

ON-LINE LICENSE SYSTEM NOTES AND BEST PRACTICES

- On-Line Licensure System site: <https://vo.licensure.ncpublicschools.gov/datamart/loginNCDPI.do>
- If you still have not been able to access the on-line system or never received the e-mail with your ‘temporary’ password, please send our Licensure Specialists (elizabeth.kirian@cravenk12.org or jodi.cordova@cravenk12.org) an e-mail.
- If you have not been able to ‘find’ your teaching license, but know that you have one, try using other names that you may have used at the time you applied for your initial license (middle name, nickname, maiden name, etc.). If you still can’t find your license, please send our Licensure Specialists (elizabeth.kirian@cravenk12.org or jodi.cordova@cravenk12.org) an e-mail.
- Staff with lateral entry or total provisional license that have just been employed for the first time this school, will not find their license yet. This is because your license has not been issued yet. You still should have set up your account and will have access to your license when it is issued by DPI.
- You are able to edit your login credentials. Click on ‘Edit Login Information’ in the top right-hand corner of the Log-In page. You can edit: user name, password, secret question and your e-mail address. **REMINDER** – Keep up with your User ID and Password – our HR office is not able to reset your user information and the ‘Contact Us’ link is not working on this site right now.
- If you have questions about the System, your license, registering for your account, maintaining affiliations, etc., please e-mail our Licensure Specialists (elizabeth.kirian@cravenk12.org or jodi.cordova@cravenk12.org) with specific questions or problems.
- Your license number is no longer your social security number. It is a computer generated number and can be found on your on-line license.
- If your address is not correct, I would not worry about at this time. DPI will be contacting via e-mail, not regular mail. At any time when you are making an application for a change to your license, you will be able to update your address at that time.
- Educators are highly encouraged to notify the Licensure Specialists when wanting to create a new application for any reason. This is to ensure the request is needed and it is the correct request to complete in order to achieve what is needed.
- Once an application is submitted, it cannot be re-opened. This means if you forget to attach a document or fee and have already submitted it, it will require you to complete a new application and provide an additional fee. Be sure your application is complete and accurate before it is submitted.
- All licensed employees should maintain their affiliation with Craven County Schools for as long as they are employed. Please login to your on-line account and check to be sure that you are affiliated with Craven County Schools.
 1. Once logged in, on the Quick Start Menu, click on ‘Select’ beside the ‘Share License Details with a School System or RALC’ option;
 2. If Craven County Schools is not showing as an affiliation, click on ‘Add’;
 3. Click on the drop down arrow beside ‘Educational Body’ and select ‘School District / State Programs’;
 4. Click on the drop down arrow beside ‘County’ and select ‘Craven’;
 5. Click on the drop down arrow beside ‘School / School District’ and select ‘Craven County Schools’;
 6. Finally, click ‘Save’.

LICENSURE RENEWAL

Licensure renewal will continue to be handled by our office in late April – June (educators will not need to do anything for this process). You will continue to submit renewal credit certificates to Human Resources and we will continue to maintain the electronic records in the Human Resource Management System. You can go to <https://www.cravenk12.org/Page/13004> and review current renewal requirements as well as check your renewal credit history report by clicking on the link at the bottom of the page.