Beginning August 1, 2015, new reciprocal professional educators & returning SP2 license holders will have 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   Keep the link to the below screen as an Icon on your desktop or in your Explorer Favorites.
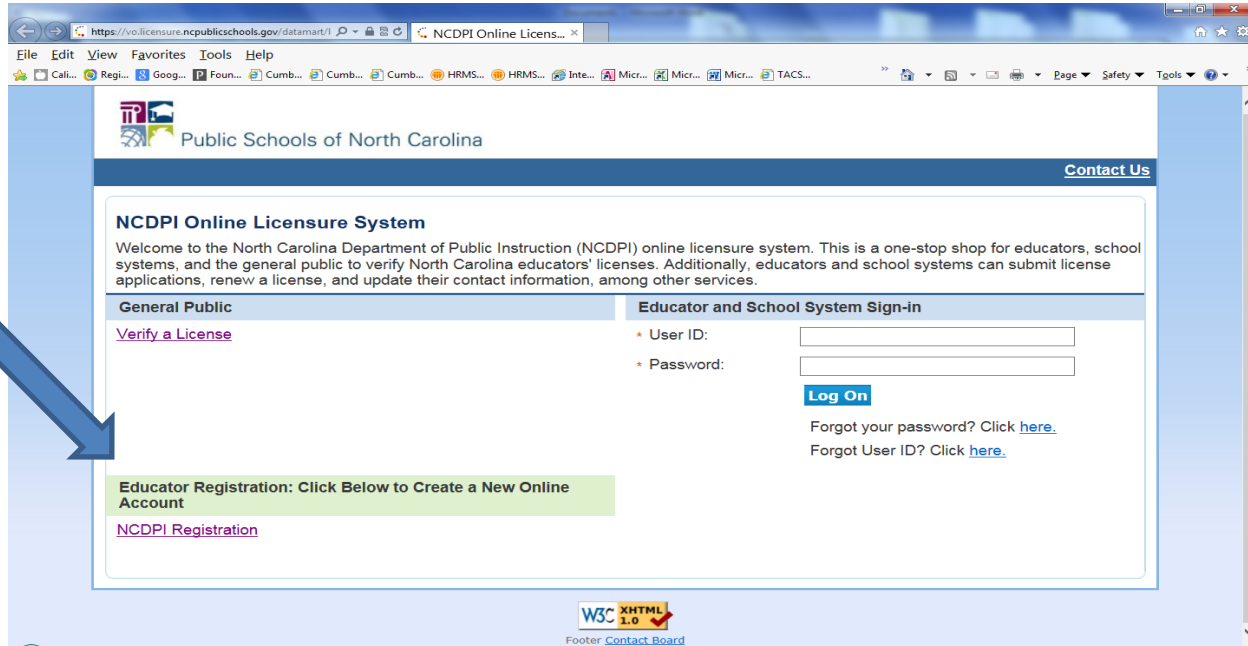
 Must use Internet Explorer   (not Chrome, Firefox, etc.)

1. **Create a New Online Account** using a **permanent personal email address.** (Do not use a school or business email as these will not travel with you once employment is ended.)

2. Educator will enter & submit their unique account information. After submitting this info, the educator will receive an email from DPI with a User ID & a temporary password.   Write them down where you won't lose it.

3. **Affiliate with: Cumberland County Schools**   (which allows CCS access to your license & application status)

4. On first login you will need to change your password. After changing the password, the educator will see the onboarding screen which will guide you through the process of applying for a North Carolina educator license.

READ everything on the page!!! Follow every step. Make sure to click the appropriate box at the bottom right of the page to move to the next screen.

5. **Scan all required attachments** before you start the actual application process as it will time out after 15 minutes or less if you pause. Scan each transcript as a separate document. The limit on the file (attachment) size is 2 MB per attachment. The recommendation is that the docs be converted to pdf which offer more compression.

What documents do I need to apply for the NC license?

- **Official transcripts** for each degree and any coursework you have completed not listed (with letter grades) on your transcript (community college or post-degree credits.)
- **Test Scores** or Form OS-HQ: state approved test scores (legible, unaltered copies) for NC or other states that granted you a license/certificate.
- **Licenses/Certificates** from other states: copy of the front & back with the code key (clear and legible)
- **Form V** (verification of completion of an approved Teacher Education Program): required if you have a graduate degree in education or if there may be any questions about the areas listed on your **out-of-state** licenses or certificates. This needs to be completed by the Licensure Officer or Dean of Education at the university where the approved education program was completed OR   the university where a Licensure Only Program was completed.
- **Form E** (verification of K-12 Teaching experience) one form completed by each former employer (no substitute teaching)
- **Form CE** (verification of College educator experience)

- **International Verification & Translation:** if you have earned a teaching degree from another country based on completion of a bachelor's degree or higher. The transcripts must be evaluated for U.S. equivalency with a course-by-course evaluation and translation by a professional education evaluation agency such as IEE, Inc., Charlotte, NC, www.foreigntranscripts.com **plus** provide a copy of current work authorization visa or permanent resident card.
- **Reciprocity:** out-of-state education programs are considered to be equivalent to North Carolina's standards and guidelines for approved educator programs. Licenses based on testing alone are not reciprocal.
- **Forms V, E, and CE** are located & available for download & printing: CCS, Human Resources Dept., Licensure
- **Official CEU file** signed & dated by authorizing school system if you are self-renewing your 5-year license.

6. Quick Start Menu – Step 1. Do you have an existing License? *They mean a North Carolina educator license*

> License Information **Show Details**; on the next screen, you can click to print a copy of your license (no fee)

> Additional Activities – Share License details with school system or Fayetteville RALC

> License # are now a random number assigned by the computer. Your SS number is not part of your license # any longer.
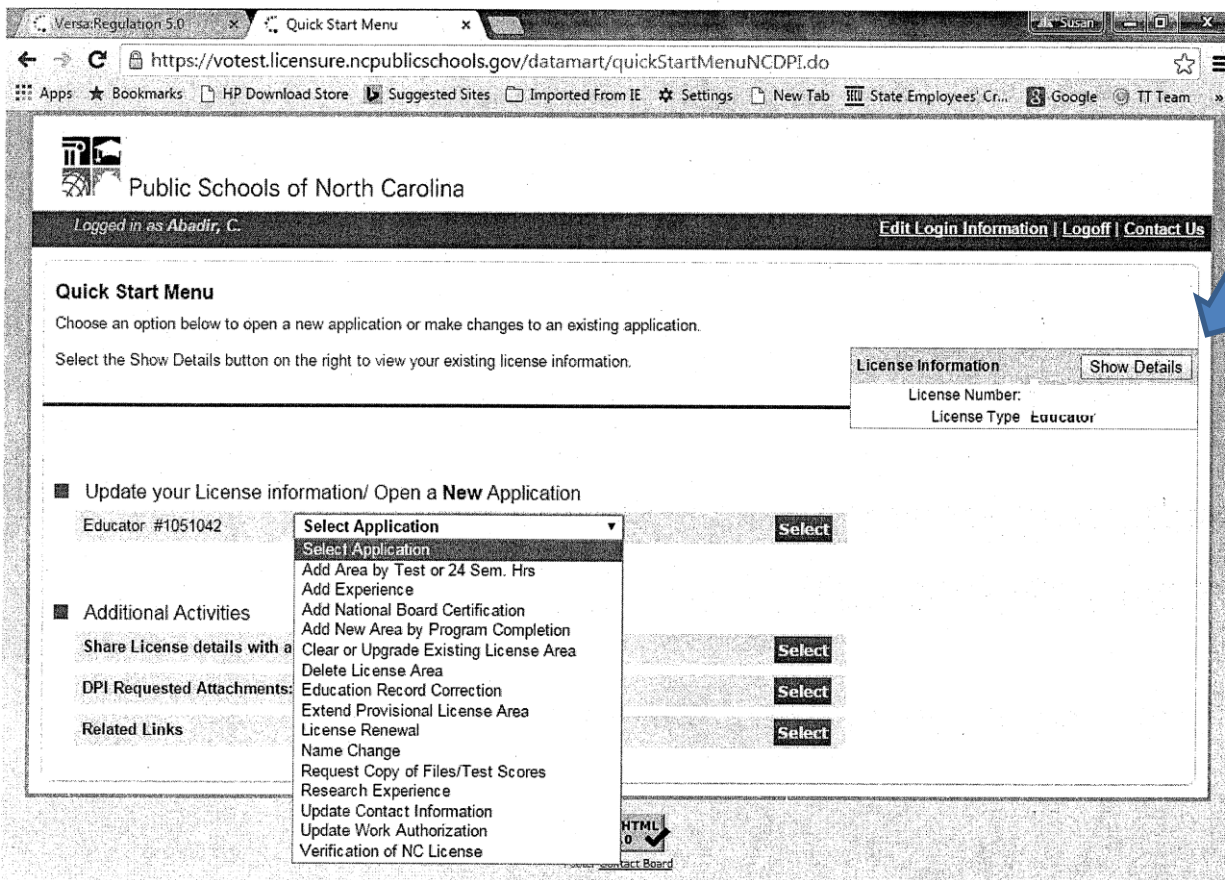
ALL documents must be attached at the time of application + the fee paid (*payable with a MasterCard or Visa debit or credit card).*

$85.00 for out-of-state licensed applicants; $55.00 for current NC applicants who are updating a license

Please email CCS Licensure: suzannes@ccs.k12.nc.us or jenniferpons@ccs.k12.nc.us to let us know the date you self-submitted to DPI for your license.

Please send us legible copies of all documents so we may add them to your personnel file.

Also if you have questions, please don't hesitate to email or call: 678-2349 or 678-2639