



North Carolina Educator Evaluation System - Frequently Asked Questions

Who should complete the North Carolina Educator Evaluation Training?

Any NC Pre-K teacher who is currently served or enrolled with the Early Educator Support, Licensure and Professional Development Unit (EESLPD Unit) and their site administrators must complete the NC Educator Evaluation Training. Although the EESLPD Unit is designed to support NC Pre-K teachers who work in nonpublic schools, NC Pre-K teachers who work in public schools are welcome to join any of the NC Educator Evaluation training sessions offered by the Division of Child Development's EESLPD Unit. Contact Sharon Spigner at sharon.spigner@dhhs.nc.gov for information and registration.

What systems are in place across the state to carry out teacher licensure support and services?

All NC Pre-K teachers, regardless of setting, are required to have a Birth-through-Kindergarten Standard Professional II (BK SP II) license. Teacher licensure and related education services (e.g., NC Educator Evaluation Training, Beginning Teacher Support Programs, Licensure Renewal, Professional Development Plans) are managed by different entities, based on where a teacher is employed.

There are **two systems in North Carolina** for supporting NC Pre-K teachers who are employed by public and nonpublic schools (child care centers and Head Start Programs). Each of these entities will work with teachers to guide them in attaining and maintaining their licensure during the length of their NC Pre-K employment. Teachers are required to remain in one of these systems throughout their employment as a NC Pre-K teacher with a NC BK (includes SP I and II) license. All should have access to the same required services, as mandated by the NC State Board of Education. **These systems are:**

- 1. NC Department of Health and Human Services, Division of Child Development and Early Education, Early Educator Support, Licensure and Professional Development Unit (EESLPD UNIT). This Unit serves NC Pre-K teachers employed by nonpublic schools (e.g., child care centers or Head Start programs (not operated by public schools) must enroll with the EESLPD Unit, and remain with the EESLPD Unit throughout employment as a NC Pre-K teacher. Please contact the EESLPD Unit (cindy.wheeler@dhhs.nc.gov) for a list of teachers who are currently being served and those who have formally enrolled with the EESLPD Unit and waiting to be served. This list is organized by "Currently Served" and "Wait List" teachers. If a teacher is not listed on one of these lists, please have them enroll with the EESLPD Unit immediately. An EESLPD Unit Enrollment Form may be found on the Division of Child Development's website**



under the NC Pre-K link. All NC Pre-K teachers who have at least a BA/BS degree or higher (SP I, II licensure) are required to complete the mandatory NC Educator Evaluation Training before they can be served. This includes any teacher and their site administrators on the EESLPD Unit waiting list.

2. Local Public Schools or LEA (Local Education Agency) - NC Pre-K teachers employed by Public Schools will follow guidance provided by the local LEA Human Resources or Personnel Offices in that county school system.

What is the EESLPD Unit and which teachers are supposed to be enrolled and working through this Unit for their BK license?

The **Early Educator Support, Licensure and Professional Development Unit (EESLPD UNIT)**, formally the **NC DPI, Office of Early Learning, Teacher Licensure Unit**, was established in January 2007 to administer, manage and facilitate teacher education and licensure services for all NC Pre-K teachers who work in nonpublic schools (child care and Head Start programs). This Unit serves as the “statewide LEA” for all NC Pre-K teachers in nonpublic schools. **All NC Pre-K teachers, with at least a BA/BS degree or higher plus licensure (SP I, II or other), are required to enroll with the EESLPD Unit.** Enrollment information can be downloaded from the Division of Child Development’s website under the NC Pre-K link. Look for Information for Teachers and click on **EESLPD Enrollment Form**, download, complete and mail via certified mail to the EESLPD Unit (per instructions on the form). Teachers are required to submit a copy of their enrollment form to the NC PRE-K contractor/program contact, site administrator and to keep a copy for their records. This will ensure that local NC Pre-K contract administrators can track teachers’ enrollment and participation. The EESLPD Unit works with teachers who have the following licensure levels– lateral entry, BK SP I, BK SP II, or Preschool Add-on, or other NC teaching licenses (e.g., K-6) or out-of-state licenses. **All teachers must be formally observed and evaluated and maintain a professional growth plan for the duration of their employment as a NC Pre-K teacher,** therefore, teachers must enroll with the EESLPD Unit for this requirement to be met and to maintain the SP II license.

How can a local NC Pre-K contractor obtain a list of teachers served by the EESLPD Unit? What is the difference between “currently served or active” and “waiting list?”

“Currently Served or Active” means that a NC Pre-K teacher working in a nonpublic school located in particular county/service area has an assigned EESLPD Unit Mentor and/or Evaluator working with them. Local Pre-K Contract Administrators may request an “EESLPD Unit Teacher Status list - Currently Served and Waiting List” from the EESLPD Unit (cindy.wheeler@dhhs.nc.gov). The EESLPD Unit Waiting list will show names of teachers who have formally submitted their EESLPD Enrollment Form to this office and met pre-requisites to



be entered into the Human Resources Management Services (HRMS) database. Upon request, the EESLPD Unit staff will prepare two lists sent in an Excel document with two tabs. Each list can be accessed by looking at the tabs across the bottom of the page – Currently Served and Waiting List. This list will also confirm NC Pre-K teachers and site administrators who have completed the NC Educator Evaluation Training.

Why is the NC Educator Evaluation Training mandatory?

The training is mandatory for all NC Pre-K teachers per NC State Board of Education teacher evaluator policy. Any teacher who holds a valid NC license is required to be evaluated according to the type and level of licensure held. This training prepares “currently served” teachers, and teachers who are on the “waiting list for services.” If a space opens or resources are partnered with the EESLPD Unit to support teachers in this process, teachers from the waiting list are then ready to begin. In addition, the site administrator’s participation is key to the teacher’s success and is, therefore, required to complete the webinars and the onsite session to develop a clear understanding about the teacher licensure process. Credit (CEUs) will be awarded. Local NC Pre-K Contractors, Program Contacts, and education/professional development coordinators are invited to participate, but are not required to do so.

If a teacher who is on the waiting list completed an Orientation Session (September 2010 or before), are teachers and site administrators required to complete the EESLPD Unit General Orientation? Are there other “trainings, orientation” that teachers and site administrators will have to complete as a part of this system?

No. Only NC Pre-K teachers and site administrators who have not completed a General Orientation or Evaluation Training are required to complete this requirement before a teacher can be formally served. Anyone is welcome to repeat EESLPD Orientation or the NC Educator Evaluation Training.

There are additional **Evaluation Training** requirements. A mandatory Evaluation review will be conducted by each teacher’s mentor or evaluator at the beginning of each school year, as a part of the Team Agreement meeting conference. This review will incorporate a review of the evaluation process, the professional development plan (PDP) process (3 different types of PDPs), and how to develop and write PDP goals. As the Online Evaluation System is updated, teachers will be required to participate in update sessions by webinar. Only sessions conducted for 2 or more hours carry CEU credit.

Are there any special instructions for Local NC Pre-K Contractors or others (site administrators) that are holding Group Sessions?



Yes. Some NC Pre-K contractors and local site administrators are choosing to host all **Webinars for groups of teachers and site administrators**. If a local NC Pre-K contractor/program contact is considering this format, the local organizer (local NC Pre-K contractor, site administrator) must use the Attendance Form included with the training announcement and posted on the DCDEE website under the NC Pre-K link, under **Announcements/Professional Development and Forms**.

Please forward this list electronically to **Sharon Spigner at Sharon.spigner@dhhs.nc.gov**, or mail to EESLPD Unit, Division of Child Development and Early Education, 2201 Mail Service Center, Raleigh, NC 27699-2201, immediately following each webinar. **Training certificates** will be disseminated electronically to each participant within 4 weeks following the last training session. Please keep email addresses current.

The Office of Early Learning has a record of only individual registrations (not group registrations), email addresses, and length of participation in the webinar, recorded through the webinar software.

If I need help with this information who do I contact?

Contact Sharon Spigner, EESLPD Unit Education-Licensing Specialist Consultant, sharon.spigner@dhhs.nc.gov, should you have additional questions.

How does a local NC Pre-K Contract Administrator request a list of EESLPD Unit Teachers (Current and Waiting) and stay informed about the work of the EESLPD Unit?

Send an email to Cindy Wheeler, cindy.wheeler@dhhs.nc.gov to request an updated list of EESLPD Unit Currently Served or Active and Waiting List Teachers. The EESLPD Unit plans to restore quarterly information/update webinars for local NC Pre-K Contractors and Program Contacts by January 2012.

Where can I find more information about the EESLPD Unit?

You may log onto the DCDEE website and look for the link – NC Pre-K.