

Early Educator Support Unit (EES)

Fay Lewis
BK Licensure Specialist

NC Pre-K Lead Teacher Enrollment and Licensure Requirements
November 16, 2023

NC Pre-K Teacher Admin Meeting– Cumberland County

Early Childhood Education (ECE) Fields

- Birth-through-Kindergarten
- Child Development
- Child & Family Development
- Early Childhood Education



ECE Related Fields

- Child & Family Studies
- Human Development & Family Studies
- Human Growth & Development
- Human Growth & Family Studies
- Elementary Education
- Psychology
- Sociology

The Enrollment Process Step by Step

- The applicant is hired as the NC Pre-K Lead Teacher.
- The Teacher completes their portion of the enrollment application accessible on the EES Unit's website.
- After the teacher inputs their personal information, the enrollment application will automatically route to the Site Administrator to input the following:
 - Site Information
 - Change Request (CR) Number
 - The CR number can be obtained from the NC Pre-K Program Contracting Agency.
- The EES Unit will then review the enrollment application and notify the teacher of their next steps within 10 business days.

NC Pre-K Lead Teacher Enrollment and Licensure Requirements

November 16, 2023

Eligibility as a NC Pre-K Lead Teacher

<p>Option 1</p> <p>EXISTING LICENSURE</p> <p><i>Teacher currently holds an active or expired Professional Educator's License</i></p>	<p>If the prospective applicant holds one of the following:</p> <ul style="list-style-type: none">• NC Continuing License• NC Continuing BK or Pre-K/K Add-on License• NC Continuing Provisional BK or Pre-K/K Add-On *• NC Initial License• NC Initial BK or Pre-K/K Add-on License• NC Initial Provisional BK or Pre-K/K Add-On *• NC Lateral Entry BK License• NC Residency BK License• NC Emergency License• Out-of-State License• International License
---	--

The educator may be eligible as a NC Pre-K Lead Teacher.

NC Pre-K Lead Teacher Enrollment and Licensure Requirements

November 16, 2023

Eligibility as a NC Pre-K Lead Teacher

<p>Option 2</p> <p>UNLICENSED EDUCATOR</p> <p><i>Teacher does not hold a Professional Educator's License</i></p>	<p>If the prospective applicant holds the following:</p> <p>BA/BS Degree</p> <ul style="list-style-type: none">• 2.7 Cumulative GPA• 24 Semester Hours coursework in content licensure area as determined by the Educator Preparation Program (EPP)• Enrolled in EPP <p>Teacher may be eligible for licensure</p>
---	---

Licensure

NC Pre-K Lead Teacher Enrollment and Licensure Requirements
November 16, 2023

Licensure

- Licensure action will only take place once a teacher has a complete enrollment with the EES Unit.
- The EES Unit is responsible for all licensure actions on the behalf of the teacher.
- The teacher may have to pay a licensure fee of \$60-\$100.

Residency License

- The Residency License is a one-year license.
- It can be renewed twice within a three-year period as determined by the EPP and the EES Unit.
- Successful completion of at least 6 Semester Hours per the Plan of Study and any additional requirements set by the EPP must be completed each school year.
- Maintain enrollment in an EPP and employed within a Local Education Agency
- In order to maintain eligibility as the NC Pre-K Lead Teacher for the upcoming year, the EPP must deem the teacher eligible for the Residency License renewal.

Emergency License

- The Emergency License is a one-year, nonrenewable license that provides an optional pathway to Residency Licensure.
- Individuals must have successfully completed 18 semester hours of early childhood education coursework.
- Successful completion of at least 6 Semester Hours per the Plan of Study and any additional requirements set by the EPP must be completed.
- In order to maintain eligibility as the NC Pre-K Lead Teacher for the upcoming year, the teacher must qualify for the Residency License.

Continuing License

The Continuing License, renewable every five years. NC State Board of Education requires teachers to have three or more years of verifiable teaching experience, with at least one-year in NC.

Professional Development Renewal Requirements

- Observations and evaluations are conducted annually. Final Summative ratings of “proficient or higher” must be maintained on 3 of the 5 NC Professional Teaching Standards with one of 3 being Standard 4.

Continuing License

Renewal Requirements Continued

Teachers are required to complete a total of 8 Continuing Education Units (CEU) or 80 contact hours within the 5-year renewal cycle in the areas indicated below:

- 3 BK Content (30 Contact Hours)
- 3 Literacy (30 Contact Hours)
- 2 Digital Learning Competencies (20 Contact Hours)

Helpful Reminders

NC Pre-K Lead Teacher Enrollment and Licensure Requirements
November 16, 2023

NC Pre-K Teacher Admin Meeting– Cumberland County

Purpose

This form is required to update a teacher's personal demographics or employment site.

DocuSign Envelope ID: ABF54EAC-F921-4C5D-A17D-29B10CB78CC0

CHANGE OF INFORMATION FORM

EARLY EDUCATOR SUPPORT (EES) UNIT
EARLY EDUCATION BRANCH
DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION (DCDEE)

TEACHER INFORMATION

Name I am employed as a ...
 NC Pre-K Lead Teacher MECK Pre-K Lead Teacher
 Developmental Day Preschool Lead Teacher

CHANGE TO TEACHER INFORMATION

Do you have a change to report regarding your personal information? Yes
 No, proceed to next section
**If there is a change to your last name, please note your new/legal name here. If not, leave blank.*

First Name Middle Name
Last Name Maiden Name (if applicable)
Mailing Address City State Zip Code
Personal Email Address (do not enter work or school email) Best Contact Phone Number


CHANGE TO TEACHER EMPLOYMENT SITE

Do you have a change to report regarding your employment site? Yes
 No, do not proceed with form


Site Name City Zip Code Site County
Hire Date (of current school year) Site Address Site Phone
Site Administrator/Director Name Site Administrator/Director Email Address

SUBMISSION OF FORM

Before submission, this form must be completed and reviewed for accuracy, signed and dated by the teacher.

Teacher Signature Date


For questions regarding this application or technical assistance, contact the EES Unit Intake Coordinator, Tamiah Pittman at tamiah.pittman@dhhs.nc.gov



NC Pre-K Lead Teacher Enrollment and Licensure Requirements
November 16, 2023

NC Pre-K Teacher Admin Meeting– Cumberland County

Purpose

This form is required when a teacher terminates employment as a NC Pre-K Lead Teacher.

DocuSign Envelope ID: 40ACA2C7-A074-43E9-8528-8340F5EDC176

TEACHER SEPARATION FORM

EARLY EDUCATOR SUPPORT (EES) UNIT
EARLY EDUCATION BRANCH
DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION (DCDEE)

TEACHER INFORMATION

Name	Email Address		
<input type="text"/>	<input type="text"/>		
Separation Date	Reason for Separation		
<input type="text"/>	-- select --		
Site Name	City	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Site County	Site Phone		
<input type="text"/>	<input type="text"/>		
Site Administrator/Director Name	Site Administrator/Director Email Address		
<input type="text"/>	<input type="text"/>		

SUBMISSION OF FORM


Before submission, this form must be completed in its entirety, reviewed for accuracy, signed and dated.

I am completing this form as the: Lead Teacher Site Administrator/Contractor

Signature Date

8/3/2023

For questions regarding this application or technical assistance, contact the EES Unit Intake Coordinator, Tamiah Pittman at tamiah.pittman@dhhs.nc.gov.



NC Pre-K Lead Teacher Enrollment and Licensure Requirements
November 16, 2023

NC Pre-K Teacher Admin Meeting– Cumberland County

Purpose

- To report a change in Site Administrators or to update the Site Administrator's contact information with the EES Unit.

DocuSign Envelope ID: DE3B5BD7-049A-497F-85BB-EA835C610087

SITE ADMINISTRATOR UPDATE FORM


EARLY EDUCATOR SUPPORT (EES) UNIT
EARLY EDUCATION BRANCH
DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION (DCDEE)

SITE ADMINISTRATOR CHANGE


Site Name (DO NOT ABBREVIATE - ENTER FULL NAME OF SITE)	City	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Site Address	Site Type	
<input type="text"/>	-- select --	
Site County	Site Phone	
<input type="text"/>	<input type="text"/>	
Site Administrator/Director Name	Site Administrator/Director Email Address	
<input type="text"/>	<input type="text"/>	

SUBMISSION OF FORM

Before submission, this form must be completed in its entirety, reviewed for accuracy, signed and dated.

Signature	Date
	8/3/2023

For questions regarding this application or technical assistance, contact the EES Unit Intake Coordinator, Tamiah Pittman at tamiah.pittman@dohhs.nc.gov



Communication is the Key

- Site Administrators, Teachers, NC Pre-K Contractor, EES Intake Specialist and EES BK Licensure Specialist
 - Review the EES website:
<https://ncchildcare.ncdhhs.gov/Services/EESLPD>
 - Teachers register/enroll with EPP, maintain C or higher
 - Check Email: EES Unit and Dept. of Public Instruction (DPI) and respond as needed.
 - Change of Information: Teachers and Site Administrator
- Major Occurrences that delay DPI's approval of licensure applications:
 - Response to the 2 Applicant Questions as Yes or No.
 - If yes, submission of court documents with application.
 - Delayed payment of licensure fee.

NC Pre-K Teacher Admin Meeting– Cumberland County



Retirement News

Fay Lewis

**35 years of service in state government
4 grand boys, ages 2-12, Florida**



Who to Contact

Tonya Walden, EES Program Specialist

- Eligibility for Enrollment & Online Application – EES Unit
- EES Website Review Questions
- Scholarship Funding Sources
- Schedule Enrollment Meetings/Training
- tonya.walden@dhhs.nc.gov; 919-814-6486

Tamiah Pittman, EES BK Licensure Specialist

- NC State Board of Education Licensure Policy & NC Child Care Commission Rules for NC Pre-K Lead Teachers
- Licensure Questions: Requirements, Initiation of Licensure and Tracking Progress
- NC Department of Education Online Licensure System
- Schedule Licensure Meetings/Training
- tamiah.pittman@dhhs.nc.gov; 919-814-6356



NC Pre-K Lead Teacher Enrollment and Licensure Requirements
November 16, 2023