



Division of Child Development and Early Education
5 Star Rated License • Prekindergarten • Subsidized Early Education for Kids

For Office Use Only

Entered into HRMS:

Initial: ____ Date: _____

Early Educator Support (EES) Unit Early Education Branch

Annual Professional Development Log for Continuing (SPII) License

School Year: July 1, 20____ - June 30, 20____

Instructions

SPII Licensure Renewal – To renew your Continuing (SPII) license, you are required to complete a total of 8 CEUs or 80 contact hours within a 5-year renewal cycle. Teachers must complete CEUs (Contact Hours) in the specific areas below:

- 3 BK Content
- 3 Literacy
- 2 Digital Learning Competencies

For submission to the EES Unit, teachers will...

1. **Complete** professional development that **supports** the NC Professional Teaching Standards and/or Individual, Modified or Directed Professional Development Plan.
2. **List** all professional development (training sessions, semester courses), CEUs, semester or contact hours completed each year of 5-year cycle.
3. **Attach** copies of all training certificates, unofficial transcripts or other documentation, signed and dated by the trainer or presenter
4. **Submit by January 12 and May 28 each year** to EES Unit.
5. **Mail by Certified Mail:** Early Educator Support (EES) Unit, 2201 Mail Service Center, Raleigh, NC 27699-2200

Note: Please make additional copies of page 2 as needed. It is important that you keep copies of all certificates.

Teacher's Legal Name: _____ Last 4 digits of SSN: _____

License Renewal Cycle (Right side of license): Date Effective _____ Date Expires _____

License Type (Check Category):

Continuing (B-K SPII)

Continuing Preschool Add-On (B-K SPII)

SPII – Other licensure areas _____

Teacher's Legal Name: _____ Last 4 digits of SSN: _____ County: _____ Page: _____

[illegible]

Contact Hour (s)	CEU
1	.1
2	.2
10	1.0
11	1.1
15	1.5

Required Professional Development conducted by the EES Offices at East Carolina University and UNC Charlotte for all teachers:

- NC Teacher Evaluation Process Part 1 and Part 2
- Home Base – NC Educator Effectiveness System Online Evaluation System Training
- Processes and Procedures for Licensure (select your licensure type)
- Foundations of Early Learning Standards (<https://ncchildcare.ncdhhs.gov/Foundations-for-Early-Learning-and-Development>)