

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.

The screenshot displays the 'HOME BASE' interface for the 'NC Educator Effectiveness System'. The top navigation bar includes links for Home, Professional Learning (circled in red), Credentials, My Evaluation, Staff Evaluations, Help Guides, My Courses, System Administration, Admin Resources, My Staff, and Reporting. The main content area is divided into two columns. The left column, titled 'Welcome', features the NCEES logo and a list of resources: NCEES Resources Site, NCEES BOY Guide, NCEES ACCESS, NCEES Bulletins, and NCEES How To and Troubleshooting Guide. The right column contains sections for 'My Announcements' (with a placeholder 'You currently hav'), 'Training Opportunities', and a blue banner for 'NCEES TRAINING OPPORTUNITIES'.

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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

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 a menu with icons and labels: Dashboard, Catalog, My Professional Learning (selected), Instruct, Build, Manage, Configuration, and a bar chart icon. The 'My Professional Learning' menu is expanded, showing a list of options: My home page, Course insights, My Courses, My Transcript, My Downloaded CSVs, and My Transfer Credit Requests (circled in red). The main content area displays a 'Learning' section with a list of courses, including '22913 Continuing to Keep it Simple in Schoolnet 24'.

HOME BASE NC Educator Effectiveness System

Home Professional Learning Credentials ▼ My Evaluation Staff Evaluations Help Guide

Dashboard

My home page Course insights

Learning

My Courses

My Transcript

My Downloaded CSVs

My Transfer Credit Requests

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 blue button labeled 'Create New Credit Request' is highlighted with a red circle. Below the tabs, 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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5. Complete all required components for the credit request (Course Title, Description, Date Started, Date Completed, and CEU Hours).

The image displays two side-by-side screenshots of the 'Educator Business System' Pre-Credit Request Approval form. The left screenshot shows the form with red circles highlighting the 'Course/Event Title' and 'Description' fields. The right screenshot shows the form with red circles highlighting the 'Date Started', 'Date Completed', and 'Hours' fields.

Left Screenshot:

- Course/Event Title:** A text input field with the placeholder text 'Enter Course Title Here' and a 'Required' label.
- Description:** A rich text editor with a toolbar (Bold, Italic, Underline, Text Color, Background Color, Size, Bulleted List, Numbered List, Link, Unlink, Table, Table of Contents, Print, Help) and a character count 'Characters (with HTML): 0/4000'.

Right Screenshot:

- Date Started:** A date input field with a 'Required' label and a calendar icon.
- Date Completed:** A date input field with a 'Required' label and a calendar icon.
- Hours:** A text input field with a 'Required' label.

***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.

HOME BASE NC Educator Effectiveness System

Home Professional Learning Credentials ▼ My Evaluation Staff Evaluations

My Transfer Credit Requests

Pending Submission Submitted Completed Archived

Create New Credit Request

Select a Column ▼

Update + 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

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