

## Instructions for Applying for Licensure For Individuals who already hold 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)
  - 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. (If you already have an account, just log in to it)
  - Select **YES** that you **HAVE been issued any type of North Carolina Educator's license.**
  - The next screen will ask for your Last Name, SSN and DOB and will try to locate your previous license information.
  - It is important that you select the correct application for what you are trying to do with your license.
    - Select **“Upgrade or Clear”** if you have a license that you are trying to clear or upgrade
      - Example: Residency license or provisional license cleared to continuing license or continuing license upgraded to a higher level (i.e., A-level to M-level)
    - Select **“Add Area by Program Completion”** if you have a license but are adding a new licensure area.
      - Example: Someone with an Elementary licensure adding TESOL
    - If you need to **“Upgrade or Clear”** AND **“Add an Area”** you must complete **BOTH** applications. You will submit both applications together and you should only be charged one fee.
      - Example: Educational Leadership students that are upgrading their principal's license to the S-level **and** adding the Superintendent's license.
  - Fill in the rest of the application. You are required to enter all necessary information on each screen.
    - 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 – Make sure all courses and degrees are posted on the Transcripts.
    - Test Scores – edTPA, Praxis II and/or Pearson
    - 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 \$60 non-refundable processing fee.**
    - If you are submitting more than one application, make sure all the applications are in the cart before hitting submit.

### 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.**