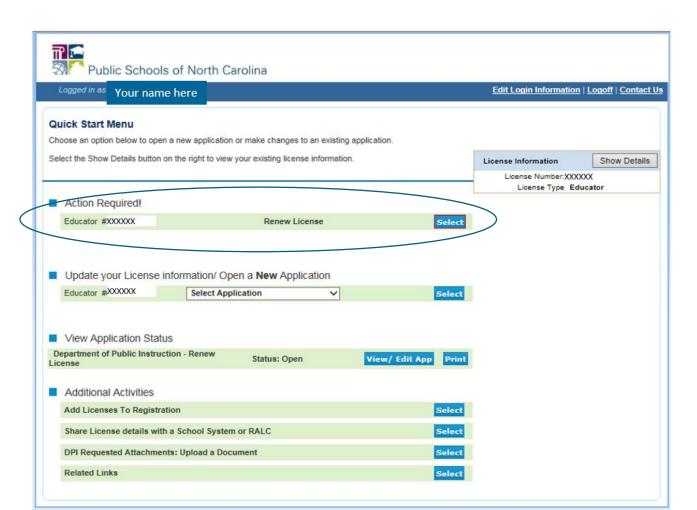
Steps for Educator License Renewal

After logging into the NCDPI system you will see the quick start menu.

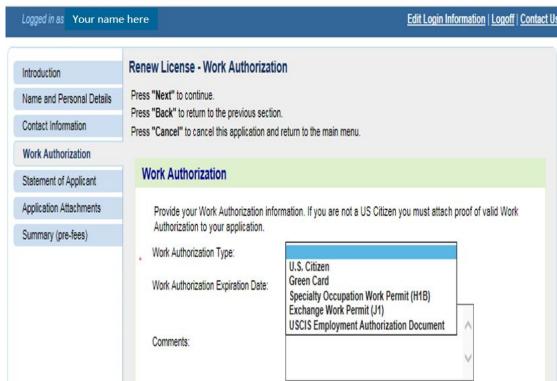


If your first time accessing the online system is with an automated process you will be required to answer the work authorization questions.

If U.S. Citizen is selected, please <u>DO NOT</u> <u>ENTER A DATE IN WORK</u> <u>AUTHORIZATION EXPIRATION DATE.</u>

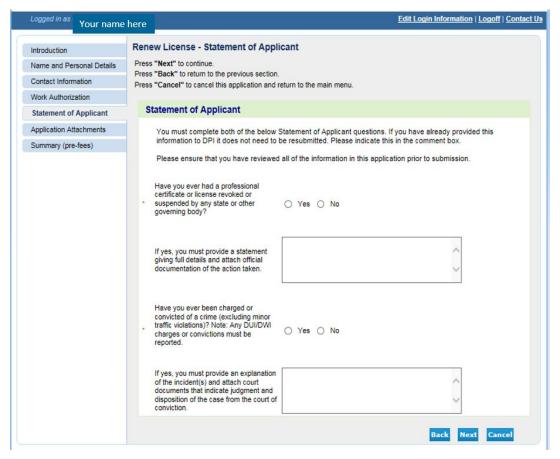
If non-U.S. Citizen then the work authorization expiration date <u>does need to be entered</u> and documentation of work authorization will need to be attached under the Application Attachments tab.





Individual Educator – Criminal Conviction / Statement of Applicant

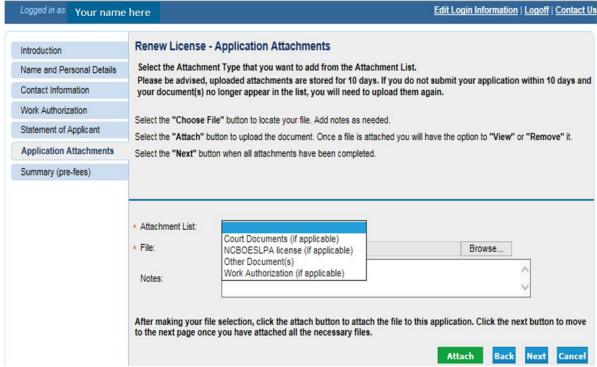
If "Yes" to either question, please provide an explanation in the box provided and upload any supporting documents on the next tab.



Educator Attachments with Statement of Applicant or Non U.S. Citizen Work Authorization

Attachments will need to be uploaded if you answered "Yes" for either of the Statement of Applicant questions, or if work authorization documents exist other than U.S. Citizenship.





Attestation



Logged in as Your name here Edit Login Information | Logoff | Contact Us Renew License - Attestation Introduction Please ensure you have reviewed all the information contained in this application prior to submission. Name and Personal Details Press "Previous" to return to the previous section. Contact Information Press "Next" to continue. Work Authorization Press "Cancel" to cancel this application and return to the main menu. Statement of Applicant I certify that the information provided in this application is correct and true. I understand that falsification of any statement or Application Attachments 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. Summary (pre-fees) O Yes O No

There is a \$35 fee to renew the license.