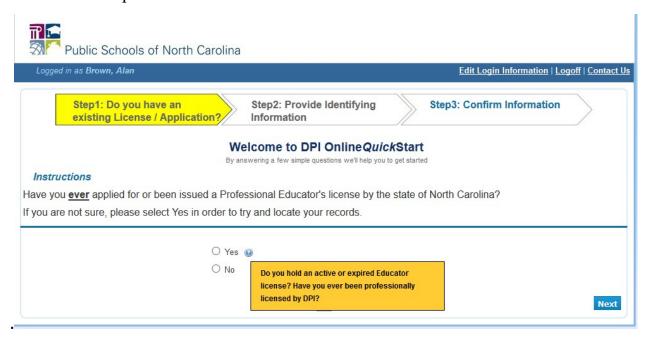
INSTRUCTIONS ON HOW TO COMPLETE THE NCDPI ONLINE LICENSURE APPLICATION FOR EXISTING NORTH CAROLINA LICENSE HOLDERS OR COUNSELING STUDENTS (who have passed the Praxis test) PART-2

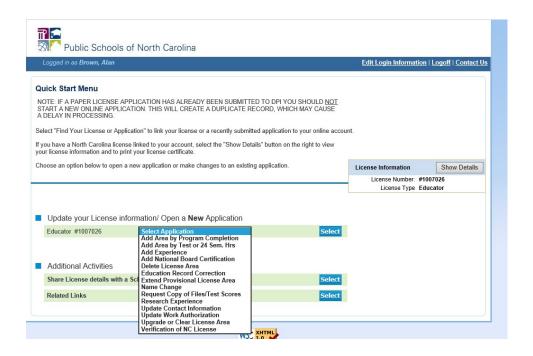
*Follow the <u>ORANGE</u> direction markers throughout the examples.

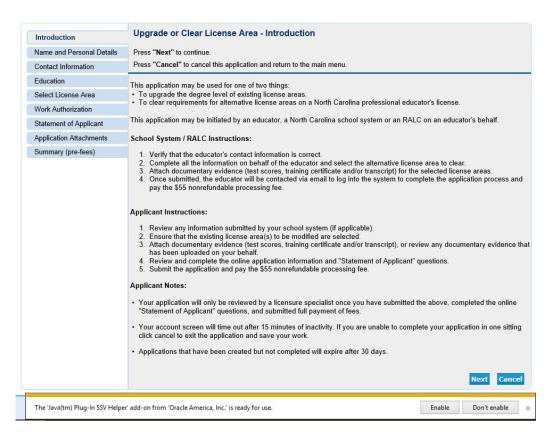
Log in by using your USER ID and PASSWORD that you created in STEP ONE.

- STEP TWO Complete all sections of the application.
 - o The first time you enter the system will ask if you have an existing license. If you are a Master Teacher Associate (MTA) or a School Counselor who has been issued a provisional license check "Yes" and then "Next".



 MTA's or anyone with a Provisional License will now choose "Upgrade or Clear License Area"



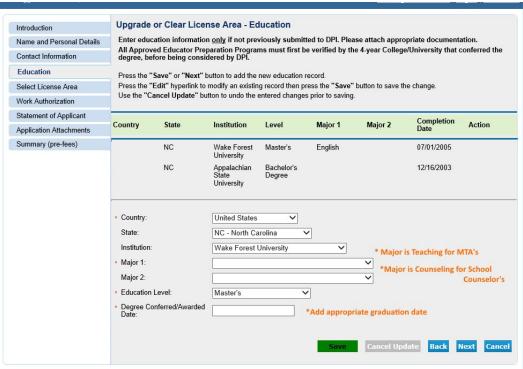


Please be aware:

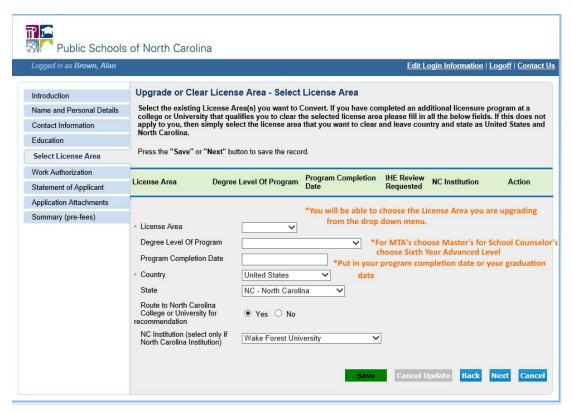
Once you have started creating your application you will have 30 days to submit. In order to submit your application you will need to complete all of the sections, add your attachments and provide payment (\$60 fee paid by credit card). Once you submit your application it is in the system awaiting my certification authorization.

- The system does <u>not</u> notify me when I have applications to review and certify. I will be checking the system often during peak licensure times but it would be helpful if you also emailed me directly at <u>awann@wfu.edu</u> to let me know you have submitted your application
- Under the <u>Contact Information Section</u>: be sure to use the same permanent email as when you registered. Once your License application has been processed and your License issued by NCDPI they will send you an email to the address you provided. Once you receive that email you will be able to log on to the system and print out a copy of your license. NCDPI will no longer be mailing out hard copies of Licenses.

• Completing the Education Section:



• Completing the <u>Licensure Section</u> – *Note: School Counselor's select Master's as the Education level in the Education Section above but here in the Licensure Section the Degree Level of Program is Sixth Year Advanced – that is because NC recognizes Wake Forest's School Counseling program at the Specialist level.



- The Work Authorization and Statement of Applicant sections are straightforward.
- For the <u>Application Attachments</u> section you will need to attach your official Wake Forest Transcript. You can visit the Wake Forest Registrar's Office website: https://registrar.wfu.edu/transcript/ and request an official electronic transcript be sent to you at your email address. When you receive your electronic transcript you can save it as a PDF and upload it as an attachment to your licensure application.