

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 [Show Details](#)
License Number: #672067
License Type: Educator

- Action Required!**
 - Educator #672067 Renew License [Select](#)
- Update your License information/ Open a New Application**
 - Educator #672067 [Select](#)
- View Application Status**
 - Department of Public Instruction - Renew License Status: Open [View/ Edit App](#) [Print](#)
- Additional Activities**
 - Add Licenses To Registration [Select](#)
 - Share License details with a School System or RALC [Select](#)
 - DPI Requested Attachments: Upload a Document [Select](#)
 - Related Links [Select](#)

Individual Educator – Work Authorization

Public Schools of North Carolina

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

Renew License - Work Authorization

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

Work Authorization

Provide your Work Authorization information. If you are not a US Citizen you must attach proof of valid Work Authorization to your application.

Work Authorization Type:

Work Authorization Expiration Date:

Comments:

U.S. Citizen
Green Card
Specialty Occupation Work Permit (H1B)
Exchange Work Permit (J1)
USCIS Employment Authorization Document

- 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

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

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

Public Schools of North Carolina

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

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.

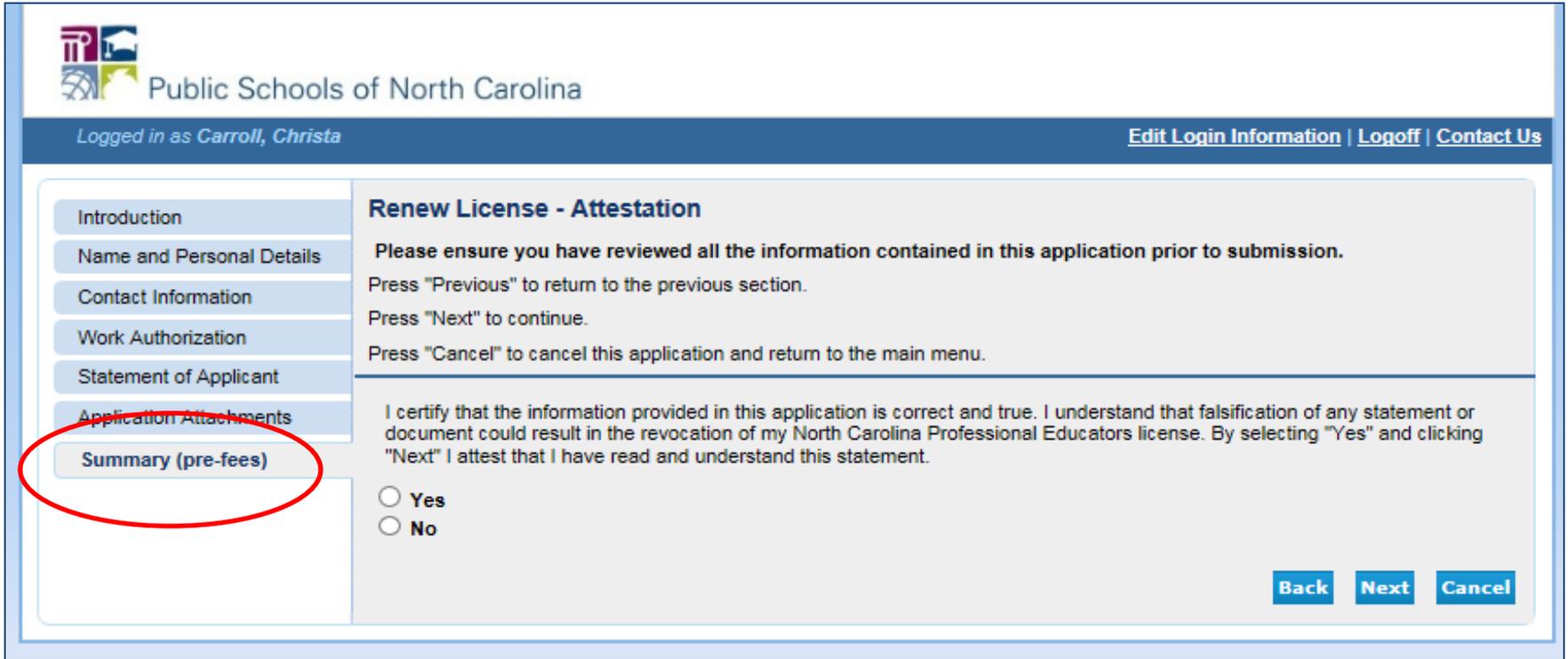
Select the "Next" button when all attachments have been completed.

* 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.

- 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 displays the 'Renew License - Attestation' page for the Public Schools of North Carolina. The user is logged in as 'Carroll, Christa'. The page features a navigation menu on the left with the following items: Introduction, Name and Personal Details, Contact Information, Work Authorization, Statement of Applicant, Application Attachments, and Summary (pre-fees). The 'Summary (pre-fees)' item is circled in red. The main content area is titled 'Renew License - Attestation' and contains the following text: '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.' Below this text is a certification statement: '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.' There are two radio button options: 'Yes' and 'No'. At the bottom right, there are three buttons: 'Back', 'Next', and 'Cancel'.

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