

**North Carolina Division of Child Development and Early Education  
Public School Preschool Staff Education Form for Administrators (DCDEE.0172)  
(See Instruction Page) Please print or type.**

<b>A) Administrator Applicant Information</b> – Fill in every blank or write N/A. Electronically apply for position in your DCDEE WORKS account.		SSN (Last 4 Digits Only):	Date of Birth (mm/dd/yy): / /	
First Name (No Nicknames):	Legal Last Name:	Previous Names:		
Home Mailing Address (Include Apartment or Lot # if applicable):		City (No Abbreviations):	State:	Zip Code:
Home Phone #: ( )	Cell Phone #: ( )	County of Residence:		
Email Address:				

<b>B) School Information</b> – Fill in every blank or write N/A	Facility ID # (on DCDEE license):
L.E.A. Name:	
School Name:	
School Mailing Address:	City: State: Zip Code:
Telephone #: ( )	Fax #: ( )
Type of Program (check all appropriate boxes):	
<input type="checkbox"/> Preschool Education <input type="checkbox"/> Even Start <input type="checkbox"/> Head Start <input type="checkbox"/> Exceptional Children <input type="checkbox"/> Title I <input type="checkbox"/> Developmental Day Facility (also check age range): <input type="checkbox"/> Birth – 3 years <input type="checkbox"/> 3 years & older <input type="checkbox"/> School-Age <input type="checkbox"/> NCPReK <input type="checkbox"/> Other (Specify): _____	

<b>C) Educational Background</b> – Complete high school information and all requested experience and post secondary (college level) education information below. <b>Note:</b> copies of internet printouts, student transcripts or grade reports are <b>NOT</b> accepted as proof of education. Upload official transcripts and DPI licenses to your DCDEE WORKS account.				
High School Information (Required):	<input type="checkbox"/> HS Diploma	<input type="checkbox"/> Adult HS Diploma	<input type="checkbox"/> GED	<input type="checkbox"/> None
Number of years as a child care and/or public school administrator:	<input type="checkbox"/> less than 5 years	<input type="checkbox"/> 5 years or more		
Attained Licenses/Certificates/Credentials/Degrees (please check all appropriate boxes):				
<input type="checkbox"/> Standard Principal License	<input type="checkbox"/> Exceptional Children Program Administration Certificate	<input type="checkbox"/> Level III NCECAC or Equivalent		
If you do not hold one of the above, please circle and list degree(s) <input type="checkbox"/> attained or <input type="checkbox"/> in progress <b>AND upload your official transcript(s) to your DCDEE WORKS account:</b>				
<input type="checkbox"/> AA/AAS Major:	<input type="checkbox"/> BA/BS Major:	<input type="checkbox"/> MA/MS Major:	<input type="checkbox"/> EdD/PhD Major:	

*I certify that I have reviewed the official personnel documentation for the employee listed on this form and verify that the information contained therein is complete and accurate.*

Signature \_\_\_\_\_ Check one:  Principal or  Superintendent of Schools \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**If this application is not signed by either the Principal of the School or Superintendent of Schools, the applicant must complete the form, sign/date below and submit with required documentation per the Instructions Page.**

I attest to the accuracy of the above information.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applicant should retain a copy of this form and any attached documentation for his/her records.**

**Instructions for Completing the  
North Carolina Division of Child Development and Early Education  
Public School Preschool Staff Education Form for Administrator (DCDEE.0172)**

**Purpose:** By agreement between the Division of Child Development and Early Education and the Department of Public Instruction, education verification without proof by receipt of official transcripts is only valid if this form is completed by the Principal of the School or the Superintendent of the School System and attested to by the signature of that person on page 1. If the program is not located in a school, the Superintendent of the School System is required to complete and sign this form. No other person in any other position is authorized to sign this form.

If you are the Principal of the School, you may complete the applicable information for attained license/certificates/credentials/degrees and sign the form as the principal of the school. No other documentation needs to be provided for qualification.

**Note: This qualification is for education requirements only. It does not indicate compliance with age, pre-service, criminal record, medical, in-service training requirements or having met any additional standards set forth by the Department of Public Instruction.**

**Please read these instructions carefully. Retain a copy of this form and any attached documentation for your records.**

**General Instructions:** Print clearly in ink or type your answers. If a question does not apply to you, write N/A ("Not Applicable") in the space. **Incomplete forms will delay processing of your education evaluation.**

**Section A. Administrator Applicant Information:** Complete all requested information in this section. Please include your maiden name (if applicable). Do not abbreviate street names, cities or counties.

**Section B. School Information:** Please provide all the requested information. The facility ID # can be found on the license issued by the Division of Child Development and Early Education. If the facility is a developmental day facility, please indicate the age group in which you currently work.

**Section C. Educational Background:** Check ALL applicable spaces to indicate completion of high school requirements and any of the credentials, post-secondary (college level) degrees, certificates and/or licenses earned as of the date this form is uploaded to your DCDEE WORKS account. **High school completion information is required no matter what level of education above high school has been attained.**

**Administrator (directs overall program) must have attained a standard\* Principal License or Exceptional Children Program Administration Certificate or a Level III North Carolina Early Childhood Administration Credential (NCECAC) or its equivalent.**

**All Administrators who have not attained (or who are in the process of attaining) the above license(s) or certification(s) must upload their college level transcripts in their DCDEE WORKS account. Such individuals may be contacted to submit additional information for the education evaluation to be completed.**

Evaluations are completed with uploaded official transcripts from **accredited** post-secondary schools only. **Accredited** is defined as an institution of higher education having nationally recognized regional accreditation by one of the six regional accrediting agencies. (For schools outside the U.S.A., the recognized system of the specified country's accreditation process will be accepted.) Refer to the DCDEE website for accreditation links.

**NOTE:** If this form is not appropriately signed by the Principal of the School or Superintendent of the School System, the applicant will need to electronically apply in their DCDEE WORKS account and mail official transcripts and/or upload any applicable DPI license in their DCDEE WORKS account for the evaluation process to proceed.

**NOTE:** For a Level III Administrator qualification, you may upload your standard, non-expired Principal's License or Exceptional Children Program Administration Certificate in your DCDEE WORKS account instead of mailing an official transcript for the evaluation process to proceed.

**\*We will only accept standard licenses. Provisional licenses require copies of official transcripts to be uploaded in your DCDEE WORKS account for education verification.**

**Mail official transcripts, if applicable, to:**  
NC Division of Child Development and Early Education  
Workforce Education Unit  
2201 Mail Service Center  
Raleigh, NC 27699-2200

**Questions?**  
Call the Workforce Education Unit  
919-814-6350 or 1-800-859-0829

**Website:**  
[www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov)