



**Early Educator Support, Licensure and Professional Development Unit (formerly TLU)
DHHS - Division of Child Development and Early Education**

August 16, 2011

FAQ Transitioning Teacher Education-Licensure Services to DCDEE

Question: *Now that the TLU has relocated to the Division of Child Development and Early Education when will teacher licensure services be available to NC Pre-K teachers who work in nonpublic schools?*

Answer: The TLU has been renamed, **Early Educator Support, Licensure and Professional Development (EESLPD) Unit** and is expected to have most services in place by October 31. The EESLPD Unit will continue to provide teacher education and licensure support and services to NC Pre-K teachers who work in **nonpublic schools** (child care and Head Start programs). All NC Pre-K teachers are required to hold a NC Birth-through-Kindergarten Standard Professional II License, whether they work in a public or nonpublic school classrooms, as stipulated by the NC Pre-K requirements.

Question: *I am a new NC Pre-K Teacher. How do I enroll with the EESLPD (formerly TLU)?*

Answer: There are several actions that you should take to complete your enrollment with the EESLPD Unit. Complete the attached **EESLPD Enrollment Form** and return the form with any requested documentation (transcripts, *Foundations*: Early Learning Standards certificate, your teaching license, or Plan of Study, etc.) **via certified mail** to: the **Early Educator Support, Licensure and Professional Development Unit, DCDEE, 2201 Mail Service Center, Raleigh, NC 27699-2201**. Once all required materials are on file, you will receive a response from the EESLPD Unit informing you of your next steps. If you do not have a license (NC BK or Preschool Add-on or other NC Educator's license or another state's license), you should proceed with selecting a college or university with an accredited teacher education/licensure program (see attached list) to request a **Plan of Study** to complete the BK Standard Professional I license. You are required to submit your **Plan of Study** with your enrollment form to the EESLPD Unit before a mentor and evaluator will be assigned. If you have a license, you are required to submit the enrollment form along with a copy of your license to the EESLPD Unit.

Question: *What do I need to do while I am waiting for services?*

Answer: If you currently hold a NC Educator's Licensure (Standard Professional I or II), *as soon as resources are available*, an EESLPD mentor will be assigned to teachers with less than a SP II license, including a lateral entry license, and an evaluator will be assigned to all licensed teachers. If you **do not hold a NC Educator's License** (BK, Preschool add-on, K-6, etc.), you are advised to immediately contact an accredited college or university (see attached list) that offers the NC Birth-through-Kindergarten license and request a Plan of Study for the BK license. Submit your Plan of Study to the EESLPD Unit when received from your BK advisor. You must complete a minimum of six semester credit hours annually toward the BK license. Note: You must have at least a BA/BS degree to enroll with the EESLPD Unit.

Question: *I am a lateral entry licensed teacher returning to a NC Pre-K Classroom this fall. I have completed my Plan of Study and preparing to student teach this fall or spring. Will an EESLPD*



“mentor/supervising” teacher be available to support me so that I can remain in my NC Pre-K classroom to meet this requirement? I also need to notify my BK advisor if I can “student teach in my classroom.”

Answer: If you hold a NC Lateral Entry license (issued under the former OEL/TLU) and you have completed all prescribed BK coursework as listed on your Plan of Study, and you are ready to complete your student teaching/internship requirement fall 2011 or spring 2012, you must immediately notify Cindy at cindy.wheeler@dhhs.nc.gov and include the name of your college, university where you are completing your license, and the name of your BK advisor. Please copy your site administrator and your university BK advisor.

Question: I have moved to a new classroom and site location. Who do I notify?

Answer: Notify Cindy at cindy.wheeler@dhhs.nc.gov with the information that has changed and copy your current site administrator. You must include both your former site (site name, phone number, fax number, email address, site location, county, site administrator and county NC Pre-K contract administrator) and your new site (site name, phone number, fax number, email address, site location, county, site administrator).

Question: Who do I notify that I left my More at Four (NC Pre-K) teaching position and will not be returning?

Answer: Notify Cindy at cindy.wheeler@dhhs.nc.gov

Question: I have not received my updated license. How can I find out about the status? A colleague received her updated license last week, and I was expecting mine to arrive the next day.

Answer: All licensure requests were submitted under the OEL/TLU on June 30, 2011 to the NC DPI Licensure Division. That division processes all licensure requests from local education agencies (local school boards, charter and private schools, colleges and universities) across NC, for all licensed educators (teachers, principals, superintendents in grades pre-K through 12 and college education faculty), including the former OEL/TLU. **Please allow up to 10 weeks to receive your license, which will be September 9.** If you have not received your updated license by **September 9**, contact Cindy at cindy.wheeler@dhhs.nc.gov

Question: I received my updated NC Educator’s License from the NC DPI Licensure Division in the mail and I need to know what to do next. I plan to continue teaching in an NC Pre-K classroom in the fall.

Answer: Please retain the original and mail a copy of your updated license to:

Early Educator Support, Licensure and Professional Development Unit
DHHS - Division of Child Development and Early Education
2201 Mail Service Center Raleigh, NC 27699-2201



Question: I cannot log onto McREL to complete my Professional Development Plan (PDP) and received a message that my PDP had not been posted for the coming school year. Can you send my UID (Unique Identifier) and password so that I can complete this task?

Answer: NC DPI took the McREL Online Educator Evaluation System “offline” June 30 to archive all results submitted for the last school year. The EESLPD Unit will notify you on or before October 31st that the system is ready for 2011-2012.

Question: I took the Early Childhood Praxis (0022) and my university submitted my scores to DPI but my NC Educator’s License doesn’t show that I’m “highly qualified.” What should I do?

Answer: Please contact the college or university official that submitted your licensure recommendation to the ND DPI Licensure Division to confirm your scores were actually included with that request. If they were not submitted at that time, you may submit your scores to the EESLPD Unit and we will submit a request for the HQ status.

Question: What happened to the TLU website? I cannot find any of the materials that were posted under the Teacher Education-Licensure link.

Answer: The Teacher Education and Licensure component of the former OEL website is in revision and will be available soon through the DCDEE website.

Question: If I have other questions or need additional information about the EESLPD Unit, who do I contact?

Answer: You may contact Cindy at cindy.wheeler@dhhs.nc.gov or Sharon at sharon.spigner@dhhs.nc.gov Other FAQ documents are posted on the DCDEE website should you need additional information about this process.