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 Educational Assessment Guidelines for Child Care Providers. 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.

**Electronic Transcript Submission Process**

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 and/or the URL, you will be provided information as to if 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 Hardcopy Official Transcripts.

5) The recipient of the electronic transcript must be the NC Division of Child Development and Early Education.

**Official Hardcopy Transcripts Submission Process**

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:

   **Attn: Workforce Education Unit**
   Division of Child Development and Early Education (DCDEE)
   2201 Mail Service Center
   Raleigh, NC 27699-2200

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

**Department of Public Instruction (DPI) Positions (DPI Administrator, DPI Teacher and/or DPI Teacher Assistant)**

DPI Administrator, DPI Teacher and/or DPI Teacher Assistants must electronically apply in DCDEE WORKS and upload an appropriately signed (by either the principal or the school system superintendent) NCDCCDEE Public School Preschool Staff Education form for Teacher/Teacher Assistant or Administrator with the information about the public school currently employed.

DPI Administrator, DPI Teacher and/or DPI Teacher Assistants may upload copies of official transcripts into their DCDEE WORKS account of all completed college-level coursework, certificates, diplomas and/or degrees. However, if you are applying for both DPI and Non-DPI positions, you must submit your official transcript to the Workforce Education Unit electronically or by mail.