



## Early Educator Certification (EEC) Internet Permission Form (IPF)

Early Educator Certification (EEC) cannot accept education documentation printed from the Internet. EEC can accept **official transcripts** issued directly from **a regionally accredited college or university**. This form does not give us permission to request an official transcript from your college or university. Official transcripts can only be requested by the student and should be sent to the address below.

If your college or university has the technology that allows us to download your grades, we can log on as you using your login name and password. *You must give us written permission each time you wish to update your grades with EEC in this manner.* If you wish us to download transcripts from more than one institution, you must use a separate form for each college or university. Please check to verify that your login name and password are still current. If you do not know your login and password, please check with your college or university to set up an Internet account. Not all colleges and universities offer this service. **If you send this form without a login or password, we cannot access your grades.** For your ongoing security, we recommend that you change your password after your grades have been obtained. Please allow at least two weeks EEC to complete this process.

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### EEC Internet Permission Form

My college or university allows me to download my grades online. I give EEC permission to access my grades from the school listed below. I understand that I must submit a permission form **each time** I wish to submit grades or I may email EEC staff to provide this information. My signature indicates that my email should be accepted in the future should I choose to provide information in that way. I have verified that my login and password are current. EEC staff will not download my grades without my approval and I understand that EEC has suggested that I change my password after grades are downloaded.

Please PRINT the following:

Date: \_\_\_\_\_ Last four digits of Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_

School name: \_\_\_\_\_

Website address to obtain transcript: \_\_\_\_\_

WebAdvisor Login name: \_\_\_\_\_

Password: \_\_\_\_\_

Was a degree awarded?  Yes  No

Signature: \_\_\_\_\_

Please return to:  
Early Educator Certification, PO Box 959, Chapel Hill, NC 27514  
Fax: 919-442-1998

NC Institute for Child Development Professionals  
Early Educator Certification PO Box 959 Chapel Hill, NC 27514  
[info@ncicdp.org](mailto:info@ncicdp.org) 919-942-7442