

**Instructions for Applying for Licensure
For Individuals who have never held a North Carolina Educator's license**

1. Request an electronic copy of your official transcript at <https://spartancentral.uncg.edu/student-records/transcripts/> (Cost is \$12.00 plus a \$2.25 processing fee)
 - Make sure you select **“After Degree Is Awarded”** (for degree and certificate programs) or **“Current Transcript - Process As Is”** (for non-degree and non-certificate licensure only programs once all grades have been posted)
 - If you are a licensure-only or graduate student and receiving your first North Carolina license, you will also need to order a copy of your official undergraduate transcript from the college/university in which you completed your undergraduate degree.
 - Wait to go on to step 2 until you have received your transcript. (2-6 weeks after graduation for degree and certificate students)

2. Go to the NCDPI Online Licensure System portal at [NCDPI Online Licensure System](#) to start the application process.
 - Create an account using your personal email, NOT your UNCG email as you will use this account throughout your teaching career. Once registered, you will receive an email with a temporary password. Log in with the temporary password and then create a permanent password.
 - On the first screen of the application, select **NO** that you **have NEVER been issued any type of North Carolina Educator's license.**
 - Select In-State Initial Standard Educator option and read the Introduction page carefully as it lists all of the items you need to upload for the application.
 - Fill in the rest of the application. You are required to enter all necessary information on each screen.
 - If you are attaching Experience Verification, complete the section “Experience”.
 - If you have been hired by a school district, fill out the “Affiliation” section indicating the county where you have been offered the position.
 - On the Licensure Area Verification tab, select “yes” to have the application routed to a NC College/University and select “Univ North Carolina Greensboro” from the drop-down list.
 - If you have ever been **convicted** or even **charged** of a crime, you will need to indicate “yes” on the Statement of Applicant. Even if the charge was later dismissed or expunged, you should disclose this information. If you indicate “no” and a charge comes up on your record, you will have lied on a state application.
 - Upload all Application Attachments
 - Transcripts (both graduate and undergraduate)
 - Test Scores – edTPA, Praxis II and/or Pearson
 - Experience Verification – if trying to add years of experience
 - Court Documents – if disclosing information regarding criminal background

3. After you have completed the application, you will get to a summary page.
 - Review to verify the information you are providing is correct and print for your records.
 - **Your application will not be processed until you pay the \$70 non-refundable processing fee.**

Remember:

- **After 15 minutes of inactivity, you will be prompted to save your work. If you don't save, you will lose it.**
- **Applications that are created but not completed will expire after 30 days so don't submit an application until you have all of the necessary documents to upload.**
- **EVERYONE must upload official transcripts**
- **If you wait over a year from graduation to apply for your license, your qualifications/eligibility for licensure is up for review by UNCG and it is possible that you may be required to take additional classes or meet additional requirements. Even if you aren't planning on teaching the first year, still apply for your license.**