

DPI Administrator (directs overall program)

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 completed by the Principal of the School or the Superintendent of the School System and attested to by the signature of that person. 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.**

Applicant Signature

In order for us to evaluate your education, you will need to submit official transcripts showing all the coursework you have completed at this time. (We cannot evaluate from a grade report, copy, unofficial student copy, copy of a diploma, or computer printout.)

OR

Principal or the school system superintendent signature

Upload an appropriately signed (by either the principal or the school system superintendent) [NCDCEE Public School Preschool Staff Education Form for Administrators \(DCDEE .0172\)](#) with the information about the public school you are currently employed and a copy of your official college transcript(s) showing any early childhood coursework or degrees.

An Administrator 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 a copy of their college-level official transcripts. Such individuals may be contacted to upload additional information in order for the education evaluation to be completed.

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

NOTE: If the [DCDEE.0172](#) (*NCDCEE Public School Preschool Staff Education Form for Administrators*) is uploaded into your DCDEE WORKS account and is not appropriately signed by the Principal of the School or Superintendent of the School System, the applicant will need to sign the application and submit official transcripts and/or a copy of any applicable DPI license for the evaluation process to proceed.

Developmental Day Facilities

If you are working in a developmental day facility, please click [here](#) and view *Chapter 9 - Child Care Rules, Section .2900-Developmental Day Services/Staff Qualifications* for information about education requirements.

Submitting Transcripts

Copies of official transcripts must be uploaded into your DCDEE WORKS account for ALL completed college-level coursework, certificates, diplomas and/or degrees. Please do not upload copies of in-service training documentation as these are not considered college coursework. Photocopies of transcripts, student or internet copies and grade reports are NOT accepted. Official transcripts may also be submitted electronically through the [National Student Clearinghouse](#)

Department of Public Instruction (DPI) Administrator Position Requirements

or [Credential Solutions \(eScrip\)](#) or mailed to the Division of Child Development and Early Education, Attn: Workforce Education Unit, 2201 Mail Service Center, Raleigh NC 27699-2201.

Only official transcripts from post-secondary schools which are **accredited** will be evaluated. [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).

To be qualified for a position, you must meet the minimum education requirements in this section for each child care position selected. Submit official transcripts and/or upload copies of any qualifying certificates, such as a BSAC or a nationally accredited credential certificate. The nationally accredited credential certificate must meet the following criteria: **1)** Nationally accredited and available in all 50 states, **2)** Comprehensive in scope which is inclusive of the following six areas: child growth and development; professionalism; health and safety; creation of appropriate environments that enhance physical, emotional, social and cognitive development; developmentally appropriate learning activities; and working with families, **3)** 120 clock (contact) hours of education and/or training, **4)** Formal observation and/or portfolio assessment, **5)** Standardized written assessment, and **6)** individually earned.