
| SSN:              | XXXXXXXXXX                   |  |
| Application #:    | XXXXXXXX                     |  |
| Application Type: | Recommend SP1 to SP2         |  |
| Application Date: | XX/XX/XXXX                   |  |
| Fee Balance Due:  | \$55.00                      |  |

You may be required to submit additional information or pay an application fee online. If additional information or a fee is required, you must provide the information or fee before your application can be reviewed by a DPI licensure specialist.

To check the status of your open application(s) please access your online account at <https://vo.licensure.ncpublicschools.gov>.

If you have previously created an online account, please log in with your existing credentials to view or complete your application. If you have not previously created an online account, you will first need to register by selecting the "NCDPI Registration" link on the log in page at: <https://vo.licensure.ncpublicschools.gov>.

Sincerely,  
 Licensure Section  
 North Carolina Department of Public Instruction

**FINANCIAL AND BUSINESS SERVICES**

Licensure Section

6365 Mail Service Center, Raleigh, North Carolina 27699-6365 (919) 807-3310 Fax: (919) 807-3350

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

# Affiliate with NC Health and Human Services

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Edit Affiliation – Indicate the NC school system that has hired you:

- License Type – 1001-Professional Educator’s License
- Educational Body – School District/State Programs
- County – Wake
- School/School District: NC Health and Human Services

# Affiliate with NC Health and Human Services



Public Schools of North Carolina

Logged in as

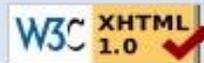
[Edit Login Information](#) | [Logoff](#) | [Contact Us](#)

## Edit Affiliation

Please indicate the North Carolina school system that has hired you

|                         |  |
|-------------------------|--|
| License Type:           | <input type="text" value="1001-Professional Educator's Licenses"/> |
| Educational Body:       | <input type="text" value="School District / State Programs"/>      |
| County:                 | <input type="text" value="Wake"/>                                  |
| School/School District: | <input type="text" value="NC Health and Human Services"/>          |

[Save](#) [Cancel](#)



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# Affiliate with a College, University or RALC



## 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: #896504

License Type Educator

## ■ Update your License information/ Open a **New** Application

Educator #896504

Select Application



Select

## ■ Additional Activities

Share License details with a School System or RALC

Select

Related Links

Select

# Access the New Online Licensure System

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Complete the online registration and affiliation  
process at:

<https://vo.licensure.ncpublicschools.gov/datamart/loginNCDPI.do>

# Questions?

Questions about registration, affiliation and licensure, contact:

- EESLPD Unit at 919-527-6555
- EESLPD Unit Licensure Specialist at [http://ncchildcare.nc.gov/pdf\\_forms/NCPre-K\\_EESLPD\\_Regional\\_Map.pdf](http://ncchildcare.nc.gov/pdf_forms/NCPre-K_EESLPD_Regional_Map.pdf) - See page 2

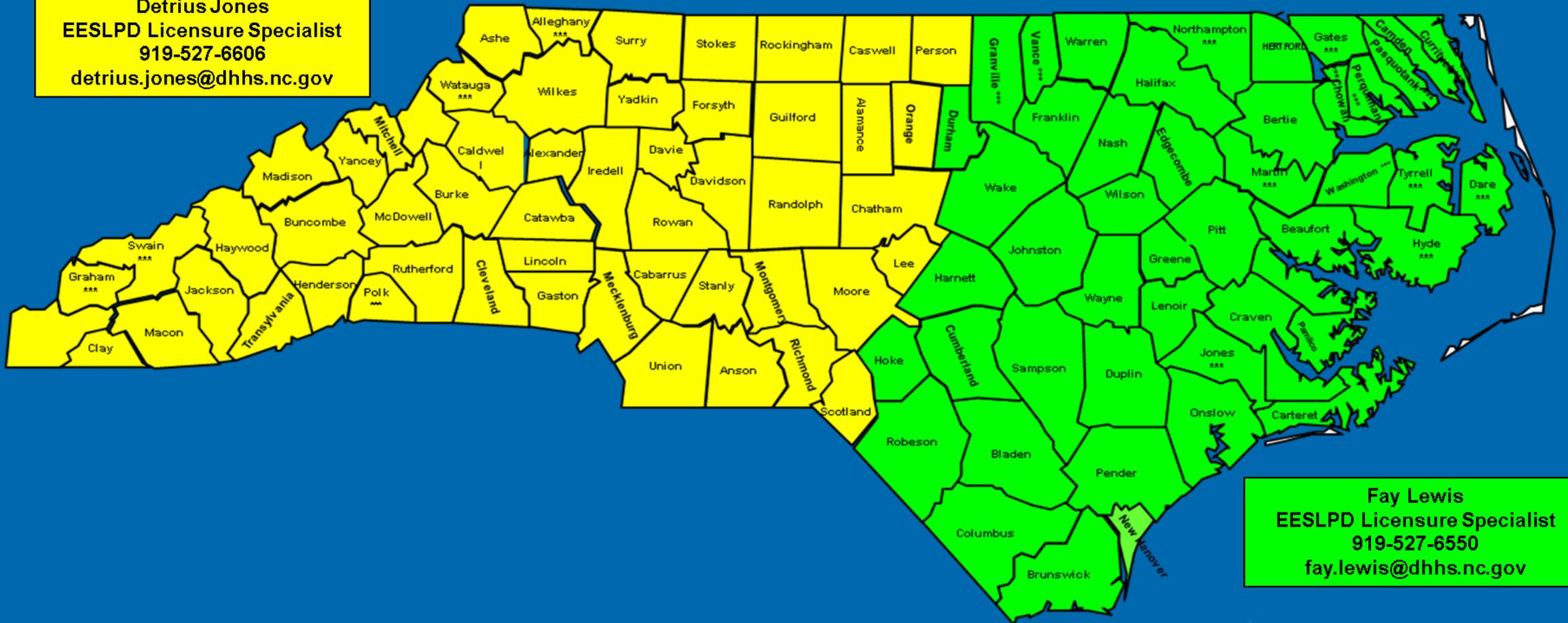
Technical difficulty with the Online Licensure System, contact:

- NCDPI at 919-807-3310

Permission was granted by the NC Department of Public Instruction and the original presentation can be retrieved from <http://www.ralc.us/nc-dpi-registration/>.

# DCDEE EARLY EDUCATION BRANCH EARLY EDUCATOR SUPPORT, LICENSURE AND PROFESSIONAL DEVELOPMENT UNIT

**Detrius Jones**  
 EESLPD Licensure Specialist  
 919-527-6606  
 detrius.jones@dhhs.nc.gov



**Fay Lewis**  
 EESLPD Licensure Specialist  
 919-527-6550  
 fay.lewis@dhhs.nc.gov

# Early Educator Support, Licensure and Professional Development Unit

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Proceed to register on the new Online Licensure System and

- affiliate with NC Health and Human Services only if you hold a NC Educator's License
- complete the registration and affiliation process within 48 hours of this presentation, allowing 30 minutes to complete the full process.

Contact your EESLPD Unit Licensure Specialist for assistance before proceeding with any type of licensure action



# Early Educator Support, Licensure and Professional Development Unit

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**This concludes the Online Licensure  
System presentation**