

Continuing License Renewals 2016 – Important Steps and Reminders for Educators

- ❖ In order to renew your continuing license, you must have an Online Account (user id and password) with NC DPI at <https://vo.licensure.ncpublicschools.gov/>.
- ❖ If you do not have an Online Account at <https://vo.licensure.ncpublicschools.gov/>, then you will need to register for one. Step-by-step instructions are located on the RALC website at www.ralc.us on the Resources tab under NC DPI Online Licensure System Tutorials/Professional Educator Tutorials.
- ❖ For established accounts, from the Quick Start Menu, select the Application – Update Contact Information and update the information on file, especially your email address.
- ❖ Automatic renewal applications will be created in the system at the beginning of the renewal window. You will receive an email from the online system stating that an application has been opened on your behalf. This email is sent to the email address on file. This is why it is **very** important you update your contact information.
- ❖ You will be required to log in to your online account and complete the statement of applicant (criminal statement) before the application can be approved by your school system.
- ❖ Once the school system approves the renewal, your license is immediately renewed and both you and your school system can print the renewed license.

Continuing License Renewals 2016 – What the Teacher Will See

To Update Contact Information

Quick Start Menu

https://vo.licensure.ncpublicschools.gov/datamart/quickStartMenuN...

Public Schools of North Carolina

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

Quick Start Menu

NOTE: IF A PAPER LICENSE APPLICATION HAS ALREADY BEEN SUBMITTED TO DPI YOU SHOULD NOT START A NEW ONLINE APPLICATION. THIS WILL CREATE A DUPLICATE RECORD, WHICH MAY CAUSE A DELAY IN PROCESSING.

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 [Show Details](#)

License Number: :
License Type: Educator

→ **Update your License information/ Open a New Application**
Educator #982316 **Select**

Additional Activities
Share License details with a School System or RALC **Select**

Related Links **Select**

- ❖ From the Quick Start Menu, select the Update Contact Information and click Select

To Update Contact Information

Update Contact Information - Contact Information

https://vo.licensure.ncpublicschools.gov/datamart/addressDetailNCD...

Public Schools of North Carolina

Logged in as i [Edit Login Information](#) | [Logoff](#) | [Contact Us](#)

Update Contact Information - Contact Information
Provide current address and contact information. Use a permanent personal email address.

Contact Information

Summary (pre-fees)

Main Address

Street Number:

* Address:

Zip Code: [Lookup](#)

City:

* State:

County:

Country:

* Phone Number: (999-999-9999)

Extension:

* E-mail:

Maiden Name

Other Info

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

W3C XHTML 1.0
Footer Contact Board

- ❖ Correct any information that is not accurate. Enter your email address. Select an email address that you want to receive all correspondence from DPI.
- ❖ Items with a * are required fields.

Continuing License Renewals 2016 – What the Teacher Will See

To Renew Your License

Public Schools of North Carolina

Logged in as Carroll, Christa [Edit Login Information](#) | [Logout](#) | [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](#)

- ❖ Select the Renew License option under the Action Required! section from the Quick Start Menu.
- ❖ **DO NOT SELECT THE RENEW LICENSE APPLICATION LISTED UNDER THE VIEW APPLICATION STATUS. THIS OPTION WILL REQUIRE YOU TO PAY A \$55 PROCESSING FEE.**

To Renew Your License

Public Schools of North Carolina

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

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

- ❖ The first time you access the online system for this automated process you must answer the work authorized questions.
- ❖ If you are a U.S. Citizen select this option. **DO NOT PUT A DATE NEXT TO THE WORK AUTHORIZATION EXPIRATION DATE!** This is not a place to enter your date of birth.
- ❖ If you are a U.S. Citizen this is the only time you will need to enter this information.
- ❖ If you are not a U.S. Citizen you will need to enter your work authorization category, expiration date, and attach your work authorization documentation under the Application Attachment tab.

To Renew Your License

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](#)

- ❖ Answer each question and then select Next
- ❖ If you answer Yes to either question you will need to provide a detailed statement of the incident and upload official documentation under the Application Attachments on the next page. Your application will be routed to the NC State Board of Education Legal Department for review.

To Renew Your License

The screenshot shows the 'Public Schools of North Carolina' website interface. The user is logged in as 'Carroll, Christa'. The page title is 'Renew License - Application Attachments'. A sidebar on the left contains navigation links: Introduction, Name and Personal Details, Contact Information, Work Authorization, Statement of Applicant, Application Attachments (selected), and Summary (pre-fees). The main content area provides instructions for adding attachments, including a warning that uploads are stored for 10 days. It lists attachment types: Court Documents, NCBOESLPA license, Other Document(s), and Work Authorization. A 'File:' field has a 'Browse...' button and a dropdown menu showing the selected options. A 'Notes:' field is also present. At the bottom, there are 'Attach', 'Back', 'Next', and 'Cancel' buttons.

Public Schools of North Carolina

Logged in as *Carroll, Christa* [Edit Login Information](#) | [Logoff](#) | [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 are only required if you answered Yes to the Statement of Applicant questions or if you are not a U.S. Citizen and have work authorization documents to upload.

To Renew Your License

The screenshot shows a web interface for the Public Schools of North Carolina. At the top, it says "Public Schools of North Carolina" and "Logged in as Carroll, Christa". There are links for "Edit Login Information", "Logout", and "Contact Us". On the left, a navigation menu lists several steps: 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 is titled "Renew License - Attestation" and 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". A red arrow points to the "Next" button.

- ❖ There are no fees to renew your license if you are current employed with a NC public school system or charter school and renewing before your license expires.
- ❖ Answer the attestation statement and select Next.
- ❖ Once your school system approves your renewal, your license will automatically renew for another 5 years.