


What the Individual Educator Will See for Renewals

Public Schools of North Carolina

Logged in as *Carroll, Christa*[Edit Login Information](#) | [Logoff](#) | [Contact Us](#)

Quick Start Menu

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

Select the Show Details button on the right to view your existing license information.

License Information
License Number: #672067
License Type: Educator

Show Details

Action Required!

Educator #672067Renew LicenseSelect

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

Educator #672067Select Application▼Select

View Application Status

Department of Public Instruction - Renew LicenseStatus: OpenView/ Edit AppPrint

Additional Activities

Add Licenses To RegistrationSelect

Share License details with a School System or RALCSelect

DPI Requested Attachments: Upload a DocumentSelect

Related LinksSelect

Individual Educator – Work Authorization

The screenshot shows the 'Renew License - Work Authorization' page. On the left is a sidebar with a menu: Introduction, Name and Personal Details, Contact Information, Work Authorization (highlighted), Statement of Applicant, Application Attachments, and Summary (pre-fees). The main content area has a header 'Renew License - Work Authorization' with instructions: 'Press "Next" to continue.', 'Press "Back" to return to the previous section.', and 'Press "Cancel" to cancel this application and return to the main menu.' Below this is a green box titled 'Work Authorization' containing the instruction: 'Provide your Work Authorization information. If you are not a US Citizen you must attach proof of valid Work Authorization to your application.' There are three input fields: 'Work Authorization Type:' with a dropdown menu showing 'U.S. Citizen', 'Green Card', 'Specialty Occupation Work Permit (H1B)', 'Exchange Work Permit (J1)', and 'USCIS Employment Authorization Document'; 'Work Authorization Expiration Date:'; and 'Comments:'. At the top of the page, the logo for Public Schools of North Carolina is on the left, and 'Logged in as Carroll, Christa' is in the center, with links for 'Edit Login Information', 'Logoff', and 'Contact Us' on the right.

- If the first time accessing the online system is with an automated process the educator will be required to answer the work authorization questions.
- If U.S. Citizen is selected please do not enter DOB beside Work Authorization Expiration Date.
- If non-U.S. Citizen then the work authorization expiration date does need to be entered and documentation of work authorization will need to be attached under the Application Attachments tab.

Individual Educator – Criminal Conviction / Statement of Applicant

The screenshot shows a web application interface for renewing a license. At the top, it says 'Logged in as Carroll, Christa' and provides links for 'Edit Login Information', 'Logoff', and 'Contact Us'. A left sidebar contains a menu with items: 'Introduction', 'Name and Personal Details', 'Contact Information', 'Work Authorization', 'Statement of Applicant' (which is highlighted), 'Application Attachments', and 'Summary (pre-fees)'. The main content area is titled 'Renew License - Statement of Applicant' and includes instructions: 'Press "Next" to continue.', 'Press "Back" to return to the previous section.', and 'Press "Cancel" to cancel this application and return to the main menu.' Below this is a section titled 'Statement of Applicant' with a green header. It contains two questions, each with a 'Yes' or 'No' radio button and a text area for details if 'Yes' is selected. The first question asks if the applicant has ever had a professional certificate or license revoked or suspended by any state or other governing body. The second question asks if the applicant has ever been charged or convicted of a crime (excluding minor traffic violations), with a note that any DUI/DWI charges or convictions must be reported. At the bottom right of the form are three buttons: 'Back', 'Next', and 'Cancel'.

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Renew License - Statement of Applicant

Press "Next" to continue.
Press "Back" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Statement of Applicant

You must complete both of the below Statement of Applicant questions. If you have already provided this information to DPI it does not need to be resubmitted. Please indicate this in the comment box.

Please ensure that you have reviewed all of the information in this application prior to submission.

Have you ever had a professional certificate or license revoked or suspended by any state or other governing body? ☐ Yes ☐ No

If yes, you must provide a statement giving full details and attach official documentation of the action taken.

Have you ever been charged or convicted of a crime (excluding minor traffic violations)? Note: Any DUI/DWI charges or convictions must be reported. ☐ Yes ☐ No

If yes, you must provide an explanation of the incident(s) and attach court documents that indicate judgment and disposition of the case from the court of conviction.

[Back](#) [Next](#) [Cancel](#)

- The online Statement of Applicant replaces the Criminal Conviction letters that were previously posted on LicSal for the LEA to print and have the educators sign.
- If "Yes" to either question, the application will be automatically routed to SBE Legal for review.

Individual Educator – Attachments with Statement of Applicant or Non U.S. Citizen Work Authorization

The screenshot shows the 'Public Schools of North Carolina' application portal. The user is logged in as 'Carroll, Christa'. The left sidebar contains a navigation menu with the following items: Introduction, Name and Personal Details, Contact Information, Work Authorization, Statement of Applicant, Application Attachments (highlighted), and Summary (pre-fees). The main content area is titled 'Renew License - Application Attachments'. It contains the following text: 'Select the Attachment Type that you want to add from the Attachment List. Please be advised, uploaded attachments are stored for 10 days. If you do not submit your application within 10 days and your document(s) no longer appear in the list, you will need to upload them again.' Below this, there are instructions: 'Select the "Choose File" button to locate your file. Add notes as needed.', 'Select the "Attach" button to upload the document. Once a file is attached you will have the option to "View" or "Remove" it.', and 'Select the "Next" button when all attachments have been completed.' The 'Attachment List' section shows a dropdown menu with the following options: 'Court Documents (if applicable)', 'NCBOESLPA license (if applicable)', 'Other Document(s)', and 'Work Authorization (if applicable)'. A 'Browse...' button is next to the dropdown. Below the dropdown is a 'Notes:' field. At the bottom, there is a message: 'After making your file selection, click the attach button to attach the file to this application. Click the next button to move to the next page once you have attached all the necessary files.' and four buttons: 'Attach', 'Back', 'Next', and 'Cancel'.

Public Schools of North Carolina

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Renew License - Application Attachments

Select the Attachment Type that you want to add from the Attachment List. Please be advised, uploaded attachments are stored for 10 days. If you do not submit your application within 10 days and your document(s) no longer appear in the list, you will need to upload them again.

Select the "Choose File" button to locate your file. Add notes as needed.

Select the "Attach" button to upload the document. Once a file is attached you will have the option to "View" or "Remove" it.

Select the "Next" button when all attachments have been completed.

* Attachment List:

* File:

Notes:

After making your file selection, click the attach button to attach the file to this application. Click the next button to move to the next page once you have attached all the necessary files.

Attach **Back** **Next** **Cancel**

- Attachments will need to be uploaded if “Yes” is answered for either of the Statement of Applicant questions, or if work authorization documents exist other than U.S. Citizenship.

Individual Educator – Attestation



The screenshot shows the 'Public Schools of North Carolina' website. The user is logged in as 'Carroll, Christa'. The page title is 'Renew License - Attestation'. The left sidebar contains a list of links: 'Introduction', 'Name and Personal Details', 'Contact Information', 'Work Authorization', 'Statement of Applicant', 'Application Attachments', and 'Summary (pre-fees)'. The 'Summary (pre-fees)' link is circled in red. The main content area contains the following text:

Renew License - Attestation

Please ensure you have reviewed all the information contained in this application prior to submission.

Press "Previous" to return to the previous section.

Press "Next" to continue.

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

I certify that the information provided in this application is correct and true. I understand that falsification of any statement or document could result in the revocation of my North Carolina Professional Educators license. By selecting "Yes" and clicking "Next" I attest that I have read and understand this statement.

☐ Yes

☐ No

Buttons: Back, Next, Cancel

- There are no fees for automatic renewals, extensions, or conversions processed online during the automatic renewal window.