

## How to #1 - Onboarding with the online system

LICENSURE

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FORMS


FREQUENTLY ASKED QUESTIONS

PROFESSIONAL EDUCATOR'S LICENSURE

The Licensure Section is responsible for examining credentials and issuing professional educator's licenses that qualify individuals to seek employment as teachers, administrators and other special service personnel in North Carolina public schools. All professional employees of public schools must hold a professional educator's license for the subject or grade level they teach or for the professional education assignment that they hold.

Whether you are looking forward to your first educator position or are re-entering education after an absence, your steps to obtaining a professional educator's license are easy and convenient.

Depending on the time of year, the professional educator's licensure process may be approximately six weeks. Late spring and early summer are typically when the most professional educator's license applications are submitted.




NEW ONLINE SYSTEM

Beginning August 1, 2015 new and existing professional educators will be able to apply for and update their North Carolina licenses online. Instructions and more information are available within the online licensure system.

Go to the new [NCDPI Online Licensure System](https://vo.licensure.ncpublicschools.gov)

NCDPI Online Licensure System: <https://vo.licensure.ncpublicschools.gov>

Public Schools of North Carolina

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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](#)

W3C XHTML 1.0

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### 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:

\* 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:

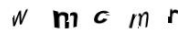
Select a predefined question:

Or write your own question:

\* Secret Answer:

#### Security Measures (This helps to prevent automated registrations.)

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



[Refresh](#)

Once you have entered the code, hit the "NEXT" button



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



### 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](#)

To: **first.last**  
From: **tor\_noreply@irondata.com**  
Subject: **NEW USER ACCOUNT**  
Received: **Thu Aug 06 2015 11:05:13 GMT-0400 (Eastern Daylight Time)**

Original Forward Delete

This email has been filtered to help protect you against malicious content. This may affect the email's appearance. If this email was sent by a trusted source, you can [Remove Safety Filter](#)

Check Any Inbox!

Go!

First,  
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: FIRSTLASTNAME01  
PASSWORD: SgddMdd9

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



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### NCDPI Online Licensure System

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#### General Public

[Verify a License](#)

#### Educator and School System Sign-in

\* User ID:

\* Password:

Use temporary password provided in the email received.

[Log On](#)

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

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

Educator Registration: Click Below to Create a New Online Account

[NCDPI Registration](#)



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Logged in as Last, First

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

### 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:

[Save](#)





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Step1: Do you have a  
have an  
existing Licens  
License / Application?

Step2: Provide Identifying  
Information  
Welcome to DPI OnlineQuickStart  
By answering a few simple questions we'll help you to get started

Step3: Confirm Information


**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.

Select "Yes" if you have an  
existing or expired license

☐ Yes  
☐ No

Select "No" if this is the first time requesting a license.  
Do not select no if you have submitted a paper application

[Next](#)



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Step1: Do you have a  
have an  
existing Licens  
License?

Step2: Provide Identifying  
Information  
Help us to find your records

Step3: Confirm Information

**Step 2**

If you have changed your name since you were licensed, your records could be under a previous name.

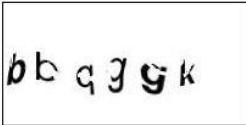
\* Required Information

License Type:  
\* Last Name:  
\* SSN:  
\* Date Of Birth:

Professional Educator's Licens  
  
 Last 4 digits of SSN **Please enter the SSN in the correct format**  
 (mm/dd/yyyy)


**Security Measures** (This helps to prevent automated registrations.)

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



[Refresh](#)

Captcha Image



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

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

Step1: Do you have a [have an existing License?](#) Step2: Provide Identifying Information Step3: Confirm Information

**Good News! We have located your information**

**Step 3**  
Please confirm your license credentials

Individual Reference Number: 736039  
Name: Last Name, First Name

License Type	License Number
- Select One:	
<input type="radio"/> I confirm this is my information <input type="radio"/> No, this is not my license information	

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

### **FAQ's – Can't verify your information on Step 3**

#### **Error Message: SSN is not recognized**

- Ensure that the data the educator is typing in is identical to the information found in VR. Log into VR and do a search in the license module to verify the following data.
  - For Last Name
  - For SSN – last 4 digits only
  - Date of birth – correct format

#### **Error Message: There are multiple listening for your SSN – call Licensure**

- Possible Cause – One Entity with 2 SSN's, one being incorrect.
- Do and Entity search on the
  - Partial SSN ( use % for wildcard ) and Date of Birth
  - Name