



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Child Development and Early
Education

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
ARIEL FORD • Director

December 7, 2020

TO: NC Licensed Early Childhood Lead Teachers in Non-Public School Programs
FROM: Detrius Jones, Early Educator Support (EES) Unit Manager
RE: **Immediately Submit Unofficial College Transcript(s) to the EES Unit**

Classroom Lead Teachers (*NC Pre-K classrooms in private child care centers or Head Start; MECK Pre-K, or Developmental Day programs*) that hold one of the licensure types listed below and enrolled with the EES Unit are required to submit unofficial college transcript(s) within 10 days of the close of each semester.

NC Professional Educator Licenses Expiring June 30, 2021 and June 30, 2022

Check the license below that you hold and submit unofficial college transcript(s) to the EES Unit **IMMEDIATELY**. Submission of the unofficial college transcript(s) validates the progress of coursework completed for the 2020-2021 school year.

- Lateral Entry BK License expiring (June 30, 2021 and June 30, 2022^{***})

^{***} *Lateral Entry License holders expiring in June 2022 must plan to enroll in their final courses to satisfy the **RALC Plan of Study** requirements Fall 2021. All coursework and evaluations must be finalized by March 1, 2022 to allow the RALC ample time to clear the laterals by 6/30/2022 deadline.*

- Residency BK License
- Provisional BK/Pre-K Add-on License

Submission Due Date to the EES Unit

Monday, January 4, 2021 is the official due date.

- The unofficial college transcript(s) must be submitted to the EES Unit prior to or on Monday, January 4, 2021.
- Failure to meet this requirement will impact licensure support provided by the EES Unit and jeopardize employment for the 2021-2022 school year.

Method of Submission

It is important that you choose only **1** method of submission.

- Email: dcdee.eeslpd.bk.licensure@dhhs.nc.gov

IMPORTANT: The dcdee.eeslpd email box listed above is used only for the receipt of your unofficial transcript(s). **Please DO NOT** email EES Unit staff, you will risk improperly recording the receipt of the transcript(s). It is best to utilize the Unit Email method of submission to obtain a confirmation of receipt.

- Fax: 919-715-0920
- Postal Mail Address:

Early Educator Support Intake Coordinator
Early Educator Support Unit
Division of Child Development & Early Education, NCDHHS
2201 Mail Service Center
Raleigh, North Carolina 27699-2200

Please allow 2 weeks for receipt and processing for Postal Mail submissions due to COVID-19

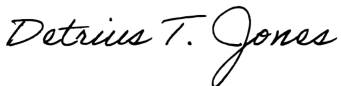
Questions or Need Assistance?

Additional guidance, support, and technical assistance regarding the extension or clearance of specific licensure types can be provided by your EES Birth-Kindergarten Licensure Specialist. Please refer to the attached map to identify your EES B-K Licensure Specialist and contact information.

NOTE: *If you have met all education requirements for your license, please contact your EES BK Licensure Specialist for the next steps to clear and upgrade your license. If you have already submitted your unofficial transcripts, we thank you for your prompt action. You do not need to resubmit your transcripts.*

Your prompt submission of all unofficial college transcript(s) is greatly appreciated by the EES Unit staff.

Sincerely,



Detrius T. Jones
Early Educator Support Manager

Cc:

Site Administrators
Contract Administrators
EES Offices at UNCC and ECU
NC Pre-K Policy Consultants
BK Licensure Specialists