

How to Apply for Your NC Credential Certificate

After successful completion (C or higher) of EDU 119 Introduction to Early Childhood, you may apply for your North Carolina Early Childhood Credential from NCDCEE (North Carolina Division of Child Development and Early Education).

Please follow the steps in this lesson in order to receive your NC Early Childhood Credential (sometimes referred to as child care credentials or credential certificate).

****Please note: the way NC Child Care Providers apply for their NC Early Childhood Credential changed effective December 30, 2016 and is very different from the process completed prior to that time.****

DCDEE WORKS - Workforce Online Reporting and Knowledge System

Before you can apply for your NC Early Childhood Credential you must first learn how to use the NC Division of Child Development and Early Education Workforce Online Reporting and Knowledge System (DCDEE WORKS). DCDEE Works is an online portal that you will login to in order to apply for your NC Early Childhood Credential.

Beginning in fall 2016, the child care workforce began using the WORKS Applicant Portal which allows child care workers to register and maintain their workforce information to support education requirements, etc. To use the Applicant Portal, an applicant must create and maintain an Individual NCID (at no charge). This is a secure username and password the applicant will use to access their account. After creating a NCID, the applicant can log in to the WORKS Applicant Portal and register. Each applicant must have a unique NCID. This process ensures that an applicant's NCID and account is linked correctly. An applicant will need to create their NCID before accessing WORKS.

Click here for a step-by-step guide to show you how to create your NCID.

Accessing the DCDEE WORKS System

[Click here to access the DCDEE Works System online portal.](#)

(Please note: DCDEE WORKS will be unavailable daily between the hours of 5 am - 7 am for a brief maintenance update.)

[Please click here to read through the "Applicant Job Aid: DCDEE WORKS Registration" handout that shows how to navigate the DCDEE Works System step by step.](#)

In the handout your Workforce Identification Number or WFID is mentioned. [Please click here for the "What is the Workforce Identification Number \(WFID\)?" handout.](#)

How to apply for your NC Early Childhood Credential – Step by Step

To apply for your NC Early Childhood Credential please complete the following steps:

- Login to the DCDEE WORKS portal using your NCID user ID and password.
- Complete the WORKS Registration page and click the Next button (you may skip the WFID Number section if needed)
- Verify your identify by clicking on the link in the confirmation email to continue your registration in WORKS
- Complete the WORKS Full Registration page and click the Submit button
- Complete the WORKS Security Questions and click the Submit button
- You will then be directed to the DCDEE WORKS homepage
- Click on the Positions menu item on the left side panel of the homepage
- Check the child care position for which you request to be qualified. (Most students taking this course will click the check box beside Lead Teacher and the check box to apply for NC Credential found under it. If you have questions about what you should click on, please contact your instructor.)

Then you must mail an official unopened copy of your Central Piedmont Community College transcript to the following address:

Division of Child Development and Early Education (DCDEE)
Workforce Education Unit
2201 Mail Service Center
Raleigh, NC 27699-2200

The normal processing time to receive your NC Early Childhood Credential is 4-6 weeks from the date your transcript is received by the Workforce Education Unit.

If you have specific problems with your account, below is a list of Workforce Education Unit staff available to provide specific DCDEE WORKS technical assistance. You may also refer to the DCDEE website (http://ncchildcare.nc.gov/general/mb_dcdeeworks.asp) for additional/updated resource documents.

First Level DCDEE WORKS Technical Assistance:

(Examples: New applicants/Registration Assistance; Applicant receives “Under Review” message; Electronic education documents/transcripts received dates; DCDEE WORKS account status; Applicant “locked out of account”, etc.)

- Roxanna Horne 919-527-6562 <mailto:roxanna.horne@dhhs.nc.gov>



Second Level DCDEE WORKS Technical Assistance:

(Examples: Applicant cannot access the system; Applicant is receiving multiple errors; NCID no longer valid, etc.)

- Vallarie Douglas 919-527-6555 <mailto:vallarie.douglas@dhhs.nc.gov>
- Heather Marler 919-527-6609 <mailto:heather.marler@dhhs.nc.gov>

If you contact any of the individuals above, please make sure that you have access to a computer and time for them to walk you through the process if necessary.

How to Request Your CPCC Transcript

You can find information about how to request your CPCC transcript here:

<https://www.cpcc.edu/admissions/student-records/transcripts> Remember to wait to request your official transcript after your final grade for this course is posted in Self- Service.

