

UNC School of Education: NC Licensure Approval Process

Guidance below is for all SOE program completers. For Program-specific guidance, make sure to review Page 3.

Educators completing requirements for a NC license must access the NCDPI's new Online Licensure System. All applications will be electronic. Paper applications **will not be accepted** by NCDPI.

Educators will access the online system at

<https://vo.licensure.ncpublicschools.gov>.

If you do not have an account, follow the directions below. On the lower left hand corner, click on NCDPI Registration under the shaded green phrase, Educator Registration.

Educator Registration: Click Below to Create a New Online Account

NCDPI Registration

Create an account. You, as the educator, will need to enter and submit your unique account information. Use your personal email, since your UNC CHAPEL HILL email may eventually expire. After submitting this information, you will receive an email from DPI with a temporary password. You will return to the licensure site and sign in with your user ID and Password, which you created in the first step above. You will change your password. Your account is permanent. You will login each time using your user ID and Password.

When you have all appropriate items ready to upload, you may begin your application.

The first screen you will see gives you two options.

By clicking YES, this indicates that you have been issued a NC Educator's license (even if provisional or expired).	By clicking NO, this indicates that you have NEVER been issued any type of North Carolina Educator's license.
You will provide identifying information and confirm the information. The licensed educator's main menu will be displayed. You can select Show Details to view your license details and print your 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 (EX. license fee and name change fee). You will have a dropdown menu to open a new application and select one option.* • Clear or Upgrade Existing License Area (someone completing a higher-level license in the same license area by obtaining a degree or clearing a provisional license) • Add New Area by Program Completion (adding a NEW area to an existing initial license) Once selected, the application workflow opens to the Introduction page. Read this thoroughly. It lists all items that you need to upload. • After 15 minutes of inactivity, you will be prompted to save your work. Applications that have been created, but not completed will expire after 30 days Note Item #4—the processing fee is nonrefundable. CONTINUED on PAGE 2	Once selected, the application workflow opens to the Introduction page. Read this thoroughly. It lists all items that you need to upload. • After 15 minutes of inactivity, you will be prompted to save your work. Applications that have been created, but not completed will expire after 30 days Note Item #5—the processing fee is nonrefundable***. Select Next to move through the application screens or you may also use the tabs on the left-hand side to navigate to any application screen. You are required to enter all necessary information on each screen. • On the Education screen, enter the exact degree award date printed on your transcript or non-degree students enter the completion date of requirements. • On the License screen*, enter the license level (Bachelor's, Master's or higher), completion date, and choose UNC CHAPEL HILL. ○ If you do not choose UNC CHAPEL HILL, the application will not be routed to UNC CHAPEL HILL; therefore, you cannot be recommended by UNC CHAPEL HILL. • On the Application Attachment screen, you will upload an official transcript and test scores, if required by your program (see below for transcript ordering information). ** • The application will be submitted when the you click Next from the final "Summary" page • <i>The Fee and Summary page is displayed.</i> • Select View PDF Summary Report to save or print a PDF of the application content. • Select "Pay Now" to pay for application or select "Add to Cart" to pay later. Congratulations, you are finished!

- On the **Education** screen, enter the exact degree award date printed on your transcript or non-degree students enter the completion date of requirements.
- On the **License** screen*, enter the license level (Master's or higher), completion date, and choose UNC CHAPEL HILL.
 - If you do not choose UNC CHAPEL HILL, the application will not be routed to UNC CHAPEL HILL; therefore, you cannot be recommended by UNC CHAPEL HILL.
- On the **Application Attachment** screen, you will upload an official transcript (see below for ordering information). **
- The application will be submitted when you click Next from the final "Summary" page
- *The Fee and Summary page is displayed.*
- Select View PDF Summary Report to save or print a PDF of the application content.
- Select "Pay Now" to pay for application or select "Add to Cart" to pay later.

Congratulations, you are finished!

ALL EDUCATORS WILL UPLOAD THE FOLLOWING ITEMS:

1. Official transcripts—PDFs only**
Undergrad and Grad transcripts
2. Test scores, PDFs only (if applicable)
3. Any other pertinent information needed for the NC license
4. Nonrefundable fee by credit card

SPECIAL NOTES

*See Page 3 for Program Specific Licensure guidance.

**Secure a "degree-awarded" electronic transcript from the UNC Registrar: <http://registrar.unc.edu/academic-services/transcripts-certifications/order-a-transcript/>. There is a fee for this service. Have the transcript sent electronically so that you can upload it on the Licensure site. UNC CHAPEL HILL nor the Office of Educator Preparation will upload transcripts for you. Photo (png/gif) uploads of transcripts are NOT acceptable.

*** Newly licensed Initial teachers should be refunded their licensure application fee once their license is approved and granted. Please follow-up with NC DPI to ensure this fee is refunded to you. UNC CHAPEL HILL does not collect nor refund licensure fees.

4 Important Points to Remember

1. The statement of applicant must be completed before the application can be submitted.
2. The application will *only* be routed to UNC CHAPEL HILL for recommendation once the nonrefundable processing fee is submitted.
3. The application will not be processed by DPI until UNC CHAPEL HILL has completed the recommendation for the licensure area(s).
 - a. If you upload an unofficial transcript or non-degree dated transcript, UNC CHAPEL HILL cannot recommend you.
 - b. If you do not include applicable test scores, UNC CHAPEL HILL cannot recommend you.
 - c. If you did not complete program requirements, UNC CHAPEL HILL cannot recommend you.
4. To avoid an additional fee later, do not submit your application or pay your fee until all required items are uploaded.
 - a. Applications that have been created, but not completed will expire after 30 days; the processing fee is nonrefundable.

Once all items are uploaded including the fee, and submitted to UNC CHAPEL HILL, you cannot make any changes. Incomplete transcripts/applications will delay your license process. Your application may be rejected and you will be notified through the Licensure System, not the university. Thoroughly check your application before submitting.

Apply in Time

Licensure applications submitted more than five years after program completion/graduation may not be approved due to program approval changes with the NC Department of Public Instruction.

On the Job Market? Moving out of state?

If you are seeking a position with a school district and they request verification that you are "in good standing" to complete your program, or you are moving out of state—we can help! On the [SOE Licensure website](#), click on the button under the Out of State... tab. Here you can submit your information and upload forms for completion. Please allow up to 10 business days for the letter or form to be generated.

If additional questions arise, contact:

Dr. Sarah Montello and Dr. Diana Lys, education_edprep@unc.edu
Office of Educator Preparation and Accreditation, UNC SOE Licensure Officer

UNC School of Education: NC Licensure Approval Process: Program Specific Guidance

- **Initial Teacher Licensure: MAT, UNC BEST, Music**
 - All candidates must upload their pdf score reports as part of their application (edTPA and Pearson or Praxis).
 - MAT: Candidates enter the following information: A) on the Education Screen enter Master's degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Teaching Area; 2) License Area, enter your student teaching area; 3) Degree Level of Program, enter Master's.
 - UNC BEST: Candidates enter the following information: A) on the Education Screen enter Bachelor's degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Teaching Area; 2) License Area, enter your student teaching area; 3) Degree Level of Program, enter Bachelors.
 - K-12 Music: Candidates enter the following information: A) on the Education Screen enter Bachelor's degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Teaching Area; 2) License Area, enter your student teaching area; 3) Degree Level of Program, enter Bachelors.
- **MEd. School Counseling**
 - Candidates enter the following information on the License Area Verification Screen: 1) Licensure Area Type, enter Student Services Area; 2) License Area, enter School Counselor; 3) Degree Level of Program, enter Sixth Year Advanced. (Although you entered Master's level on the Education screen, the license level is higher because of the degree hours.)
 - Upload passing Praxis exams score reports, PDF file only.
 - If you have previous teaching experience you would like to have considered for "years of service," complete and submit NCDPI's [Form E](#) as part of your online application.
- **MEDX**
 - Candidates in MEDX (literacy or special education) enter the following information: A) on the Education Screen enter Master's degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Teaching Area; 2) License Area, enter literacy or special education; 3) Degree Level of Program, enter Master's.
 - MEDX Literacy must upload Praxis scores.
 - Candidates in ECIFS Option 1 enter the following information: A) on the Education Screen enter Master's degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Teaching Area; 2) License Area, enter Birth through Kindergarten; 3) Degree Level of Program, enter Master's.
 - Candidates in ECIFS Option 2 enter the following information: A) on the Education Screen enter Master's degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Teaching Area; 2) License Area, Birth through Kindergarten; 3) Degree Level of Program, enter Bachelor's.
- **MEITE, M. Ed. Educational Innovation, Technology, and Entrepreneurship**
 - MEITE degree candidates enter the following information: A) on the Education Screen enter Master's degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Student Services Area; 2) License Area, enter Instructional Technology Specialist; 3) Degree Level of Program, enter Master's.
- **MSA, School Administration**
 - MSA degree candidates enter the following information: A) on the Education Screen enter Master's degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Administrative Area; 2) License Area, enter Principal; 3) Degree Level of Program, enter Master's.
- **EdD, Curriculum and Instruction**
 - If submitting after completion of the EdD Internship: Candidates enter the following information: A) on the Education Screen enter Doctoral degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Administrative Area; 2) License Area, enter Curriculum Instructional Specialist; 3) Degree Level of Program, enter Sixth Year Advanced.

- Be certain to upload a letter from your advisor confirming successful completion of your internship and your passing Praxis score report.
- If submitting after completion of the EdD Degree: Candidates enter the following information: A) on the Education Screen enter Doctoral degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Administrative Area; 2) License Area, enter Curriculum Instructional Specialist; 3) Degree Level of Prog., enter Doctorate. Must upload Praxis scores.
- **EdD, Educational Leadership**
 - If submitting after completion of the EdD Internship (EDUC 844): Candidates enter the following information: A) on the Education Screen enter Doctoral degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Administrative Area; 2) License Area, enter School Administrator: Superintendent; 3) Degree Level of Program, enter Sixth Year Advanced.
 - Be certain to upload a letter from your advisor confirming successful completion of your internship.
 - If submitting after completion of the EdD Degree: Candidates enter the following information: A) on the Education Screen enter Doctoral degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Administrative Area; 2) License Area, enter School Administrator: Superintendent; 3) Degree Level of Program, enter Doctorate.
- **PhD, School Psychology**
 - If submitting after completion of the School Psychology Internship: Candidates enter the following information: A) on the Education Screen enter Doctoral degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Student Services Area; 2) License Area, enter School Psychologist; 3) Degree Level of Program, enter Sixth Year Advanced. Must upload Praxis scores.
 - Upload a letter from your advisor/program coordinator confirming successful completion of your internship.
 - If submitting after completion of the doctoral degree: Candidates enter the following information: A) on the Education Screen enter Doctoral degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Administrative Area; 2) License Area, enter School Administrator: Superintendent; 3) Degree Level of Program, enter Doctorate. Must upload Praxis scores.

FOR PROGRAMS OUTSIDE OF THE SCHOOL OF EDUCATION

- **MILS, Media Specialist**
 - MILS degree candidates enter the following information: A) on the Education Screen enter Master's degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Student Services Area; 2) License Area, enter Media Coordinator; 3) Degree Level of Program, enter Sixth Year Advanced.
- **MSW, School Social Work**
 - MSW degree candidates enter the following information: A) on the Education Screen enter Master's degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Student Services Area; 2) License Area, enter School Social Work; 3) Degree Level of Program, enter Masters or Sixth Year Advanced, as directed by the program coordinator.
- **School of Medicine, Department of Health Sciences, Speech-Language Pathology**
 - MS in Hearing Sciences degree candidates enter the following information: A) on the Education Screen enter Master's degree; B) on the License Area Verification Screen: 1) Licensure Area Type, enter Student Services Area; 2) License Area, enter Speech-Language Pathologist; 3) Degree Level of Program, enter Sixth Year Advanced.