

NOW ACCEPTING ELECTRONIC TRANSCRIPTS!

Update: Effective February 17, 2020

The Division of Child Development and Early Education (DCDEE), Early Education Branch will no longer accept electronic transcripts submitted to the following email addresses:

- a) DCDEE Staff Emails including Child Care Consultants
- b) DCDEE Webmaster
- c) DCDEE WORKS
- d) DCDEE Data Request

All Applicants must follow the instructions provided below in order to submit electronic transcripts. In addition, official hardcopy transcripts must arrive at DCDEE in its original sealed envelope. Please do not open, make copies or write on transcripts before mailing to DCDEE.

The Division of Child Development and Early Education will not be responsible for reimbursement of electronic transcripts submitted incorrectly.

The Early Education Branch is excited to announce that effective May 1, 2019, the Division of Child Development and Early Education (DCDEE) will begin accepting electronic transcripts. In addition to the receipt of electronic transcripts, we will continue to accept official transcripts by mail.

Prior to mailing and/or submission of electronic transcripts to DCDEE, please confirm your college and/or university is nationally recognized and regionally accredited. In order to verify this information, please refer to the accreditation information below. Your search criteria is based on the geographic region your college and/or university is located. Official transcripts from colleges and/or universities without regional accreditation are not recognized by the DCDEE Early Education Branch.

Process to submit Electronic Transcripts

- 1) Visit your college and/or university office of the registrar's webpage to request a transcript
 - a. You may have to log into your student account to request a transcript
- 2) On the webpage, you will be provided information as to whether the college and/or university is affiliated with the National Student Clearinghouse or Credential Solutions (eScrip) when requesting electronic transcripts.
- 3) The college and/or university must be affiliated with the following entities only:
 - a. [National Student Clearinghouse](#)
 - b. [Credential Solutions \(eScrip\)](#)
- 4) If your college and/or university is not affiliated with one of these two entities, please mail your official transcripts to DCDEE. Steps regarding how to mail your official transcripts are listed under *Process to submit Official Hardcopy Transcripts*.
- 5) The recipient of the electronic transcript must be the NC Division of Child Development and Early Education. If you are prompted to type in an email as the recipient of the transcript, please go back and request an official paper transcript to be mailed to DCDEE.

- 6) **DO NOT SEND** electronic transcript submissions to:
- DCDEE Staff Emails including Child Care Consultants
 - DCDEE Webmaster
 - DCDEE WORKS
 - DCDEE Data Request

Process to Submit Official Hardcopy Transcripts

- Visit your college and/or university office of the registrar's webpage to request a transcript
 - You may have to log into your student account to request a transcript
- Request an official hardcopy transcript to be mailed to one of the addresses below:

<p>Attn: Workforce Education Unit Division of Child Development and Early Education (DCDEE) 2201 Mail Service Center Raleigh, NC 27699-2200</p>	<p>Attn: EESLPD Intake Division of Child Development and Early Education (DCDEE) 2201 Mail Service Center Raleigh, NC 27699-2200</p> <p>Note: This address should only be used by NC Pre-K Lead Teachers and Developmental Day Lead Teachers</p>
---	--

- Official transcripts must arrive at DCDEE in its original sealed envelope.** Please **do not open, make copies or write on transcripts** before mailing to DCDEE.

The Early Education Branch consists of the *Workforce Education Unit, NC Pre-K Program and the Early Educator Support, Licensure and Professional Development (EESLPD) Unit*. All official transcripts sent to the Early Education Branch will be used for the appropriate educational review of each applicant. Once the transcript is received by DCDEE, it becomes the property of DCDEE and cannot be returned to the educator or sender.

ACCREDITATION

This process is for the verification of the college and/or university's accreditation status.

- ❖ Please visit **one** of the following websites to perform a search for your college and/or university's institutional accreditation:
 - <https://www.chea.org/>
 - <https://ope.ed.gov/dapip/#/home>
- ❖ Please note that the DCDEE Early Education Branch only recognizes the following regional six accrediting bodies:
 - Middle States Association of Colleges and Schools
 - New England Association of Schools and Colleges
 - Higher Learning Commission (North Central Association of Colleges and Schools)
 - Northwest Accreditation Commission
 - Southern Association of Colleges and Schools
 - Western Association of Schools and Colleges

***Official transcripts from colleges or universities without regional accreditation will not be considered for educational assessment by the DCDEE Early Education Branch.**

Please click on the following links for additional information regarding the units in the Early Education Branch:

- [Workforce Education Unit](#)
- [NC Pre-K Program](#)
- [Early Educator Support, Licensure and Professional Development \(EESLPD\) Unit](#)

Please view the following pages with detailed instructions on how to apply for an electronic transcript with [Credential Solutions \(eScrip\)](#) and [National Student Clearinghouse](#).

Credential Solutions (eScrip)

Transcript Ordering Services

Do not use browser back or forward buttons
Your session will time out after **30 minutes** of no activity

[Begin Order](#)

Information from East Carolina University

If you attended prior to 1992, some or all of your records may be non-computerized. If this is the case, please allow 10 additional business days for processing.

▶ [Pricing and Payment](#)

▶ [Authorization Info](#)

▶ [Ordering Overview](#)

▶ [Electronic Transcripts](#)

▶ [FAQs](#)

Information needed to locate your records

Student ID	<input type="text"/>	
Social Sec #	<input type="text"/>	Either SSN or Student ID must be specified
Attended From Year	<input type="text" value="YYYY"/>	*Required
Attended To Year	<input type="text" value="YYYY"/>	*Required
Birth Date	<input type="text" value="MMDDYYYY"/>	*Required

Enter names as they exist in the school records

If you would like to update your mailing address please contact the Registrar's Office.

First Name	<input type="text"/>	*Required
Middle Name	<input type="text" value="Enter if you think it is on your school record"/>	
Last Name	<input type="text"/>	*Required
Suffix	<input type="text" value="(optional)"/> Jr, Sr, etc.	
Other Last Names	<input type="text" value="(optional)"/>	

Enter your current address

Country	<input type="text" value="UNITED STATES"/>	<input type="button" value="Change Country"/>
Current Address	<input type="text"/>	*Required
	<input type="text"/>	
City	<input type="text"/>	*Required
State	<input type="text"/>	*Required Only for United States, Canada, Mexico, and Australia
ZIP Code	<input type="text"/>	<input type="button" value="City/State/Zip Help"/>

☐ Please update school records to reflect this address

Communication Information

Email Information - Required to send order receipt and status updates

Email Address

*Required

Verify Email

*Required

To avoid problems, please be sure that mysupport@credentialssolutions.com is in your address book.

Telephone Information

Telephone Country

UNITED STATES

Select Country

Telephone #

*Required

U.S. numbers must be entered as: NNN-NNN-NNNN

Enter N/A if no phone number is available

Cell Phone Info - Optional (U.S. numbers only)

To also be notified about order status via text messages to your cell phone, enter your information below. Any message charges are your responsibility.

Cell Phone No.

Verify Cell Phone No.

U.S. Phones Only - Enter as NNN-NNN-NNNN

Cell Phone Co.

Please choose a service for this order

☒ Official Transcript - Deliver to Recipient

\$7.00 per copy

Processed within 2-3 business days provided the order has been authorized.

☐ Official Transcript - Pick Up

\$7.00 per copy

Processed within 2-3 business days provided the order has been authorized.

Tell us when to release your transcript(s)

☒ Send Now (current term grades might not be included)

Hold until grades have been posted for:

☐ Summer Session I

Hold until current semester degrees have been posted

☐ Summer Semester

Other information required by East Carolina University

Primary Reason for Ordering

For State Licensure

*Required

Please choose a type of recipient

☒ Search our Recipient Table

Choose this option to search recipients that are already set up in our system.
This is the only way to find colleges or universities who receive transcripts electronically.

Select the recipient's state:

NORTH CAROLINA ▼

Next

☐ Myself☐ Select an Application Service

Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.

☐ Direct Access Code Lookup

Choose this option if you were provided with a "Direct Access Code" by your recipient.

☐ Enter Recipient Manually

Previous

If you are prompted to type an email as the recipient for the transcript, please go back and request a paper transcript be mailed to the Division.

Transcripts are NOT to be emailed to DCDEE emails.

Student Info Order Options Recipient(s) Summary Payment

Searching for Recipient 1 in NORTH CAROLINA

Search ? NC D|

NC DIVISION OF CHILD DEVELOPMENT AND EARLY

[I do not see my recipient](#)

[Cancel This Recipient](#)

If you are prompted to type an email as the recipient for the transcript, please go back and request a paper transcript be mailed to the Division.

Transcripts are NOT to be emailed to DCDEE emails.

Searching for Recipient 1 in NORTH CAROLINA

Search ?

Type School Name Here

Available Recipients for NC Division of Child Development and Early

Address	College/University Type	Delivery Method(s) ?
EDUCATION EVALUATION NCDHHS DCDEE 2201 MAIL SERVICE CENTER RALEIGH NC 27699 North Carolina Division of Child Development and Early Education	HR/Employ	<div>PDF</div>

My recipient was not found. I want to enter the address manually

Cancel This Recipient

Click on PDF Icon

If you are prompted to type an email as the recipient for the transcript, please go back and request a paper transcript be mailed to the Division.

Transcripts are NOT to be emailed to DCDEE emails.

Student Info

Order Options

Recipient(s)

Summary

Payment

Transcript Recipient 1

Delivery Method PDF

Recipient Information

EDUCATION EVALUATION
NCDHHS DCDEE
RALEIGH NC 27699
919-814-6300

Attachment Options for this Recipient

Some recipients require additional information pages ("Attachments") alongside your transcript.

Any transcript order with an Attachment is currently limited to a single recipient.

Are you providing an attachment?

☒ No

☐ Yes *(This is not common)* ?

Recipient Confirmation

Although we make every effort to maintain current Recipient Information in our database, it's your responsibility to ensure this information is correct. Please verify the above and check the box to continue.

☒ I confirm this recipient

Cancel This Recipient

Next



Your Recipients				
	Quantity	Delivery Method	Recipient	Actions
Recipient 1	1 Transcript	PDF	NCDHHS DCDEE Employment	<div>Remove</div> <div>Update</div>
<div>Add Recipient</div> <div>Enter additional recipients (maximum of 5 allowed on this order)</div>				

Continue to Order Summary

If you are prompted to type an email as the recipient for the transcript, please go back and request a paper transcript be mailed to the Division.

Transcripts are NOT to be emailed to DCDEE emails.

Student Information

Edit

Name:

Social Sec #:

Address:

Birth Date:

Telephone #:

Attended From Year:

Email Address:

Attended To Year:

Basic Order Information

Edit

Service Type:

Official Transcript - Deliver to Recipient

When to Send Transcript:

Send Now (current term grades might not be included)

Primary Reason for Ordering:

Your Recipient(s)

Edit

	Quantity	Delivery Method	Recipient
Recipient 1	1 Transcript	PDF	NCDHHS DCDEE Employment

Summary of Charges for Your Order

School Transcript Charges:	\$7.00
Handling Charges:	\$2.35
Total Charge for This Transcript Order:	\$9.35

Cancel Order

Go to Payment



Refresh

Step 1: Accept Agreement

You are about to authorize a payment to **Credentials Solutions, LLC** acting as agent for [REDACTED], in this transaction for **\$9.35**. Please note that our merchant name associated with this charge on your statement will be: [COLLEGE TRANSCRIPT](#).

☒ I have read and agree to the terms in the [Credentials Transaction Agreement](#)

[Refund Policy](#)

Step 2: Payment Information

Previous

Refresh

National Student Clearinghouse

1

Enter Personal Information

2

Select Transcript and Delivery
Details

3

Confirm Order and Checkout

Enter Personal Information

Personal Information All fields required, unless otherwise indicated

First Name

Middle Name

Last Name

(Optional)

Date of Birth

MM/DD/YYYY

Has your name changed since attending school?

YES

NO

Student Identification Information One of the following is required

Student ID

Confirm Student ID

OR

Social Security Number

XXX-XX-XXXX

Confirm Social Security Number

XXX-XX-XXXX

Are you currently enrolled?

YES

NO

1

Enter Personal Information

2

Select Transcript and Delivery
Details

3

Confirm Order and Checkout

Enter Personal Information

Contact Information All fields required, unless otherwise indicated

Address 1

Street number and name or PO Box Address 1 is required

Address 2

Building, campus box, floor, apt, suite (Optional)

City

City is required

State/Territory/APO

State/Territory/APO is required

Country

United States

Zip/Postal Code

Email

Confirm Email

Phone Number

(XXX) XXX-XXXX

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use and Privacy Policy](#).

YES

NO

Allow the school to use this information to update their records?

YES

NO

1

Enter Personal Information

2

Select Transcript and Delivery
Details

3

Confirm Order and Checkout

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to? ▼

Who are you sending your transcript to? is required

1

Enter Personal Information

2

Select Transcript and Delivery
Details

3

Confirm Order and Checkout

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

Education Organization, Application Service and Scholarships ▼

Select Organization

North Carolina Division of Child Development & Early Educati ▼

Department

Early Education Branch ▼

1

Enter Personal Information

2

Select Transcript and Delivery
Details

3

Confirm Order and Checkout

Select Transcript and Delivery Details

Recipient: NORTH CAROLINA DIVISION OF CHILD DEVELOPMENT & EARLY EDUCATI

Processing Details All fields required, unless otherwise indicated

Which transcript do you want sent?

Current transcript

NOTE: This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

What type of transcript do you want?

Curriculum & Continuing Education

Why are you ordering your transcript?

Admission Service (LSAC, AMCAS, etc.)

Employment, Admission Services, Graduate
Admissions, Other, Scholarship/Grant/Fellowship

Delivery Information

How do you want your transcript sent?

Electronic

How many copies do you want?

1 copy = \$5.00

School's Terms and Conditions:

Transcript will be sent by Electronic Exchange (ETX).

I have read and accept my school's terms and conditions for the delivery method of Electronic?

Acceptance to the Terms and Conditions is required.

YES

NO

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ADD FILE +

i

Fee Summary

Transcript Quantity Fee	\$5.00
Online Processing Fee	\$2.25
Total Fee for this Recipient	\$7.25

< PREVIOUS

CANCEL ORDER

CONTINUE

If you are prompted to type an email as the recipient for the transcript, please go back and request a paper transcript be mailed to the Division.

Transcripts are NOT to be emailed to DCDEE emails.

1

Enter Personal Information

2

Select Transcript and Delivery Details


3


Confirm Order and Checkout

Checkout

Pending Order Details

ADD RECIPIENT +

 Edit

 Remove

Recipient: NORTH CAROLINA DIVISION OF CHILD DEVELOPMENT & EARLY EDUCATI

Attention: Early Education Branch

Total Fee for this Recipient:

Processing Option:

Delivery Method:

Quantity:

Transcript Quantity Fee:

Online Processing Fee:

\$7.25

Current transcript


Electronic ⓘ

1 copy

\$5.00

\$2.25

Total Fee for Order: \$7.25



If you are prompted to type an email as the recipient for the transcript, please go back and request a paper transcript be mailed to the Division.

Transcripts are NOT to be emailed to DCDEE emails.

Checkout

Sign Consent Form All fields required, unless otherwise indicated

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submit your request, your order will be canceled, and you will not be charged.

Requestor:

Order Number:

Transcript Recipient(s)

NORTH CAROLINA DIVISION OF CHILD DEVELOPMENT & EARLY EDUCATI

Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing? 

Sign Here

Sign Here

Signature Date:

By submitting this signature, I, , certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

CLEAR SIGNATURE

ACCEPT SIGNATURE