



Institute for  
**Child Development  
Professionals**

PO Box 959  
Chapel Hill, NC 27514  
919-942-7442  
www.ncicdp.org

***DCD Transcript Release/ Education Documentation Sharing Form***

If the North Carolina Division of Child Development (DCD) Workforce Section has your up to date education documentation (i.e. official transcripts, credential certificate, etc) on file, you can give permission to DCD to ***share all of your education documentation information with*** the NC Institute for Child Development Professionals (Institute) for Early Educator Certification (EEC). DCD is willing to provide your education documentation to the Institute on your behalf to avoid additional transcript fees. Please complete the form below if you would like for DCD to ***share*** your education documentation ***with*** EEC. In order to be certified through EEC, you must also complete an EEC application.

Name: First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

I, \_\_\_\_\_ (print name), give permission to the NC Division of Child Development to ***share all of my education documentation information, inclusive of all transcripts, with*** the NC Institute for Child Development Professionals (Institute). I understand that I must also complete an Early Educator Certification (EEC) application in order to complete the EEC application process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This form with your original signature must be **mailed** for your signature to be valid. A copy of your signature will not be accepted. Mail your EEC application and release form to:

NC Institute for Child Development Professionals  
PO Box 959  
Chapel Hill, NC 27514

Contact the Institute at 919-942-7442 or [info@nceec.org](mailto:info@nceec.org) with further questions. Learn more about EEC at [www.ncicdp.org](http://www.ncicdp.org).

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