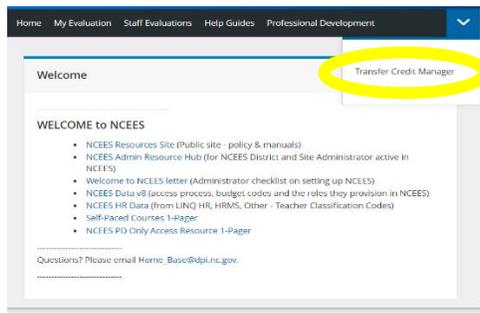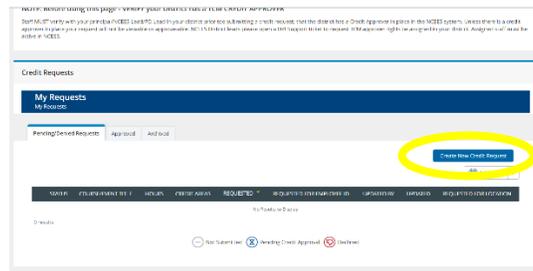Submitting Renewal Credit on NCEES
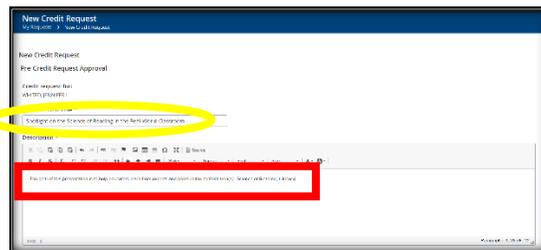Help Guide for Continuing Professional License Teachers (CPL)

1. Log into NCEES and choose the option of 'Transfer Credit Manager' from the black task bar.
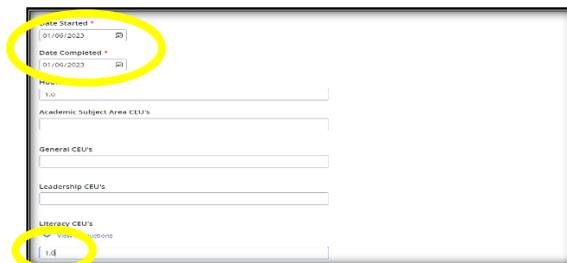

2. On this page, select 'Create New Credit Request'.

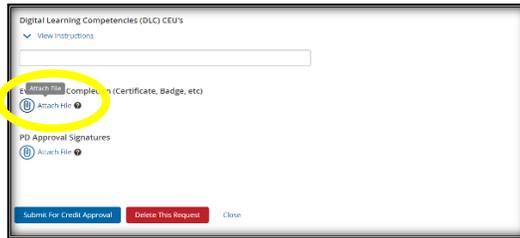3. Enter the Course Title and Description from the course certificate.

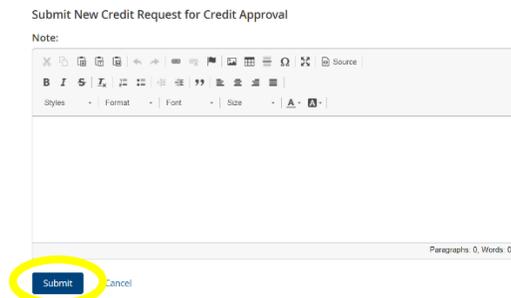4. Enter the date and hours completed.

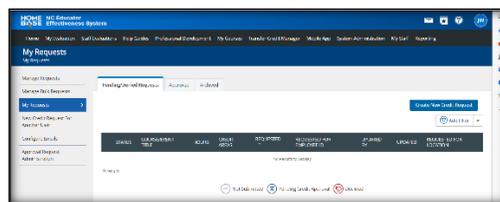5. Attach the certificate using the 'attach file' button.

6. Verify the certificate has attached and then select 'Submit for Credit Approval'.

7. Click the blue 'submit' button.

8. Check the status of your submission on the 'Transfer Credit Manager' 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
gordon.millspaugh@dhhs.nc.gov