*Follow the ORANGE direction markers throughout the examples.

1.) STEP TWO – Start the application by logging into your account.
   • The first time you enter the system will ask if you have an existing license. Click the “No” box and move on to the “Next” screen.

2.) Select “I completed NC teacher ed program”
• Please be aware of the information highlighted above under Notes:
  o 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 ($70 fee paid by credit card). Once you submit your application, it is in the system awaiting my certification authorization.
  o The system does not 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 awann@wfu.edu to let me know you have submitted your application.
• Move through completing each section of the application:
• 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.
In-State Initial Standard Professional Educator - Education

Enter education information only if not previously submitted to DPI. Please attach appropriate documentation. All Approved Educator Preparation Programs must first be verified by the 4-year College/University that conferred the degree, before being considered by DPI.

Press the "Save" or "Next" button to add the new education record.
Press the "Edit" hyperlink to modify an existing record then press the "Save" button to save the change.
Use the "Cancel Update" button to undo the entered changes prior to saving.

<table>
<thead>
<tr>
<th>Country</th>
<th>State</th>
<th>Institution</th>
<th>Level</th>
<th>Major 1</th>
<th>Major 2</th>
<th>Completion Date</th>
<th>Action</th>
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<td></td>
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<td>NC - North Carolina</td>
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Fill-in's for Elementary Education

Country: United States
State: NC - North Carolina
Institution: Wake Forest University
Major 1: Elementary Education
Major 2: 
Education Level: Bachelor's Degree
Degree Confirmed/Awarded Date: 05/16/2016

You can add if you had another Major

In-State Initial Standard Professional Educator - Education

Enter education information only if not previously submitted to DPI. Please attach appropriate documentation. All Approved Educator Preparation Programs must first be verified by the 4-year College/University that conferred the degree, before being considered by DPI.

Press the "Save" or "Next" button to add the new education record.
Press the "Edit" hyperlink to modify an existing record then press the "Save" button to save the change.
Use the "Cancel Update" button to undo the entered changes prior to saving.

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<tr>
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<th>Institution</th>
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<th>Major 2</th>
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*Fill-in's for Secondary and Second Language Undergraduates

Country: United States
State: NC - North Carolina
Institution: Wake Forest University
Major 1: English
Major 2: Education
Education Level: Bachelor's Degree
Degree Confirmed/Awarded Date: 05/16/2016

Make sure to choose your correct Content Area
### In-State Initial Standard Professional Educator - Education

Enter education information only if not previously submitted to DPI. Please attach appropriate documentation.

All Approved Educator Preparation Programs must first be verified by the 4-year College/University that conferred the degree, before being considered by DPI.

Press the "Save" or "Next" button to add the new education record.

Press the "Edit" hyperlink to modify an existing record then press the "Save" button to save the change.

Use the "Cancel Update" button to undo the entered changes prior to saving.

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*Fill-in's for MTF's*

*Add your graduation date*

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Fill-in's for School Counselor's

Choose Counseling and not School Counselor

Fill in with appropriate graduation date
• The Experience section will not be relevant for most people. If however you feel that you do have some sort of experience (in most cases they are referring to work experience) that is relevant to your licensure area feel free to complete (or have your employer complete) one of the forms listed below. The Forms (and directions) can be found on NCDPI’s Licensure Page: https://www.dpi.nc.gov/educators/educators-licensure/forms-and-faqs. You will be able to include your completed form as an attachment before you submit your application.
**In-State Initial Standard Professional Educator - Experience**

Enter past experience that was earned prior to the current school year. Enter work/experience only if relevant and not previously submitted to DPI. Please attach appropriate documentation.

Press the "Save" or "Next" button to add the new experience record. Press the "Edit" hyperlink to modify an existing record then press the "Save" button to save the change. Use the "Cancel Update" button to undo the entered changes prior to saving.

<table>
<thead>
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<th>Experience Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Year Type</th>
<th>Hours per Week</th>
<th>Employer</th>
<th>Position</th>
<th>Action</th>
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*Forms can be found: [http://www.ncpublicschools.org/licensure/forms](http://www.ncpublicschools.org/licensure/forms)*

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**In-State Initial Standard Professional Educator - Affiliations**

Indicate the North Carolina school system if currently hired or employed. Leave blank if unemployed.

Press the "Save" or "Next" button to save the record. Press the "Edit" hyperlink to modify an existing record then press the "Save" button to save the change. Use the "Cancel Update" button to undo the entered changes prior to saving.

<table>
<thead>
<tr>
<th>Educational Body</th>
<th>County</th>
<th>School/School District</th>
<th>Action</th>
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<tbody>
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Educational Body:  
County:  
School/School District:
In most cases here is what you will need to attach:

1.) Licensure Test Scores
2.) Official Transcripts
3.) EdTPA Scores

*Note to Master Students: You will need to attach your undergrad and graduate transcripts.

**Optional Experience Forms (if needed, as discussed on page 10)