

Registering with the North Carolina
Department of Public Instruction
(NCDPI) online licensure system



NCDPI Online Licensure System

Welcome to the North Carolina Department of Public Instruction (NCDPI) online licensure system. This is a one-stop shop for educators, school systems, and the general public to verify North Carolina educators' licenses. Additionally, educators and school systems can submit license applications, renew a license, and update their contact information, among other services.

General Public

[Verify a License](#)

Educator and School System Sign-in

* User ID:

* Password:

[Log On](#)

Forgot your password? Click [here](#).

Forgot User ID? Click [here](#).

Educator Registration: Click Below to Create a New Online Account

[NCDPI Registration](#)



To register in the system:

Click on the NCDPI

Registration link on the log-in page.



Enter your information and submit.

After submitting this information, you will receive an email with a temporary password.

On the first login, you will need to change your password.

User Registration

Please complete the information required below to become a registered Department of Public Instruction User. You will receive a confirmation email as part of the registration process. Please use a permanent personal email address.

The User ID you select will be your new User ID. The User ID must contain at least 8 characters

Enter your details and press "Next".

Press "Previous" to return to the previous screen.

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

Account Owner Contact Information

* First Name:

Second Name:

* Last Name:

Account Login

* Email: (e.g. name@domain.com)

* Confirm Email:

* User ID:

Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)

* Secret Question:

Select a predefined question:

Or write your own question:

* Secret Answer:

Security Measures (This helps to prevent automated registrations.)

* Type the characters from the picture below (without spaces):

hfkkfg

[Refresh](#)

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

After changing your password, you will see the onboarding screen.

The steps in the onboarding system will guide you through the process of adding your license to your online account.

The screenshot shows the onboarding interface for the Public Schools of North Carolina. At the top, there is a header with the logo and the text "Public Schools of North Carolina". Below the header, it says "Logged in as Two, Demotest" and provides links for "Edit Login Information", "Logoff", and "Contact Us". A large blue arrow points down from the header to the onboarding steps. The onboarding process is divided into three steps: "Step1: Do you have an existing License?" (highlighted in yellow), "Step2: Provide Identifying Information", and "Step3: Confirm Information". The main content area is titled "Welcome to DPI OnlineQuickStart" and includes the instruction: "By answering a few simple questions we'll help you to get started." Below this, there is a section titled "Instructions" with the question: "Have you **ever** been issued a Professional Educator's license by the state of North Carolina? If you are not sure, please select Yes in order to try and locate your records." The response options are radio buttons for "Yes" and "No". The "Yes" option is selected and highlighted with a red box. At the bottom right, there are "Next" and "Cancel" buttons, with the "Next" button also highlighted with a red box. A lock icon is visible at the bottom center.



Step1: Do you have an existing License?

Step2: Provide Identifying Information

Step3: Confirm Information

Help us to find your records

Step 2

If you have changed your name since you were licensed, your records could be under a previous name.

Required Information

License Type:

Professional Educator's Licenses

* Last Name:

* SSN:

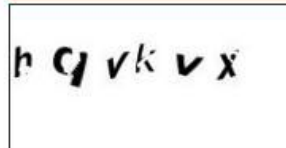
 Last 4 digits of SSN

* Date Of Birth:

 (mm/dd/yyyy)

Security Measures (This helps to prevent automated registrations.)

* Type the characters from the picture below (without spaces):



Refresh

Captcha Image



Next

Cancel

Follow the onscreen prompts to complete each section.

Confirm your information in the final step.

Public Schools of North Carolina

Logged in as Two, Demotest

[Login Information](#) | [Logout](#) | [Contact Us](#)

Step1: Do you have an existing License?

Step2: Provide Identifying Information

Step3: Confirm Information

Good News! We have located your information

Step 3
Please confirm your license credentials

Individual Reference Number: XXXXXX

Name: YOUR NAME HERE

License Type	License Number
Professional Educator's Licenses	XXXXXX

Select One:

I confirm this is my information

No, this is not my license information

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