

## **IMPORTANT FACTS ABOUT THE NCDPI ONLINE LICENSURE SYSTEM**

- 1. When registering with the NCDPI online system, you must use your personal email. Registration with NCDPI will follow your career with all school systems (LEA's) in the state.**
- 2. When registering – do not use Apple products that only have Safari as the web browser. iPads and other devices can be used with Opera. Otherwise, Internet Explorer, Google and Firefox are the most compatible to the online program.**
- 3. Be prepared to pay a fee for any changes to your license.**
- 4. Have all documentation ready to upload in order to not pay additional fees.**
- 5. The online program times out after 15 minutes of inactivity.**
- 6. Unprocessed applications will stay in the system for 180 days while waiting for required documentation. After 180 days, the application will drop off.**
- 7. Documents that are uploaded to an unprocessed application will drop off after 10 days.**
- 8. Name changes must be done online first before HR/Payroll can make the changes.**
- 9. License renewal /update/re-validation must be done first before adding an area, experience or name change, etc.**