

## **DPI Teacher (assigned to classroom and responsible for daily plans, etc.)**

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.**

**Minimum requirements:** Must have attained a NC Early Childhood Credential (NCECC) or its equivalent

**Enhanced requirements:** Must have attained an AAS in Early Childhood Education (ECE) or higher, or a standard\* Preschool Add-On License or a standard\* Birth through Kindergarten (B-K) License

## **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 Teacher/Teacher Assistant \(DCDEE .0171\)](#) on about the public school you are currently employed and a copy of your official college transcript(s) showing any early childhood coursework or degrees.

**NOTE:** If form [DCDEE.0171](#) (*NCDCEE Public School Preschool Staff Education Form for Teacher/Teacher Assistant*) is uploaded into your DCDEE WORKS account and not appropriately signed by the Principal of the School or Superintendent of the School System, the applicant must sign the application and submit official transcripts and a copy of any applicable DPI license for the evaluation process to proceed.

All Teachers and Teacher Assistants 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 evaluation to be completed.

**\*We will only accept standard licenses. Provisional Pre-K/K Add-On or B-K licenses require copies of official transcripts to be uploaded for education verification.**

## **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.

## **DPI Teacher**

High School Diploma or equivalent

**AND EITHER:**

NC Early Childhood Credential (earned by completion of EDU 111 and 112 **OR** EDU 119 and meeting above criteria)

# Department of Public Instruction (DPI) Teacher Position Requirements

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OR

One of the equivalency options listed below:

1. JW Model (completion of EDU 111 and 112 OR EDU 119 but did not apply for and/or earn the NC Early Childhood Credential)
2. Tested out of the Division of Child Development and Early Education NCECC standardized equivalency test prior to 1/1/08.
3. Completed and hold a currently active nationally accredited credential certificate to include CDA, CCP and MACTE, AMS or AMI Montessori (upload a copy of the certificate).
4. Completed a post-secondary two-year degree or higher in Early Childhood, Child Development, Human Growth & Development or Early Childhood Special Education from an accredited institution of higher education.
5. Completed a post-secondary two-year degree or higher in any subject area with at least 6 semester credit hours (sch) in Early Childhood Education and/or Child Growth & Development from an accredited institution of higher education.
6. Completed 12 sch (with or without a degree) in Early Childhood, Child Development, Human Growth & Development and/or Early Childhood Special Education programs with at least 3 sch in Child Growth & Development from an accredited institution of higher education.
7. Completed and hold a currently active Level I or higher certification on the Early Care and Education Professional (ECE) scale issued by the NC Institute for Child Development Professionals (upload a copy of the certificate or letter).

The criteria for approving courses in Early Childhood Education and Child Growth & Development (ECE/CG&D) for the required six (6) sch in Option #5 and the specific three (3) sch required in Option #6 is for the course content to emphasize developmental understanding of young children, and/or developmentally appropriate educational approaches for the early years. When course content meets this criterion, but the course title is not early childhood or age-specific, the course description will need to indicate that the course focuses on ages between birth and five years, and/or the early years, early childhood, preschool, and/or young children. The coursework needed for completion of Option #6 (12 sch) includes ECE/CD related coursework that does not necessarily emphasize birth through 5 years (example - General Psychology) with at least 3 sch specific to child growth & development. Course descriptions can be uploaded into your DCDEE WORKS account for review by the Workforce Education Unit.

**Copies of official transcripts must be uploaded 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](#) 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.