

## 2023 License Renewal Instructions

1. Login to online licensure system: <https://vo.licensure.ncpublicschools.gov/>
2. If you have not already registered and created an account for the online licensure system, click bottom left of screen to register. If you have already created an account, login on right side of screen.
3. Under Quick Start Menu screen, look for Action Required (Renew License) and click "Select".
4. Review information listed under Renew License – Introduction page.
5. Review and update contact information on Renew License – Contact Information page, then click "Next".
6. Review information under Renew License – Work Authorization page, then click "Next".
7. Answer two questions under Statement of Applicant, then click "Next".
8. Review information under Renew License – Attestation page, then click "Next".
9. Pay \$35.00 licensure fee via credit card using online licensure system.

The screenshot shows the NCDPI Online Licensure System interface. At the top, it says "NCDPI Online Licensure System" and provides a welcome message. Below this, there are two main sections: "General Public" and "Educator and School System Sign-in". The "General Public" section has a link for "Verify a License". The "Educator and School System Sign-in" section has fields for "User ID" and "Password", a "Log On" button, and links for "Forgot your password? Click here." and "Forgot User ID? Click here.". A green banner at the bottom left says "Educator Registration: Click Below to Create a New Online Account" with a link for "NCDPI Registration".

**If you have not already created an account, click here to complete registration.**

**If you have already registered and created an account for the online licensure system, login here.**

# 2023 License Renewal Instructions

Click "Select" under Action Required.

## Quick Start Menu

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  
License Number:  
License Type

## Action Required!

Educator [REDACTED] Renew License **Select**

### Introduction

## Renew License - Introduction

### Name and Personal Details

**Fees:** Note that there will be changes to the licensure fee structure starting January 1, 2017. For new applications opened on or after January 1, 2017 the new fees will apply.

### Contact Information

Press "Next" to continue.

### Work Authorization

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

### Statement of Applicant

Use this application to renew your Standard Professional 2 educator's license.

### Application Attachments

North Carolina Standard Professional 2 educator's licenses must be renewed every five years. The window of time for annual renewal is May 1st through June 30th of the year that a license expires.

### Summary (pre-fees)

#### Instructions:

1. Complete the on-line "Statement of Applicant" questions and provide additional application information if required.
2. If you are employed in the North Carolina Public School system your personnel administrator will verify evidence of renewal credits after you have answered the Statement of Applicant in the online application. This is the only step required by you.
3. If you are not currently employed in the North Carolina Public School system you will need to complete the renewal application yourself by submitting credits in the online system, answering the Statement of Applicant section and paying the nonrefundable processing fee.

#### Notes:

- Your application will only be reviewed by a licensure specialist once you have submitted the above, completed the online "Statement of Applicant" questions, and submitted full payment of fees.
- Your account screen will time out after 15 minutes of inactivity. If you are unable to complete your application in one sitting click cancel to exit the application and save your work.
- Applications that have been created but not completed will expire after 30 days.

**Next** **Cancel**

Read instructions for renewing license.

## 2023 License Renewal Instructions

Review and update contact information as needed.

**Renew License - Contact Information**

Provide current address and contact information. Use a permanent personal email address.

☐ Main Address

Street Number:

\* Address:

Zip Code:

City:

\* State:

County:

Country:

\* Phone Number:  (999-999-9999)

Extension:

\* E-mail:

Maiden Name

Other Info

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

Click "Next" once updates completed.

## 2023 License Renewal Instructions

### 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:  (mm/dd/yyyy)

Comments:

Back

Next

Cancel

If US Citizen, select "US Citizen" from drop down menu. Then click "Next". If not US Citizen, select appropriate option.

# 2023 License Renewal Instructions

## 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 allegations of professional misconduct or 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.

Answer two Statement of Applicant questions and then click "Next".

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

## 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

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

Review Attestation statement and answer with Yes or No. Then click "Next".

# 2023 License Renewal Instructions

## Fee and Summary Report

The application data has been submitted. Click on "View PDF Summary Report" to print this report for your records. The PDF Summary Report will be opened in a new browser tab.

The amount below must be paid by the Educator for the application to be reviewed by a licensure specialist. By submitting payment the applicant acknowledges that all payments are non-refundable and non-transferable.

Please ensure that all information and documents are included in the application prior to paying.

**Note to Educator:** Once payment is submitted, the applications are no longer editable. If you wish to submit another application before payment, please click "Add to Cart".

Fees	
Renew License fee:	\$35.00
Total Amount Due:	\$35.00

### Any Deficiencies are listed below:

1. Payment has not been completed

[Pay Now](#) [Add to Cart](#) [View PDF Summary Report](#)



Read instructions for licensure fee. **Licensure fee to renew license is \$35.00.** Then click "Pay Now". Requires paying with credit card.

## Online Application Payment Success

Press "Main Menu" to return to the main menu.

Press "View PDF Summary" and print this page for your records using the print function of your browser.

Amount Paid:	\$35.00
Authorization Number:	[REDACTED]
Trace Number:	[REDACTED]

Application Number	Description	Applicant Name	Fee
[REDACTED]	Renew License	[REDACTED]	\$35.00

[Next](#) [View PDF Summary Report](#)



Confirmation of licensure fee paid will display and you can save for your records if needed.