

NC Pre-K Add /Change Lead Teacher Request SFY 2025-2026

1. Site Name: \_\_\_\_\_ Classroom Name in County Plan: \_\_\_\_\_
2. Teacher's Name: \_\_\_\_\_  
First Middle Maiden Last
3. Teacher's Email: \_\_\_\_\_ Teacher's Workforce ID (WFID): \_\_\_\_\_
4. Teacher's Work Number: \_\_\_\_\_ Teacher's Contact Number: \_\_\_\_\_
5. Request to: ☐ Add New Teacher ☐ Change Teacher Teacher Type: ☐ Lead ☐ Long-Term Sub Lead
6. Date entered the NC Pre-K program this school year: \_\_\_\_\_ ☐ Returning Teacher ☐ Prospective Teacher
7. Did this teacher replace another NC Pre-K teacher in this classroom? ☐ Yes ☐ No If yes, whom? \_\_\_\_\_
8. Which of the following best describes this teacher's ethnicity? ☐ Hispanic ☐ Non-Hispanic
9. Which of the following best describes this teacher's race? (Check at least one and all that apply)  
☐ American Indian/Alaska Native ☐ Asian ☐ Black/African American ☐ Native Hawaiian/Other Pacific Islander  
☐ White/European American
10. Does the Lead Teacher hold any of the following licenses (active or expired)?  
☐ NC Continuing License ☐ NC Continuing BK or Pre-K/K Add-on License ☐ NC Initial License  
☐ NC Continuing Provisional BK or Pre-K/K Add-On ☐ NC Initial BK or Pre-K/K Add-on License  
☐ NC Initial Provisional BK or Pre-K/K Add-on License ☐ NC Lateral Entry BK License ☐ NC Residency BK License  
☐ NC Emergency License ☐ Out-of-State License ☐ International License ☐ N/A
11. Does the Lead Teacher have the following?  
☐ AA/AAS ☐ BA/BS ☐ MA/MS ☐ Ed.D/Ph.D Major: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
☐ 2.7 Cumulative GPA ☐ 24 Semester Hours in the Content Licensure ☐ 18 Semester Hour BK Content
12. Has the Lead Teacher enrolled in the Education Preparation Program (EPP)? ☐ Yes ☐ No ☐ N/A  
If yes, name of college or university EPP enrolled in: \_\_\_\_\_  
What is the result of EPP eligibility? ☐ Eligible ☐ Ineligible ☐ N/A  
If no, when will the Lead Teacher enroll? \_\_\_\_\_ Name of EPP: \_\_\_\_\_
13. Has the Lead Teacher submitted the completed enrollment application to the EES office? ☐ Yes ☐ No ☐ N/A  
If yes, date of enrollment: \_\_\_\_\_ If no, date the Lead Teacher will enroll in EES? \_\_\_\_\_

***I certify that all of the above information is true and correct, and my signature also confirms that the information provided in this form is accurate and complete.***

Teacher's Signature \_\_\_\_\_

Date \_\_\_\_\_

Site Administrator's Signature \_\_\_\_\_

Date \_\_\_\_\_

- Please ensure that you complete and submit the NC Pre-K Teacher Commitment Agreement form.
- Newly hired NC Pre-K Lead Teachers should enroll in an [EPP](#) when completing the [EES](#) Enrollment Application to expedite eligibility assessment for a Residency BK License.
- Submit all documents to the NC Pre-K Unit at [ncprek@ccpfc.org](mailto:ncprek@ccpfc.org).