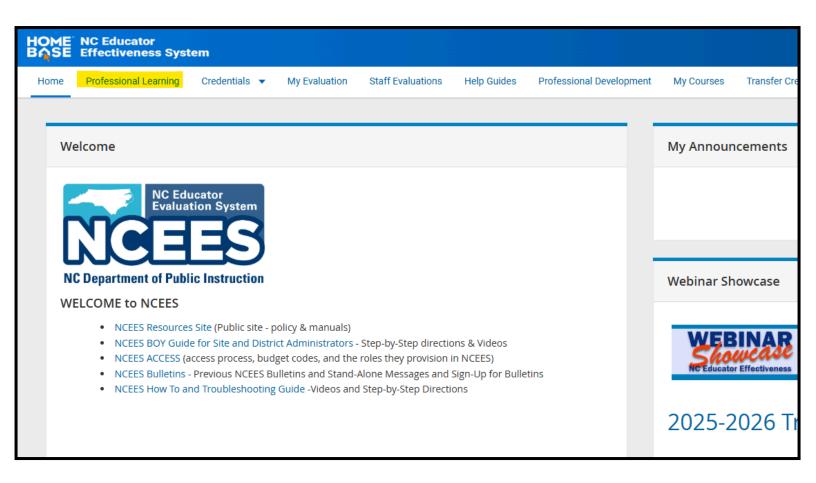
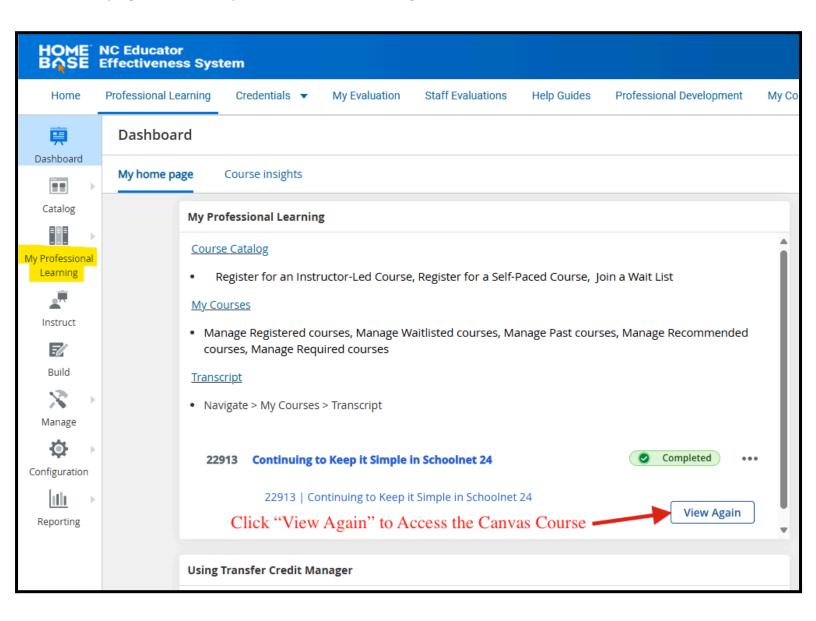
Submitting Renewal Credit on NCEES Help Guide for Continuing Professional License Teachers (CPL)

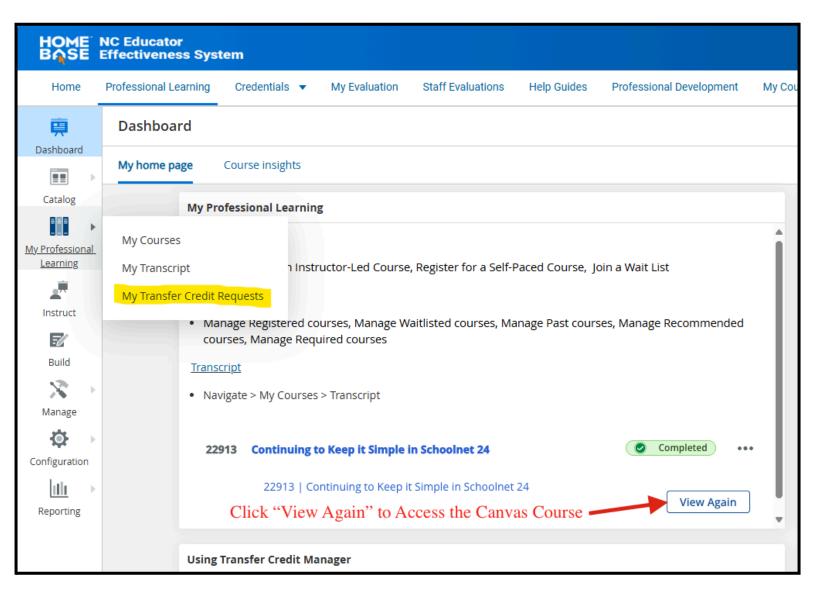
1. Log into NCEES and choose the option of 'Professional Learning' from the task bar.



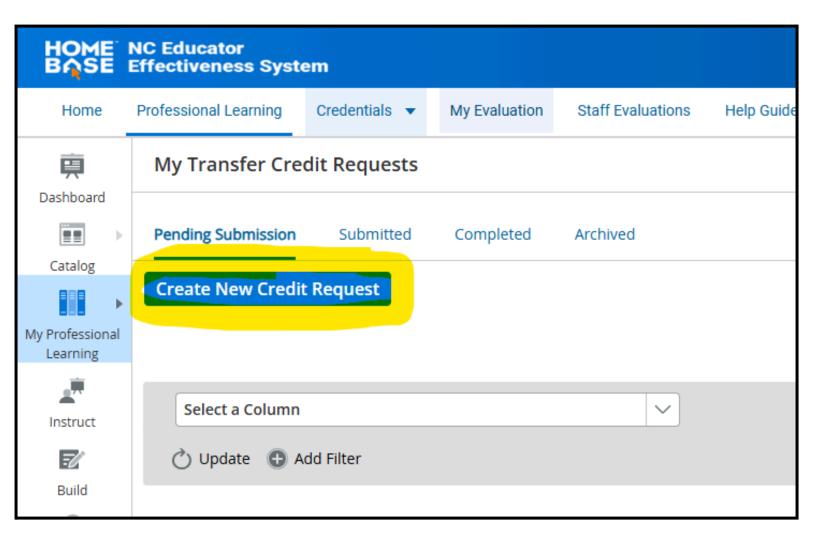
2. On this page, select 'My Professional Learning' from the left side menu.



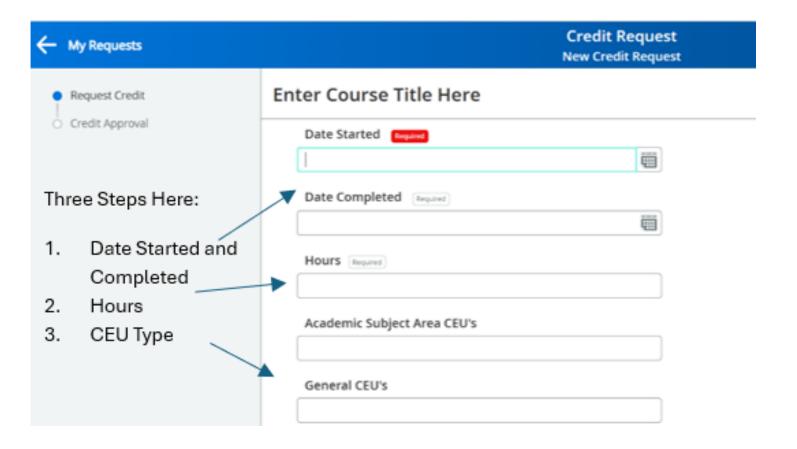
3. From the Professional Learning Menu, select 'My Transfer Credit Requests'.



4. Select 'Create New Credit Request'.



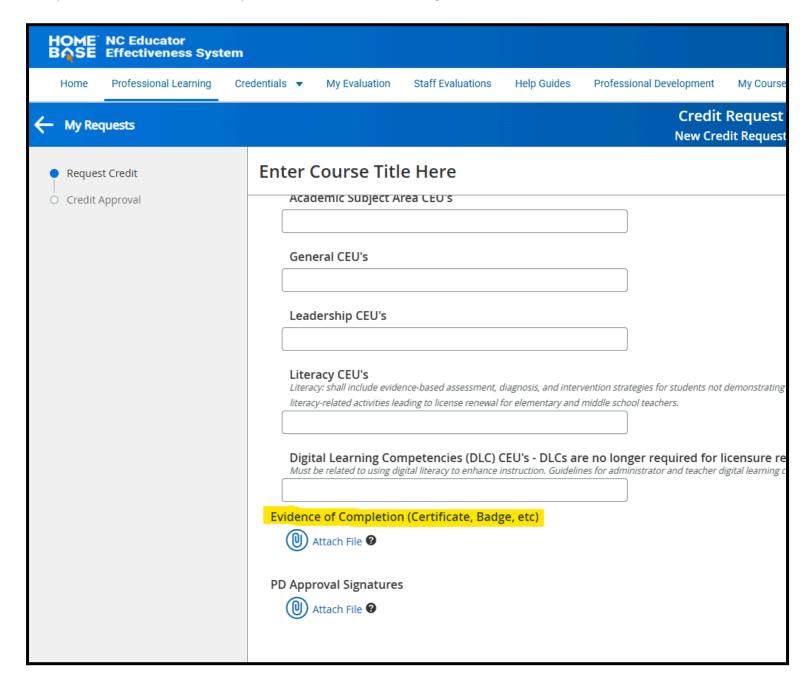
5. Complete all required components for the credit request (Course Title, Description, Date Started, Date Completed, and CEU Hours).



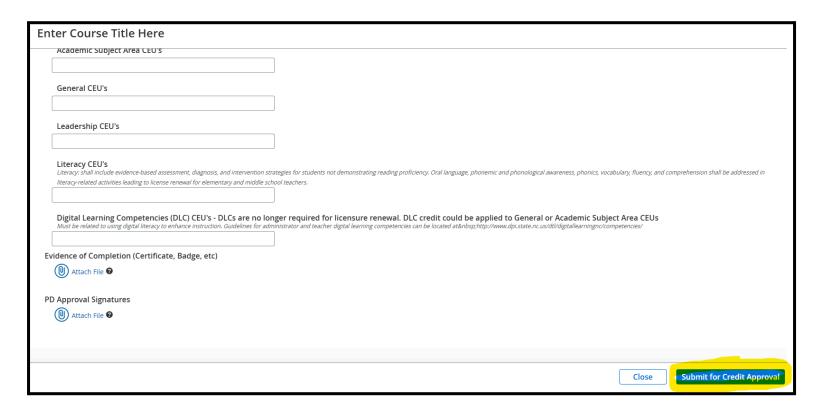
^{*}Helpful Hint: Our licenses require Academic Subject Area (Content), Literacy, and General CEU Credits to renew.

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

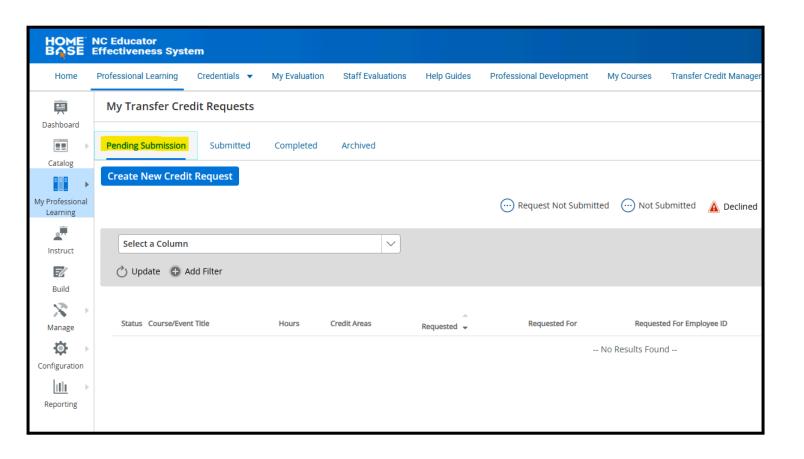
6. Upload evidence of completion (Certificate, Badge, etc).



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



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



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 govdon.millspaugh@dhhs.nc.gov