



## Instructions for Registration in the Online Licensure System & Affiliation with a school system and/or RALC

1. Log onto <https://vo.licensure.ncpublicschools.gov/>.
2. Select *NCDPI Registration* in the lower left of the screen to initiate the process.
3. Educators must use a personal, private email address for this account, as this will be their login for continued access to their NC educator licenses, regardless of employment status.
4. After the first phase of registration, educators will receive an automated email providing access to the second phase for completion of setting up their personal educator account.
5. To affiliate, educators need to select *Share License details with a School System and/or RALC* link under *Additional Activities*.
  - Select *Add*.
  - For the Educational Body, select Public School or Regional Alternative Licensing Centers.
  - For the County, select the county in which the School System is located. (For the RALC, select one of the four centers.)
  - Select *Save*. This will submit an affiliation request to the School System and/or to the RALC.
6. Once educators have registered, their employing schools system and/or the selected RALC will accept their requests to affiliate.
7. Educators must remain affiliated for the duration of their employment and in order to clear their plans of study for their lateral entry or provisional licenses.
8. The RALC must have a current email address and phone number for the educator in order to submit a recommendation for a clear license. Please provide this information with a clearing request.