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*I have finished EDU 261 and 262 with a C or higher.  
How do I apply for my NC Early Childhood Administrators Certificate?*

The Division of Child Development and Early Education (DCDEE) Workforce Online Reporting and Knowledge System (WORKS) functions as a single portal of entry for workforce education and professional development to collect, report, and track child care workforce information needed to support education requirements.

**DCDEE WORKS requires that the user create and maintain an individual NCID user name and password.** If you don't already have a NCID, you can create a NCID by following the directions here:

[http://ncchildcare.nc.gov/PDF\\_forms/NCID\\_Instructions\\_For\\_Training\\_Requirements\\_page.pdf](http://ncchildcare.nc.gov/PDF_forms/NCID_Instructions_For_Training_Requirements_page.pdf)

The first time the user logs into DCDEE WORKS with their NCID, they will be prompted to create their DCDEE WORKS account. Once the account is created, the documentation submitted through DCDEE WORKS will be associated with the account for all education evaluation and licensing purposes.

The WORKS portal is available online and may be accessed via the following link: <https://dcdee.works.nc.gov/>

A helpful video tutorial for accessing and registering in the WORKS system for the first time can be found at:

<http://ncchildcare.nc.gov/Media/Applicant%20Video/index.html>

### To apply for your NC Early Childhood Credential:

1. Log into the DCDEE WORKS portal <https://dcdee.works.nc.gov/> using your previously created NCID and password.

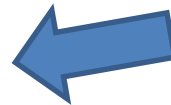


#### North Carolina Identity Management (NCID)

NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources.

User ID:  Forgot your User ID?

Password:  Forgot your Password/Unlock Account?



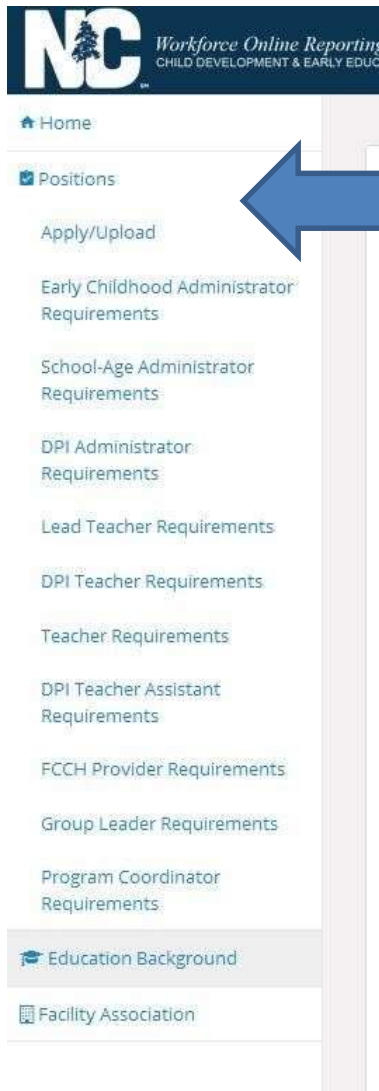
2. If this is your first time accessing the DCDEE WORKS portal, you will be taken through a series of registration processes for DCDEE WORKS including your name, contact information, setting up security questions, etc. Please note that during this process a confirmation email verifying your DCDEE WORKS registration will be sent to your email. **A link in the email must be clicked within 3 days or you may be locked out of the system which will require that a new NCID be created in order to access your account. Be sure you are checking your email often and upon receipt of the WORKS registration confirmation email, click the confirmation link.**

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3. This is the “Home” screen.



4. Use the navigational tool bar on left hand side of screen to select “Positions” then Apply/Upload.



5. Apply for “Lead Teacher” and check the box for the “NC Early Childhood Credential.”



6. Follow the provided instructions to complete the process and upload any necessary documents.  
*Please note: All OFFICIAL transcripts must still be mailed to:*

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**Division of Child Development and Early Education (DCDEE)**

Workforce Education Unit

2201 Mail Service Center Raleigh,

NC 27699-2200

7. For questions or help concerning your DCDEE WORKS registration or processes, contact the Workforce Education Unit at the NC Division of Child Development & Early Education at: (800) 859-0829