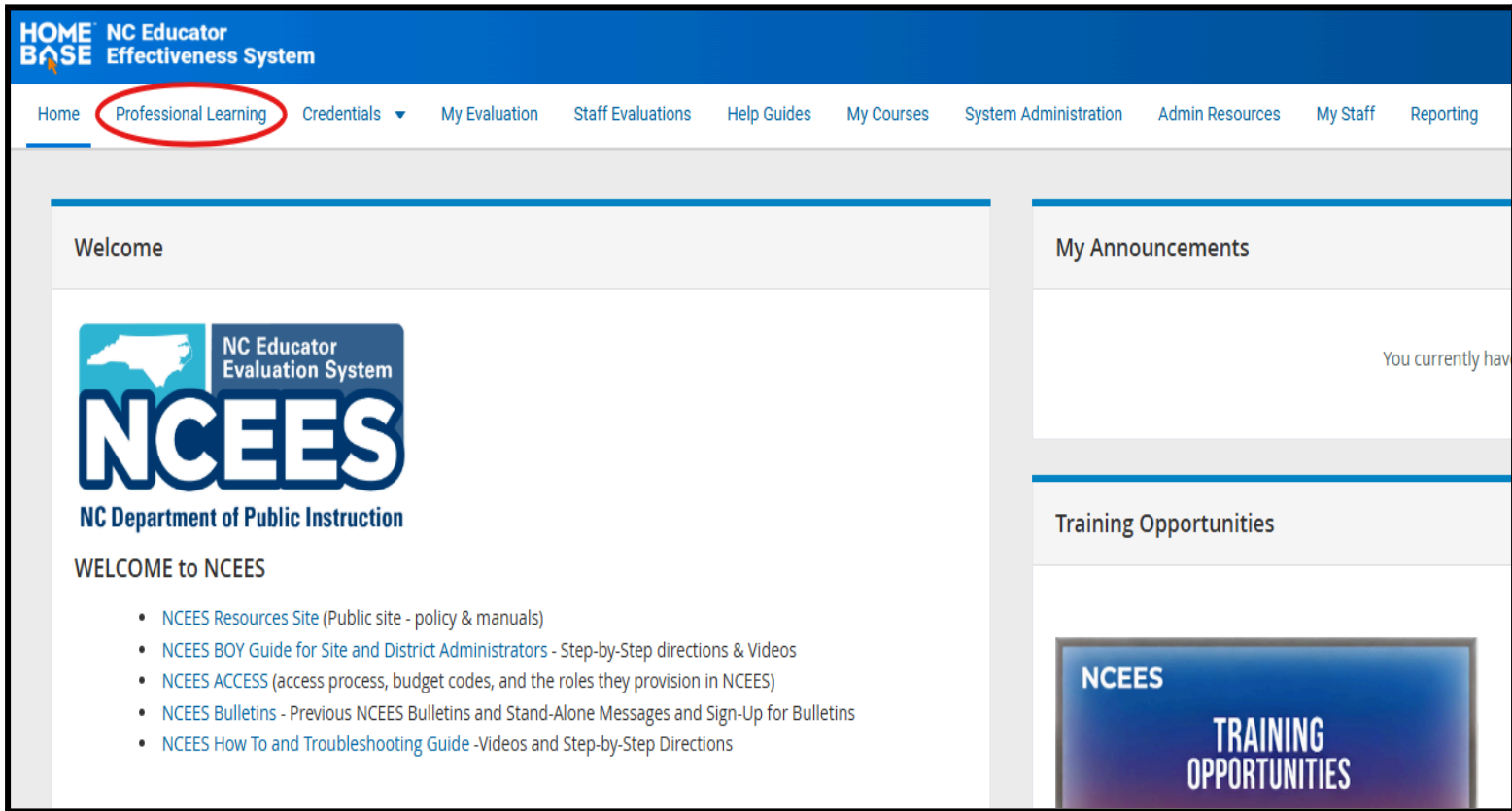


Submitting Renewal Credit on NCEES

Help Guide for Continuing Professional License Teachers (CPL)

1. Log into NCEES and choose the option of 'Professional Learning' from the task bar.



Updated 9/18/2025

2. On this page, select 'My Professional Learning' from the left side menu.

HOME BASE NC Educator Effectiveness System

Home Professional Learning Credentials ▼ My Evaluation Staff Evaluations Help Guides My Courses System Administration

Dashboard

My home page Course insights

My Professional Learning

[Course Catalog](#)

- Register for an Instructor-Led Course, Register for a Self-Paced Course, Join a Wait List

[My Courses](#)

- Manage Registered courses, Manage Waitlisted courses, Manage Past courses, Manage Recommended courses, Manage Required courses

[Transcript](#)

- Navigate > My Courses > Transcript

22913 Continuing to Keep it Simple in Schoolnet 24 Completed ...

22913 | Continuing to Keep it Simple in Schoolnet 24

Click "View Again" to Access the Canvas Course [View Again](#)

Using Transfer Credit Manager

Updated 9/18/2025

3. From the Professional Learning Menu, select 'My Transfer Credit Requests'.

The screenshot shows the HOME BASE NC Educator Effectiveness System interface. The top navigation bar includes links for Home, Professional Learning, Credentials, My Evaluation, Staff Evaluations, and Help Guide. The left sidebar contains icons for Dashboard, Catalog, My Professional Learning, Instruct, Build, Manage, Configuration, and a bar chart icon. The 'Professional Learning' menu is expanded, showing options: My home page, Course insights, My Courses, My Transcript, My Downloaded CSVs, and My Transfer Credit Requests (which is circled in red). Below the menu, there is a section titled 'Transcript' with a bullet point: 'Navigate > My Courses > Transcript'. At the bottom, there is a section titled '22913 Continuing to Keep it Simple in Schoolnet 24'.

4. Select 'Create New Credit Request'.

The screenshot displays the HOME BASE NC Educator Effectiveness System interface. The top navigation bar includes links for Home, Professional Learning, Credentials, My Evaluation, Staff Evaluations, and Help Guide. The left sidebar contains icons and labels for Dashboard, Catalog, My Professional Learning, Instruct, Build, Manage, and Configuration. The main content area is titled 'My Transfer Credit Requests' and features tabs for Pending Submission, Submitted, Completed, and Archived. A red circle highlights the 'Create New Credit Request' button, which is located below the 'Pending Submission' tab. Below the button, there is a 'Select a Column' dropdown menu, 'Update' and 'Add Filter' buttons, and a table with columns: Status, Course/Event Title, Hours, Credit Areas, and Requested.

HOME BASE NC Educator Effectiveness System

Home Professional Learning Credentials ▼ My Evaluation Staff Evaluations Help Guide

My Transfer Credit Requests

Pending Submission Submitted Completed Archived

Create New Credit Request

Select a Column ▼

Update Add Filter

Status	Course/Event Title	Hours	Credit Areas	Requested
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Updated 9/18/2025

5. Complete all required components for the credit request (Course Title, Description, Date Started, Date Completed, and CEU Hours).

ducator
tiveness System

Professional Learning | Credentials | My Evaluation | Staff Evaluations | Help Guides | My Courses | System

Enter Course Title Here

Pre-Credit Request Approval

Requested by [redacted] on September 18, 2025 at 12:49 PM Site: NC

Requester: [View Approver\(s\)](#)

Course/Event Title Required

Enter Course Title Here

Description Required

B I U A - A - Size - [icons]

Characters (with HTML): 0/4000

ducator
tiveness System

Professional Learning | Credentials | My Evaluation | Staff Evaluations | Help Guides | My Courses | System

Enter Course Title Here

Course/Event Title Required

Enter Course Title Here

Description Required

B I U A - A - Size - [icons]

Characters (with HTML): 0/4000

Date Started Required

Date Completed Required

Hours Required

*Helpful Hint: Our licenses require Academic Subject Area (Content), Literacy, and General CEU Credits to renew.

Academic Subject Area	3 CEUs	Content related to our Standard Course of Study (Foundations)
Literacy	3 CEUs	Literacy
General	2 CEUs	Topics important to our profession, but not directly impacting student learning

6. Continue to scroll down and upload evidence of completion (Certificate, Badge, etc).

Evidence of Completion (Certificate, Badge, etc)



Attach File ?

PD Approval Signatures





Attach File ?



7. Click the blue 'Submit for Credit Approval'.

must be related to using digital literacy to enhance instruction. Guidelines for administrator and teacher digital learning competencies can be located at: <https://www.opnstate.nc.edu/digital-learning/competencies/>

Evidence of Completion (Certificate, Badge, etc)

 [Attach File](#) 

PD Approval Signatures

 [Attach File](#) 

Close

Submit for Credit Approval

8. Check the status of your submission on the 'My Transfer Credit Requests' homepage.

The screenshot displays the 'HOME BASE NC Educator Effectiveness System' interface. The top navigation bar includes links for Home, Professional Learning, Credentials, My Evaluation, and Staff Evaluations. The left sidebar contains icons and labels for Dashboard, Catalog, My Professional Learning (highlighted), Instruct, and Build. The main content area is titled 'My Transfer Credit Requests' and features four tabs: Pending Submission (circled in red), Submitted, Completed, and Archived. Below the tabs is a blue button labeled 'Create New Credit Request'. At the bottom, there is a 'Select a Column' dropdown menu and buttons for 'Update' and 'Add Filter'.

If you need assistance submitting credit, contact your EES Evaluator for support.

If you have questions about the status of a submission, contact Gordon Millspaugh at gordon.millspaugh@dhhs.nc.gov

Updated 9/18/2025

Updated 9/18/2025