NOW ACCEPTING ELECTRONIC TRANSCRIPTS!

Update: Effective February 17, 2020

The Division of Child Development and Early Education (DCDEE), Early Education Branch will no longer accept electronic transcripts submitted to the following email addresses:

- a) DCDEE Staff Emails including Child Care Consultants
- b) DCDEE Webmaster
- c) DCDEE WORKS
- d) DCDEE Data Request

All Applicants must follow the instructions provided below in order to submit electronic transcripts. In addition, official hardcopy transcripts must arrive at DCDEE in its original sealed envelope. Please do not open, make copies or write on transcripts before mailing to DCDEE.

The Division of Child Development and Early Education will not be responsible for reimbursement of electronic transcripts submitted incorrectly.

The Early Education Branch is excited to announce that effective May 1, 2019, the Division of Child Development and Early Education (DCDEE) will begin accepting electronic transcripts. In addition to the receipt of electronic transcripts, we will continue to accept official transcripts by mail.

Prior to mailing and/or submission of electronic transcripts to DCDEE, please confirm your college and/or university is nationally recognized and regionally accredited. In order to verify this information, please refer to the accreditation information below. Your search criteria is based on the geographic region your college and/or university is located. Official transcripts from colleges and/or universities without regional accreditation are not recognized by the DCDEE Early Education Branch.

Process to submit Electronic Transcripts

1) Visit your college and/or university office of the registrar's webpage to request a transcript
   a. You may have to log into your student account to request a transcript

2) On the webpage, you will be provided information as to whether the college and/or university is affiliated with the National Student Clearinghouse or Credential Solutions (eScrip) when requesting electronic transcripts.

3) The college and/or university must be affiliated with the following entities only:
   a. National Student Clearinghouse
   b. Credential Solutions (eScrip)

4) If your college and/or university is not affiliated with one of these two entities, please mail your official transcripts to DCDEE. Steps regarding how to mail your official transcripts are listed under Process to submit Official Hardcopy Transcripts.

5) The recipient of the electronic transcript must be the NC Division of Child Development and Early Education. If you are prompted to type in an email as the recipient of the transcript, please go back and request an official paper transcript to be mailed to DCDEE.
6) **DO NOT SEND** electronic transcript submissions to:
   a. DCDEE Staff Emails including Child Care Consultants
   b. DCDEE Webmaster
   c. DCDEE WORKS
   d. DCDEE Data Request

**Process to Submit Official Hardcopy Transcripts**

1) Visit your college and/or university office of the registrar’s webpage to request a transcript
   a. You may have to log into your student account to request a transcript

2) Request an official hardcopy transcript to be mailed to one of the addresses below:

<table>
<thead>
<tr>
<th>Attn: Workforce Education Unit</th>
<th>Attn: EESLPD Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Child Development and Early Education (DCDEE)</td>
<td>Division of Child Development and Early Education (DCDEE)</td>
</tr>
<tr>
<td>2201 Mail Service Center</td>
<td>2201 Mail Service Center</td>
</tr>
<tr>
<td>Raleigh, NC 27699-2200</td>
<td>Raleigh, NC 27699-2200</td>
</tr>
</tbody>
</table>

| Note: This address should only be used by NC Pre-K Lead Teachers and Developmental Day Lead Teachers |

3) **Official transcripts must arrive at DCDEE in its original sealed envelope.** Please **do not** open, make copies or write on transcripts before mailing to DCDEE.

The Early Education Branch consists of the *Workforce Education Unit, NC Pre-K Program and the Early Educator Support, Licensure and Professional Development (EESLPD) Unit*. All official transcripts sent to the Early Education Branch will be used for the appropriate educational review of each applicant. Once the transcript is received by DCDEE, it becomes the property of DCDEE and cannot be returned to the educator or sender.

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**ACCREDITATION**

This process is for the verification of the college and/or university’s accreditation status.

- Please visit **one** of the following websites to perform a search for your college and/or university’s institutional accreditation:
  - [https://www.chea.org/](https://www.chea.org/)
  - [https://ope.ed.gov/dapip/#/home](https://ope.ed.gov/dapip/#/home)

- Please note that the DCDEE Early Education Branch only recognizes the following regional six accrediting bodies:
  - Middle States Association of Colleges and Schools
  - New England Association of Schools and Colleges
  - Higher Learning Commission (North Central Association of Colleges and Schools)
  - Northwest Accreditation Commission
  - Southern Association of Colleges and Schools
  - Western Association of Schools and Colleges

*Official transcripts from colleges or universities without regional accreditation will not be considered for educational assessment by the DCDEE Early Education Branch.*

Please click on the following links for additional information regarding the units in the Early Education Branch:

- [Workforce Education Unit](#)
- [NC Pre-K Program](#)
- [Early Educator Support, Licensure and Professional Development (EESLPD) Unit](#)
Please view the following pages with detailed instructions on how to apply for an electronic transcript with Credential Solutions (eScrip) and National Student Clearinghouse.

Credential Solutions (eScrip)

Transcript Ordering Services

Do not use browser back or forward buttons
Your session will time out after 30 minutes of no activity

Begin Order

Information from East Carolina University

If you attended prior to 1992, some or all of your records may be non-computerized. If this is the case, please allow 10 additional business days for processing.

- Pricing and Payment
- Authorization Info
- Ordering Overview
- Electronic Transcripts
- FAQs
**Information needed to locate your records**

- **Student ID**: 1
- **Social Sec #**
- **Attended From Year**: YYYY
- **Attended To Year**: YYYY
- **Birth Date**: MMDDYYYY

Either SSN or Student ID must be specified

**Enter names as they exist in the school records**
If you would like to update your mailing address please contact the Registrar's Office.

- **First Name**
- **Middle Name**: Enter if you think it is on your school record
- **Last Name**
- **Suffix**: (optional) Jr, Sr, etc.
- **Other Last Names**: (optional)

**Enter your current address**

- **Country**: UNITED STATES
- **Current Address**
- **City**
- **State**: *Required Only for United States, Canada, Mexico, and Australia
- **ZIP Code**

[Please update school records to reflect this address]
Communication Information

Email Information - Required to send order receipt and status updates

Email Address: [redacted]
*Required

Verify Email: [redacted]
*Required

To avoid problems, please be sure that mysupport@credentialssolutions.com is in your address book.

Telephone Information

Telephone Country: UNITED STATES

Telephone #: [redacted]
*Required

U.S. numbers must be entered as: NNN-NNN-NNNN
Enter N/A if no phone number is available

Cell Phone Info - Optional (U.S. numbers only)

To also be notified about order status via text messages to your cell phone, enter your information below. Any message charges are your responsibility.

Cell Phone No.: [redacted]

Verify Cell Phone No.: [redacted]

U.S. Phones Only – Enter as NNN-NNN-NNNN

Cell Phone Co.: --None--
Please choose a service for this order

- Official Transcript - Deliver to Recipient
  
  $7.00 per copy
  Processed within 2-3 business days provided the order has been authorized.

- Official Transcript - Pick Up
  
  $7.00 per copy
  Processed within 2-3 business days provided the order has been authorized.

Tell us when to release your transcript(s)

- Send Now (current term grades might not be included)

  Hold until grades have been posted for:
  
  - Summer Session I

  Hold until current semester degrees have been posted
  
  - Summer Semester

Other information required by East Carolina University

- Primary Reason for Ordering: For State Licensure
  *Required
If you are prompted to type an email as the recipient for the transcript, please go back and request a paper transcript be mailed to the Division.

Transcripts are NOT to be emailed to DCDEE emails.
If you are prompted to type an email as the recipient for the transcript, please go back and request a paper transcript be mailed to the Division.

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Transcripts are NOT to be emailed to DCDEE emails.
Delivery Method: PDF

Recipient Information

EDUCATION EVALUATION
NCDHHS DCDEE
RALEIGH NC 27699
919-814-6300

Attachment Options for this Recipient

Some recipients require additional information pages ("Attachments") alongside your transcript. Any transcript order with an Attachment is currently limited to a single recipient.

Are you providing an attachment?
- No
- Yes (This is not common)

Recipient Confirmation

Although we make every effort to maintain current Recipient Information in our database, it's your responsibility to ensure this information is correct. Please verify the above and check the box to continue.

I confirm this recipient

Cancel This Recipient  
Next
If you are prompted to type an email as the recipient for the transcript, please go back and request a paper transcript be mailed to the Division.

Transcripts are NOT to be emailed to DCDEE emails.
**Student Information**

- **Name:** [Redacted]
- **Social Sec #:** [Redacted]
- **Address:** [Redacted]
- **Birth Date:** [Redacted]
- **Telephone #:** [Redacted]
- **Attended From Year:** [Redacted]
- **Attended To Year:** [Redacted]
- **Email Address:** [Redacted]

**Basic Order Information**

- **Service Type:** Official Transcript – Deliver to Recipient
- **When to Send Transcript:** Send Now (current term grades might not be included)
- **Primary Reason for Ordering:**

**Your Recipient(s)**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Delivery Method</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient 1</td>
<td>1 Transcript</td>
<td>PDF</td>
</tr>
</tbody>
</table>

**Summary of Charges for Your Order**

<table>
<thead>
<tr>
<th>Charge Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Transcript Charges</td>
<td>$7.00</td>
</tr>
<tr>
<td>Handling Charges</td>
<td>$2.35</td>
</tr>
<tr>
<td><strong>Total Charge for This Transcript Order</strong></td>
<td><strong>$9.35</strong></td>
</tr>
</tbody>
</table>
Step 1: Accept Agreement

You are about to authorize a payment to Credentials Solutions, LLC acting as agent for [Redacted] in this transaction for $9.35. Please note that our merchant name associated with this charge on your statement will be: COLLEGE TRANSCRIPT.

☑ I have read and agree to the terms in the Credentials Transaction Agreement

Refund Policy

Step 2: Payment Information
# National Student Clearinghouse

## Enter Personal Information

**Personal Information**  All fields required, unless otherwise indicated

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td>(Optional)</td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
</tbody>
</table>

**Has your name changed since attending school?**

- [YES](#)
- [NO](#)

## Student Identification Information

**One of the following is required**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td></td>
</tr>
<tr>
<td>Confirm Student ID</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Confirm Social Security Number</td>
<td></td>
</tr>
</tbody>
</table>

**Are you currently enrolled?**

- [YES](#)
- [NO](#)
Enter Personal Information

Contact Information  All fields required, unless otherwise indicated

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**Address 1**
Street number and name or P.O. Box Address 1 is required

**Address 2**
Building, campus box, floor, apt, suite (Optional)

**City**  **State/Territory/APO**
City is required  State/Territory/APO is required

**Zip/Postal Code**  **Country**
United States

**Email**  **Confirm Email**

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**Phone Number**
(1234) 567-8901

To receive NSC Msg updates to this phone number, you must Opt-In by selecting ‘YES’ below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? Terms of Use and Privacy Policy.

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Allow the school to use this information to update their records?  **YES**  **NO**

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According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student’s permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?  
Who are you sending your transcript to? is required
According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student’s permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

Education Organization, Application Service and Scholarships ▼

Select Organization

North Carolina Division of Child Development & Early Education ▼

Department

Early Education Branch ▼
Select Transcript and Delivery Details

Recipient: NORTH CAROLINA DIVISION OF CHILD DEVELOPMENT & EARLY EDUCATION

Processing Details: All fields required, unless otherwise indicated

Which transcript do you want sent?
- Current transcript

NOTE: This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

What type of transcript do you want?
- Curriculum & Continuing Education

Why are you ordering your transcript?
- Admission Service (LSAC, AMCAS, etc.)

Delivery Information

How do you want your transcript sent?
- Electronic

How many copies do you want?
1 copy = $5.00

School’s Terms and Conditions:
Transcript will be sent by Electronic Exchange (ETX).

I have read and accept my school’s terms and conditions for the delivery method of Electronic? Yes [ ] No [ ]
If you are prompted to type an email as the recipient for the transcript, please go back and request a paper transcript be mailed to the Division.

Transcripts are NOT to be emailed to DCDEE emails.
If you are prompted to type an email as the recipient for the transcript, please go back and request a paper transcript be mailed to the Division.

Transcripts are NOT to be emailed to DCDEE emails.
# Checkout

## Sign Consent Form

All fields required, unless otherwise indicated

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submit your request, your order will be canceled, and you will not be charged.

<table>
<thead>
<tr>
<th>Requestor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Number:</td>
</tr>
</tbody>
</table>

Transcript Recipient(s)  
NORTH CAROLINA DIVISION OF CHILD DEVELOPMENT & EARLY EDUCATION

## Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

**Need Help Signing?**  

**Sign Here**

**Signature Date:**

By submitting this signature, I, [Name], certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

[CLEAR SIGNATURE]  [ACCEPT SIGNATURE]