

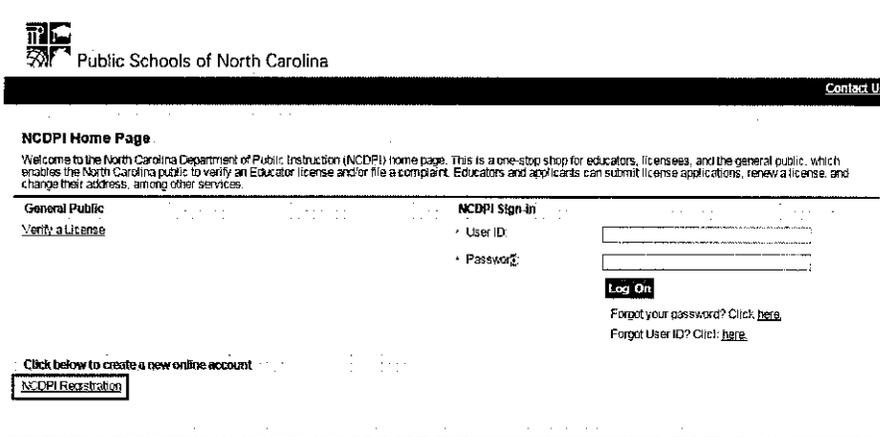
Educator Access to the NC DPI Online Licensure System

This provides an overview of how the educator will register, access an application that a school system has created, and the other functionality that is available.

Existing license holders should be encouraged to register and access their online account and update their contact information.

Note: If you have applied for an initial alternative license for an educator they will be automatically registered and a password emailed to them. They should not manually register.

1. The educator will select the NCDPI Registration link on the log in page.



2. The educator will enter and submit their unique account information. After submitting this information, the educator will receive an email with a temporary password. On first login they will need to change their password.

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 6 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:
- Second 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):

C X 2 K Y

3. After changing their password, the educator will see the onboarding screen, which will guide them through the process of adding their license to their online account.

Welcome to DPI Online QuickStart

By answering a few simple questions we'll help you to get started.

Instructions

Have you **ever** 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.

Yes No

 Public Schools of North Carolina

Logged in as *Two, Demarist* [Edit Login Information](#) | [Logout](#) | [Contact Us](#)

Step1: Do you have an existing License? Step2: Provide Identifying Information Step3: Confirm Information

Step 2
Help us to find your records

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

Security MEASURES (This helps to prevent automated registrations.)

- Type the characters from the picture below (without spaces).

Professional Educator's Licenses

Last 4 digits of SSN

(mm/dd/yyyy)

h 9 v k v x Refresh

Click to Refresh Image

 Public Schools of North Carolina

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Step1: Do you have an existing License? Step2: Provide Identifying Information Step3: Confirm Information

Step 3
Good News! We have located your information

Please confirm your license credentials

Individual Reference Number: 515879
Name: ARNOLD, TRACY LYNN JORDAN

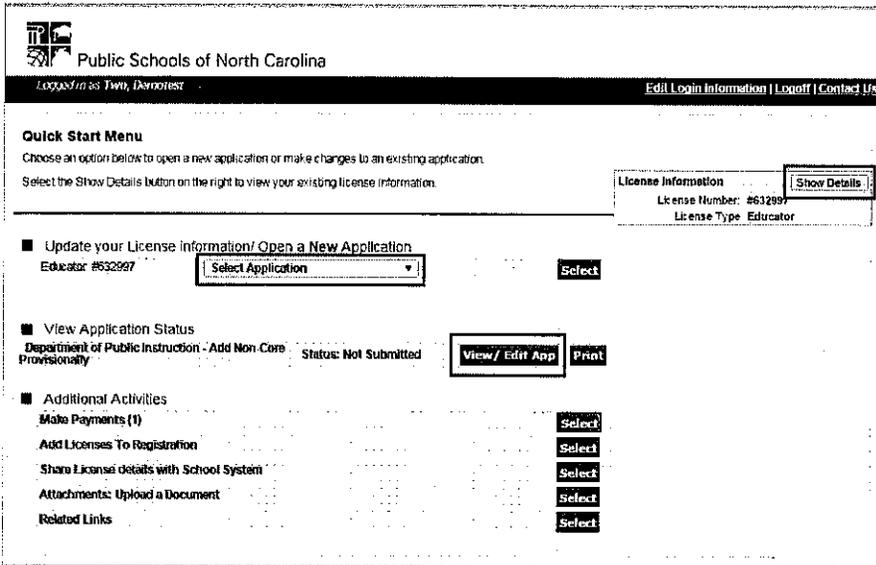
License Type: Professional Educator's Licenses License Number: 632997

Select One:

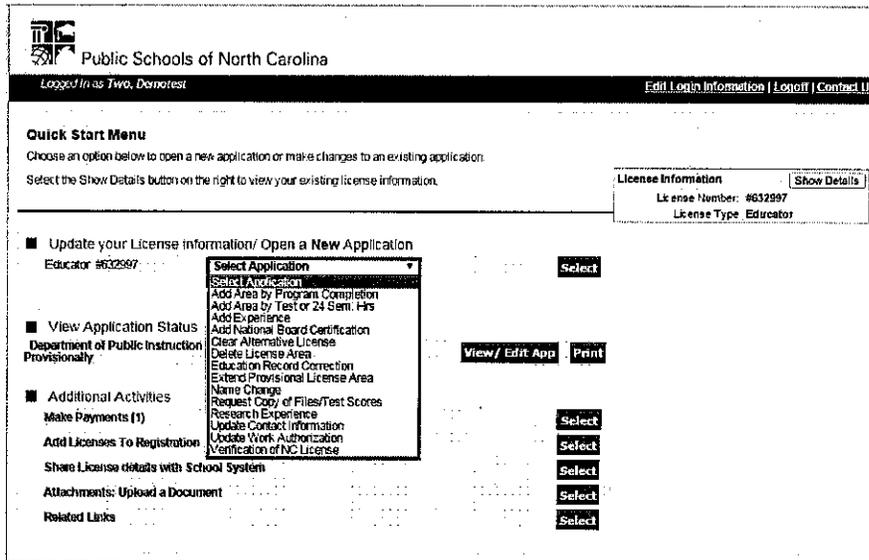
Yes, confirm this is my information
 No, this is not my license information

Educator Registration NCDPI 04/15/15

- 4. The licensed educator main menu will display.
 - The educator will have a dropdown menu to open a new application.
 - The educator can select Show Details to view their license details and print their license certificate.
 - Existing applications (including those opened by a school system) which require additional work will be displayed on the screen.
 - Existing fee payments that are required will be displayed under Additional Activities. Fees can be bundled so that they only pay the single highest fee when submitting multiple applications at once.



- 5. The below screenshot shows the applications available to educators.



- The educator can select Show Details to view their license details and print their license certificate. The below screenshot shows the license details screen the educator will see where they can print their certificate.

Public Schools of North Carolina
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License More Details
 You can print a copy of the "License Certificate"

Name: **TRACY LYNN JORDAN ARNOLD** Status: **Current**
 License#: **632997** Expiration: **06/30/2015**

License Area

License Area	Program Status	NBPTS	Experience	Effective
Curriculum Instructional Specialist	Standard Professional II		16	07/01/2012
School Administrator: Principal	Standard Professional II		0	07/01/2012
Academically Gifted	Standard Professional II		16	07/01/2005
Reading K-12	Standard Professional II		16	07/01/1999
Elementary Education (K-6)	Standard Professional II	G02	16	06/24/1997

Education

Country	State	Institution	Level	Major1	Major2	Completed
NC	NC	East Carolina University	Master's	School Administration		05/12/2001
NC	NC	East Carolina University	Master's			05/15/1999
NC	NC	East Carolina University	Bachelor's Degree			06/01/1997

Experience

Start Date	End Date	Experience Type	Year Type	Hours per Week	Employer	Position	Relevant	DPI Verified
		Legacy			Legacy	Conversion	Y	Y
		Legacy			Legacy	Conversion	Y	Y
		Legacy			Legacy	Conversion	Y	Y
		Legacy			Legacy	Conversion	Y	Y

[Print License Certificate](#) [Back](#)