

Instructions To Affiliate With PITT COUNTY SCHOOLS

- 1) Go to <https://vo.licensure.ncpublicschools.gov/>
- 2) Log onto the system with your individual user id and password.
- 3) Under the Section titled “Additional Activities”, please select “Share Licensure Details with a School System or RALC”.
- 4) Click on “Add”.
- 5) For the License Type: from the drop down box menu, select “Professional Educator's Licenses”.
- 6) For the Educational Body: from the drop down box menu, select “School District/State Programs”
- 7) For the County: from the drop down box menu, select “Pitt”.
- 8) For the School/School District: from the drop down box menu, select, “Pitt County Schools”.
- 9) Click “Save”.

The Affiliation Results screen will show what schools or RALCs you have successfully shared your license information with. All licensed employees should maintain their affiliation with Pitt County Schools for as long as they are employed.

IMPORTANT!

If you have changed LEAs, please unaffiliate with your previous LEA so that correspondence from DPI concerning your license can be routed to the most current LEA.

