



Steps for Educator License Renewal

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

Public Schools of North Carolina

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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:XXXXXX
License Type Educator

- Action Required!**
Educator #XXXXXX **Renew License** [Select](#)
- Update your License information/ Open a New Application**
Educator #XXXXXX **Select Application** [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](#)

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 **DO NOT ENTER A DATE IN WORK AUTHORIZATION EXPIRATION DATE.**

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

Introduction

Renew License - Work Authorization

Name and Personal Details

Press "Next" to continue.

Contact Information

Press "Back" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Work Authorization

Statement of Applicant

Work Authorization

Application Attachments

Provide your Work Authorization information. If you are not a US Citizen you must attach proof of valid Work Authorization to your application.

Summary (pre-fees)

Work Authorization Type:

U.S. Citizen
Green Card
Specialty Occupation Work Permit (H1B)
Exchange Work Permit (J1)
USCIS Employment Authorization Document

Work Authorization Expiration Date:

Comments:

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.

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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](#)

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.

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Introduction
Name and Personal Details
Contact Information
Work Authorization
Statement of Applicant
Application Attachments
Summary (pre-fees)

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:

Court Documents (if applicable)
NCBOESLPA license (if applicable)
Other Document(s)
Work Authorization (if applicable)

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**

Attestation



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Introduction

Name and Personal Details

Contact Information

Work Authorization

Statement of Applicant

Application Attachments

Summary (pre-fees)

Renew License - Attestation

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.

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.

Yes

No

Back

Next

Cancel

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