

Creating A Licensure System Account

(Approved teacher education program completers & out-of-state licensed teachers)

IMPORTANT: Initial alternative license holders will be automatically registered when Pitt County Schools submits the alternative application for licensure. You DO NOT need to manually register.

- Go to <https://vo.licensure.ncpublicschools.gov/>
- Click the “NCDPI Registration” link at the bottom left of the online application system main page.
- Provide required information:
 - First Name (as it appears on your SSC)
 - Second Name (middle or maiden name)
 - Last Name ; 4. Enter
 - E-mail (your personal email address; not work or school)
 - Confirm Email (Double check that you accurately entered your email)
 - User ID (create your ID; it must be a minimum of 8 characters)
 - Secret question (select the question you want to use for password recovery (or you can write your own)
 - Secret Answer (Type the answer to your secret question.)t
 - Type the characters shown (you can refresh the characters by clicking on the refresh button next to the characters
 - Click ‘Next’ in the bottom right corner
- Review the information that you entered for accuracy and then click ‘Save’ in the bottom right corner.
- The next screen notifies you that your ‘temporary’ password was sent to the email address that you used during the registration process.
- Retrieve your User ID and Temporary Password from your email inbox.
- Go back to the licensure system log-in page <https://vo.licensure.ncpublicschools.gov/>. Log-in with the User ID and temporary password you received.
- If you have been issued a NC professional educator’s license in the past, on the next screen, enter the information requested and the system will attempt to find your license (be sure to use the name that is currently on your license). If the system finds a license for you, it will show your name and the new license number the system has generated for the license. Click “confirm”. If the system does not find your license, but you know one has been issued for you, try using a different version of your name that may have been used (maiden name, etc.). If it still can’t be found, contact the PCS Licensure Specialist assigned to your location. - Celonda Cox, coxc1@pitt.k12.nc.us, Tinisha Banks, bankst@pitt.k12.nc.us, Elizabeth Roberson, robersoe@pitt.k12.nc.us.
- If this is your first time applying for licensure in NC, the “Quick Start Menu” is the page where you can create applications for licensure and/or create applications to make changes to your license. You can use the drop-down menu to see what applications you have access to create.

IMPORTANT: Some applications must be opened by the LEA. Please contact the PCS Licensure Specialist assigned to your location if you have licensure application questions.

- From the “Quick Start Menu” screen, click the “Show Details” button on the right side of the screen to see your demographic information.
- For a printable copy of your license, from the “Quick Start Menu”, click the “More Details” link and your licensure information page will show. Click “Print License Certificate”, at the bottom of the page.