

Spring PANC
Licensure Update
April 4, 2016

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Discussion Items

Automatic Processes

- Renewals
- Conversions
- Extensions

Online System Updates / Exchange of Information

- Things to Remember
- Feedback & Suggestions

Questions/Comments

Processing Automatic Transactions 2016

- The renewal applications will be automatically created in the system at the beginning of the renewal window. The educator will be required to log in to their online account and complete the statement of applicant (criminal history) before the application can be approved by the school system.
- Transactions will be available during the annual renewal cycle, but not before.
- Note that educators with an SP2 license who are due for renewal must be renewed before you can extend a Provisional area.
- Multiple applications can be approved at once. If the educator meets the requirement, the applications will be automatically approved and do not require additional processing by DPI.
- Selecting too many applications to approve at one time may result in delayed system performance.

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

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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](#) | [Logout](#) | [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.

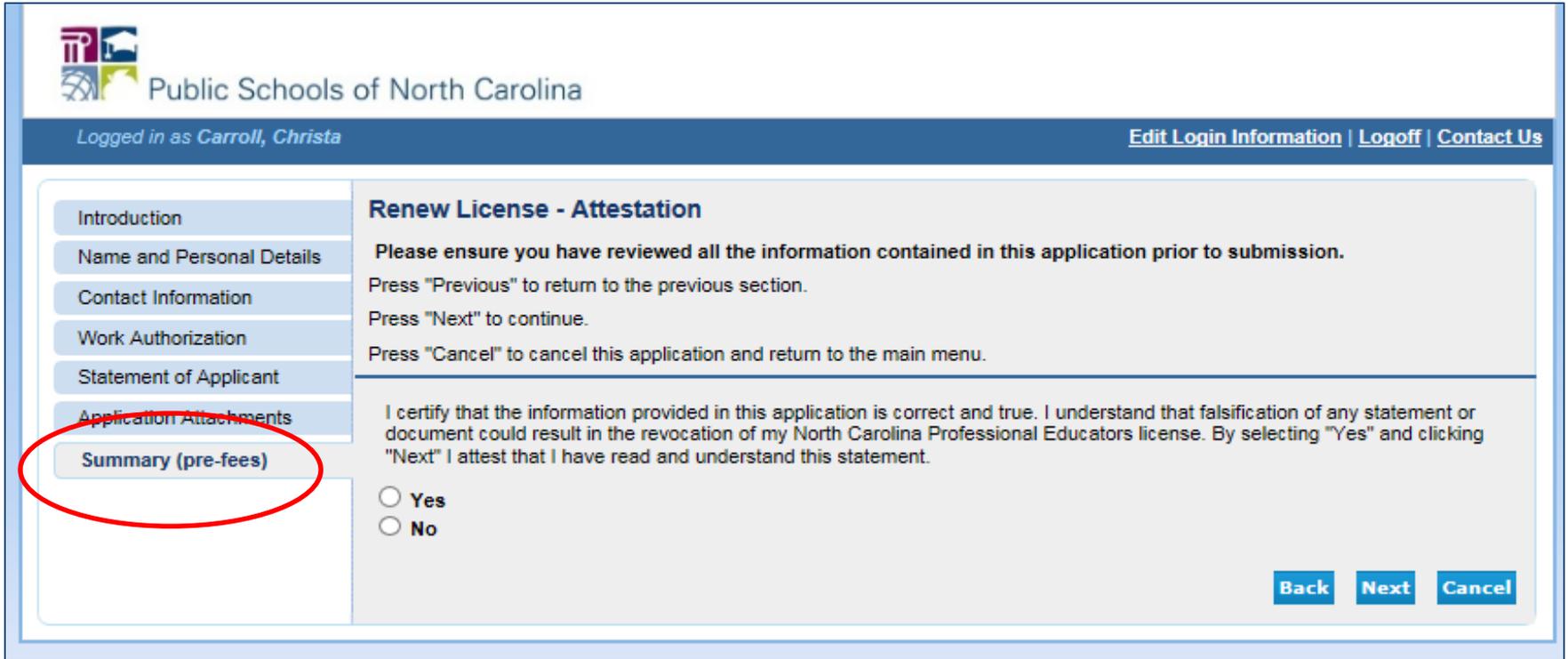
* Attachment List:
* File:
Notes:

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.

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 interface. The user is logged in as 'Carroll, Christa'. The main content area is titled 'Renew License - Attestation'. A sidebar on the left contains a list of menu 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 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 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 buttons labeled '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.

What the LEA Will See for Automated Processes Mid April 2016 through July 2016



Public Schools of North Carolina

Logged in as LEA, Beaufort

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LEA Main Menu

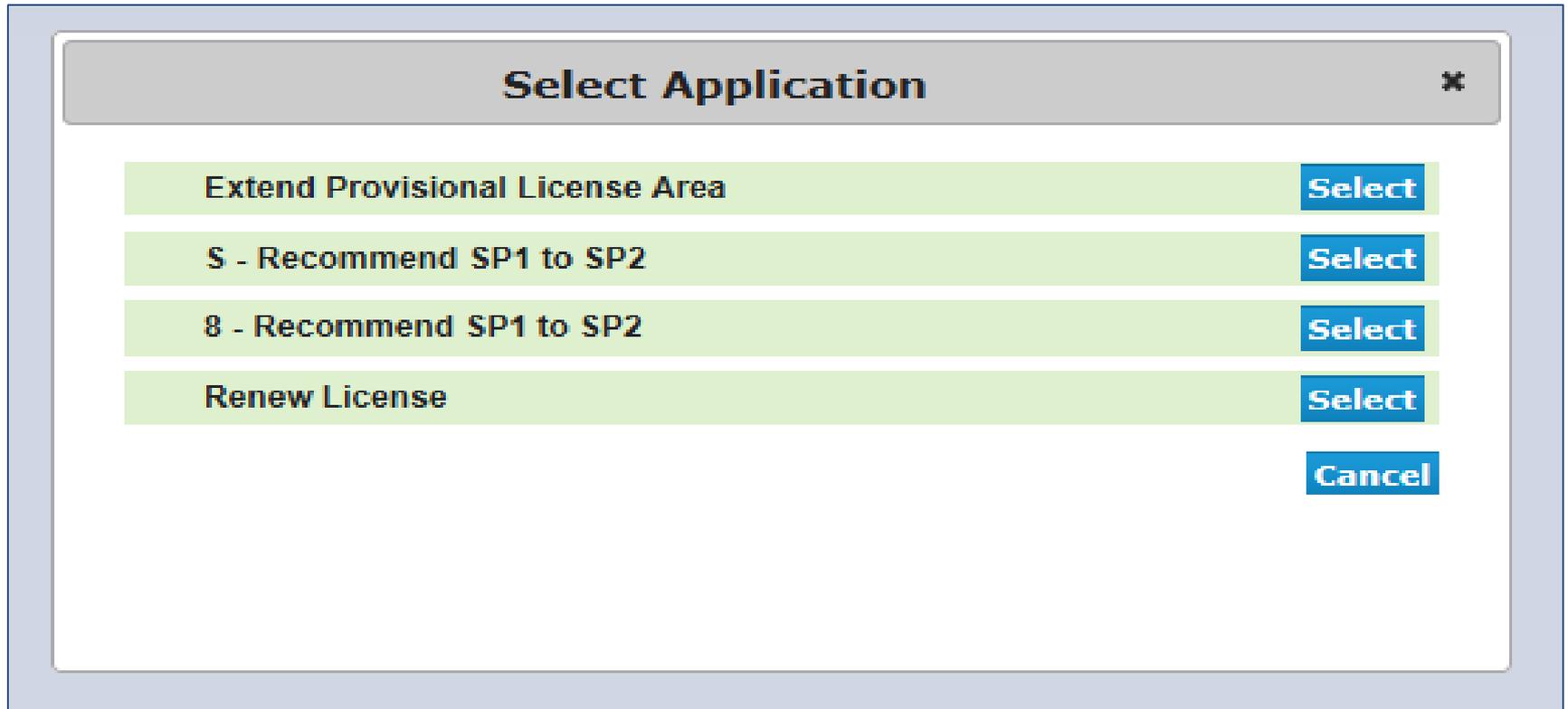
Process Applications

Process General Applications	Select
Process Automated Applications	Select
Application Search	Select

Additional Activities

Search for Educator	Select
Maintain Affiliation	Select
Related Links and Notices	Select

LEA - Automated Processes 2016



- Click the Select button beside the list needed.
- List will load, please wait for list to generate.
- More than one can be processed at once.

LEA – Criminal Conviction / Statement of Applicant

Public Schools of North Carolina

Logged in as LEA, Jane Asheville 111 [Edit Login Information](#) | [Logout](#) | [Contact Us](#)

Automated Process - Renew Educator

Press "Submit" to confirm the recommendation choices.
Press "Cancel" to return to the main menu.
Press "Comment" to write the reason for not recommending the educator.

SSN	Name	License #	Expiration Date	Statement Received	Process
4086	CARROLL, CHRISTA DAWN	672067	06/30/2015	No	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending Comment
4297	LASSITER, CHRISTOPHER ALLEN	791095	06/30/2015	No	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending Comment

Total Records : 2

[Select All](#) [Submit](#) [Cancel](#)

The statement received column indicates if the educator has answered the statement of applicant questions. If the educator has not completed the statement of applicant, you will not be able to process an automated renewal on his or her behalf. The statement received column will indicate “No” and the option to select “Yes” to process the renewal is disabled and grayed out.

LEA – Criminal Conviction / Statement of Applicant

Public Schools of North Carolina

Logged in as *LEA, Jane Asheville 111* [Edit Login Information](#) | [Logoff](#) | [Contact Us](#)

Automated Process - Renew Educator

Press "Submit" to confirm the recommendation choices.
Press "Cancel" to return to the main menu.
Press "Comment" to write the reason for not recommending the educator.

SSN	Name	License #	Expiration Date	Statement Received	Process	
4086	CARROLL, CHRISTA DAWN	672067	06/30/2015	Yes	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending	Comment
4297	LASSITER, CHRISTOPHER ALLEN	791095	06/30/2015	Yes	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending	Comment

Total Records : 2

[Select All](#) [Submit](#) [Cancel](#)

Once the statement of applicant is answered the option to select “Yes” to process the renewal is enabled and statement received column will indicate a “Yes.” You can now proceed with processing the renewals.

LEA – Processing Automatic Renewals

Public Schools of North Carolina

Logged in as LEA, Jane Asheville 111 [Edit Login Information](#) | [Logoff](#) | [Contact Us](#)

Automated Process - Renew Educator

Press "Submit" to confirm the recommendation choices.
Press "Cancel" to return to the main menu.
Press "Comment" to write the reason for not recommending the educator.

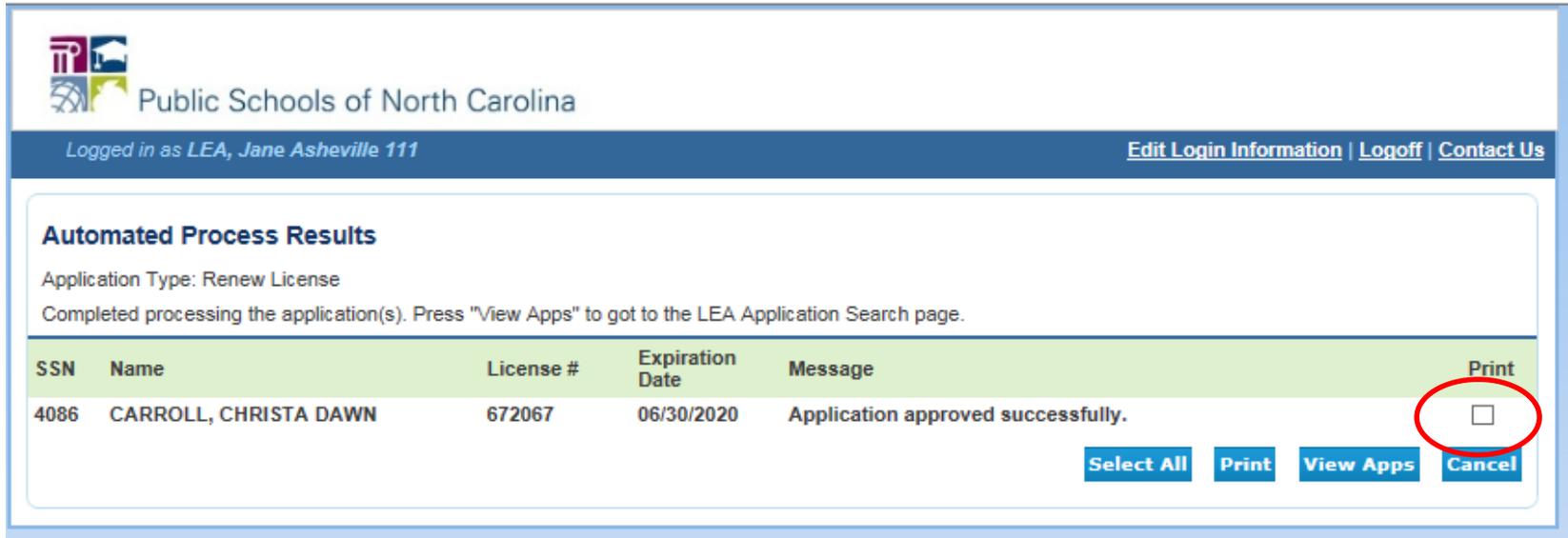
SSN	Name	License #	Expiration Date	Statement Received	Process	
4086	CARROLL, CHRISTA DAWN	672067	06/30/2015	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending	Comment
4297	LASSITER, CHRISTOPHER ALLEN	791095	06/30/2015	Yes	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending	Comment

Total Records : 2

[Select All](#) [Submit](#) [Cancel](#)

- Select “Yes” to automatically renew
- Select “No” to deny renewal – Only use if definitely not eligible for renewal
- Select “Pending” if waiting for renewal criteria

LEA – Approved Automatic Renewals



The screenshot displays the 'Automated Process Results' page for the Public Schools of North Carolina. The user is logged in as 'LEA, Jane Asheville 111'. The page shows the application type as 'Renew License' and a message indicating that the application was processed successfully. A table lists the results for one educator, Christa Dawn Carroll, with SSN 4086, License # 672067, and an expiration date of 06/30/2020. A 'Print' button is visible next to the educator's name, and a checkbox is located below it, which is circled in red. At the bottom of the table, there are buttons for 'Select All', 'Print', 'View Apps', and 'Cancel'.

Public Schools of North Carolina

Logged in as *LEA, Jane Asheville 111* [Edit Login Information](#) | [Logoff](#) | [Contact Us](#)

Automated Process Results

Application Type: Renew License
Completed processing the application(s). Press "View Apps" to go to the LEA Application Search page.

SSN	Name	License #	Expiration Date	Message	Print
4086	CARROLL, CHRISTA DAWN	672067	06/30/2020	Application approved successfully.	<input type="checkbox"/>

[Select All](#) [Print](#) [View Apps](#) [Cancel](#)

- Selecting “Yes” to renew will automatically renew the educators license
- A message is displayed by each educator indicating the action taken on the license
- Check the box under the print box to print the license
- You can select the box for multiple educators. (Note: printing too many license at once may impact system performance.)

LEA – Non-Renewals

Public Schools of North Carolina

Logged in as LEA, Jane Asheville 111 [Edit Login Information](#) | [Logoff](#) | [Contact Us](#)

Automated Process - Renew Educator

Press "Submit" to confirm the recommendation choices.
Press "Cancel" to return to the main menu.
Press "Comment" to write the reason for not recommending the educator.

SSN	Name	License #	Expiration Date	Statement Received	Process	
4297	LASSITER, CHRISTOPHER ALLEN	791095	06/30/2015	Yes	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Pending	Comment

Total Records : 1

[Select All](#) [Submit](#) [Cancel](#)

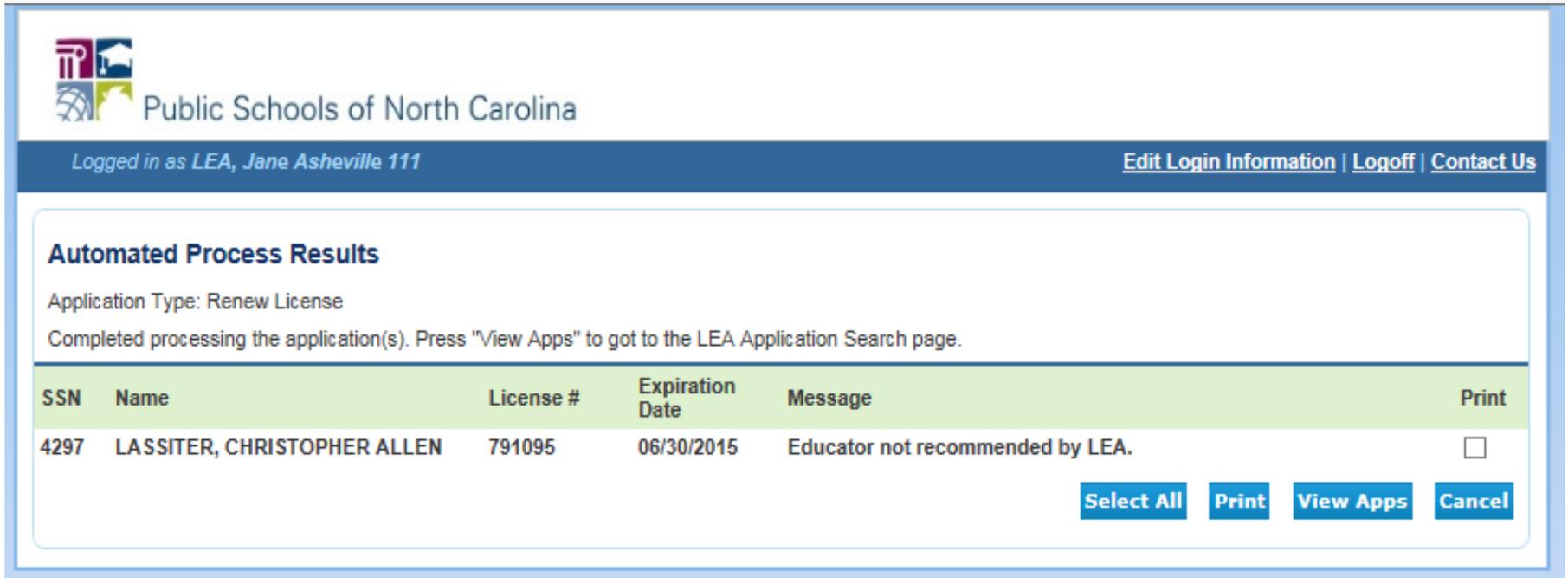
- Selecting “No” will require the LEA to enter a reason for the denial
- Only select “No” when you are completely certain that the educator does not meet the renewal requirements

LEA – Non-Renewal Comments

The screenshot shows a web interface for the Public Schools of North Carolina. At the top left is the logo and the text "Public Schools of North Carolina". Below this, a dark blue navigation bar contains the text "Logged in as LEA, Jane Asheville 111" on the left and "Edit Login Information | Logoff | Contact Us" on the right. The main content area is titled "Comment" and includes instructions: "Press 'Save' to save your comment." and "Press 'Cancel' to return to the previous screen without saving your changes." Below the instructions is a form field labeled "Reason for Denial:" which is circled in red. An arrow points from the circle to a large, empty text input box. At the bottom right of the form are two buttons: "Save" and "Cancel".

- Comments of why the renewal is rejected are required

LEA – Processed Renewal Lists



The screenshot displays the Public Schools of North Carolina website interface. At the top left is the logo for Public Schools of North Carolina. Below the logo, the text "Public Schools of North Carolina" is visible. A dark blue navigation bar contains the text "Logged in as LEA, Jane Asheville 111" on the left and links for "Edit Login Information", "Logoff", and "Contact Us" on the right. The main content area is titled "Automated Process Results" and shows "Application Type: Renew License". Below this, a message states: "Completed processing the application(s). Press 'View Apps' to get to the LEA Application Search page." A table with a light green header and one data row is shown. The table columns are SSN, Name, License #, Expiration Date, Message, and Print. The data row contains: 4297, LASSITER, CHRISTOPHER ALLEN, 791095, 06/30/2015, Educator not recommended by LEA., and a checkbox. Below the table are four buttons: "Select All", "Print", "View Apps", and "Cancel".

Automated Process Results

Application Type: Renew License

Completed processing the application(s). Press "View Apps" to get to the LEA Application Search page.

SSN	Name	License #	Expiration Date	Message	Print
4297	LASSITER, CHRISTOPHER ALLEN	791095	06/30/2015	Educator not recommended by LEA.	<input type="checkbox"/>

[Select All](#) [Print](#) [View Apps](#) [Cancel](#)

- Educators are removed from the renewal list once a “Yes” or “No” selection has been made and submitted

LEA – Renewals for “Yes” on Statement of Applicant

Public Schools of North Carolina

Logged in as *Lea, Joe Wake 920* [Edit Login Information](#) | [Logoff](#) | [Contact Us](#)

Automated Process Results

Application Type: Renew License
Completed processing the application(s). Press "View Apps" to get to the LEA Application Search page.

SSN	Name	License #	Expiration Date	Message	Print
6809	WALL, STEPHANIE LOUISE	923636	06/30/2015	Educator indicated yes on one or both of the Statement of Applicant questions, the renewal request is being routed to DPI for legal review.	<input type="checkbox"/>

[Select All](#) [Print](#) [View Apps](#) [Cancel](#)

- If the educator has answered “Yes” to one or both of the statement of applicant questions, once the LEA selects “Yes” to renewal, the above message is displayed.
- Click on View Apps to see which question the educator answered “Yes” to and to see the details and attachments related to the statement of applicant questions.

LEA - Extensions and Conversions

The screenshot shows a dialog box titled "Select Application" with a close button (x) in the top right corner. It contains four rows, each with a text label and a "Select" button. The third row, "8 - Recommend SP1 to SP2", has its "Select" button highlighted with a red rectangular box. Below the rows is a "Cancel" button.

Application	Action
Extend Provisional License Area	Select
S - Recommend SP1 to SP2	Select
8 - Recommend SP1 to SP2	Select
Renew Educator	Select

Cancel

- Select one of the following extensions or conversions:
 - Extend Provisionals
 - S to 0 Conversions – Recommend SP1 to SP2
 - 8 to 0 Conversions – Recommend SP1 to SP2
- Please wait for full list to generate.
- If multiple educators are on the list, more than one can be processed at once.

LEA – Processing Extension and Conversion Lists



Public Schools of North Carolina

Logged in as LEA, Beaufort

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Automated Process - Recommend SP1(8) to SP2

Press "Submit" to confirm the recommendation choices.

Press "Cancel" to return to the main menu.

Press "Comment" to write the reason for not recommending the educator.

SSN	Name	License #	Expiration Date	Process	
3823	DOSS, MAEGAN ELIZABETH	1155913	06/30/2015	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending	Comment
3784	DULANY, DANIEL	1156150	06/30/2015	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending	Comment
9615	HARBIN, VANESSA	1152136	06/30/2015	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending	Comment
1887	HARRINGTON, KISHA	1160250	06/30/2015	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending	Comment
1250	HARRIS, DE SIREE DIZON	1148617	06/30/2015	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending	Comment

Total Records : 25

[Previous](#) [Next](#) [Select All](#) [Submit](#) [Cancel](#)

- Select the educator(s) from the list and click submit.

LEA – Processing Extension and Conversion Lists



Public Schools of North Carolina

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

Automated Process Results

Application Type: Recommend SP1 to SP2
Completed processing the application(s). Press "View Apps" to get to the LEA Application Search page.

SSN	Name	License #	Expiration Date	Message	Print
3784	DULANY, DANIEL	1156150	06/30/2015	Application approved successfully.	<input type="checkbox"/>

[Select All](#) [Print](#) [View Apps](#) [Cancel](#)

Online System Updates / Exchange of Information

Things to Remember
Feedback and Suggestions

Questions / Comments

Changes to Renewal Credits

SB 402, Section 9.3(f) states, “For teachers who are in their fourth or fifth year of their current five-year license renewal cycle, the changes required by G.S. 115C-296(b)(1)b., as enacted by subsections (b) and (c) of this section, shall apply beginning with the first year of their next five-year license renewal cycle.”

License Expiration Date

5th Year – June 30, 2014

4th Year – June 30, 2015

Everyone – June 30, 2016

Renewal Requirements

7.5 with Current Breakdown

7.5 with Current Breakdown

K – 8 Teachers – 8.0

- 3 – Content
- 3 - Literacy
- 2 - General*

All other Educators

- 3 – Content
- 5 - General*

*The General credit breakdown is subject to change based on N.C. State Board of Education policy.