

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.

HOME BASE NC Educator Effectiveness System

Home Professional Learning Credentials ▾ My Evaluation Staff Evaluations Help Guides Professional Development My Courses Transfer Credit

Welcome

NCEES
NC Department of Public Instruction

WELCOME to NCEES

- [NCEES Resources Site](#) (Public site - policy & manuals)
- [NCEES BOY Guide for Site and District Administrators](#) - Step-by-Step directions & Videos
- [NCEES ACCESS](#) (access process, budget codes, and the roles they provision in NCEES)
- [NCEES Bulletins](#) - Previous NCEES Bulletins and Stand-Alone Messages and Sign-Up for Bulletins
- [NCEES How To and Troubleshooting Guide](#) -Videos and Step-by-Step Directions

My Announcements

Webinar Showcase

WEBINAR Showcase
NC Educator Effectiveness

2025-2026 Tr

Updated 8/27/2025

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 Professional Development My Co

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 8/27/2025

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

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, Help Guides, Professional Development, and My Courses. The left sidebar contains a menu with icons and labels: Dashboard, Catalog, My Professional Learning (highlighted), Instruct, Build, Manage, Configuration, and Reporting. A dropdown menu for 'My Professional Learning' is open, showing options: My Courses, My Transcript, and My Transfer Credit Requests (highlighted in yellow). The main content area is titled 'My Professional Learning' and includes a section for 'My Courses' with a list of course management options. Below this, there is a 'Transcript' section with a navigation path: 'Navigate > My Courses > Transcript'. A course entry is shown: '22913 Continuing to Keep it Simple in Schoolnet 24' with a 'Completed' status. A red arrow points to a 'View Again' button next to the course entry. At the bottom, there is a section titled 'Using Transfer Credit Manager'.

HOME BASE NC Educator Effectiveness System

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

Dashboard

My home page Course insights

My Professional Learning

- My Courses
- My Transcript
- My Transfer Credit Requests**

- 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 8/27/2025

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, and Build. The main content area is titled 'My Transfer Credit Requests' and features tabs for Pending Submission, Submitted, Completed, and Archived. A yellow highlight is placed over the 'Create New Credit Request' button, which is located under the 'Pending Submission' tab. Below the tabs, there is a 'Select a Column' dropdown menu and buttons for 'Update' and 'Add Filter'.

Updated 8/27/2025

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

← My Requests

Credit Request
New Credit Request

● Request Credit

○ Credit Approval

Three Steps Here:

1. Date Started and Completed
2. Hours
3. CEU Type

Enter Course Title Here

Date Started Required

Date Completed Required

Hours Required

Academic Subject Area CEU's

General CEU's

*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).

HOME
BASE

NC Educator
Effectiveness System

[Home](#)[Professional Learning](#)[Credentials](#) ▼[My Evaluation](#)[Staff Evaluations](#)[Help Guides](#)[Professional Development](#)[My Course](#)

← My Requests

Credit Request
New Credit Request

☒ Request Credit

☐ Credit Approval

Enter Course Title Here

Academic Subject Area CEU's

General CEU's

Leadership CEU's


Literacy CEU's

Literacy: shall include evidence-based assessment, diagnosis, and intervention strategies for students not demonstrating literacy-related activities leading to license renewal for elementary and middle school teachers.


Digital Learning Competencies (DLC) CEU's - DLCs are no longer required for licensure re

Must be related to using digital literacy to enhance instruction. Guidelines for administrator and teacher digital learning c

Evidence of Completion (Certificate, Badge, etc)

 Attach File ?

PD Approval Signatures

 Attach File ?

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7. Click the blue ‘Submit for Credit Approval’.

Enter Course Title Here

Academic Subject Area CEU's

General CEU's

Leadership CEU's

Literacy CEU's

Literacy shall include evidence-based assessment, diagnosis, and intervention strategies for students not demonstrating reading proficiency. Oral language, phonemic and phonological awareness, phonics, vocabulary, fluency, and comprehension shall be addressed in literacy-related activities leading to license renewal for elementary and middle school teachers.

Digital Learning Competencies (DLC) CEU's - DLCs are no longer required for licensure renewal. DLC credit could be applied to General or Academic Subject Area CEUs

Must be related to using digital literacy to enhance instruction. Guidelines for administrator and teacher digital learning competencies can be located at http://www.dpi.state.nc.us/dti/digitalllearningnc/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.

HOME BASE NC Educator Effectiveness System

Home Professional Learning Credentials My Evaluation Staff Evaluations Help Guides Professional Development My Courses Transfer Credit Manager

My Transfer Credit Requests

Pending Submission Submitted Completed Archived

Create New Credit Request

Request Not Submitted Not Submitted Declined

Select a Column

Update Add Filter

Status	Course/Event Title	Hours	Credit Areas	Requested	Requested For	Requested For Employee ID
-- No Results Found --						

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

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