

What are the EC Process and ECATS Courses?

We have provided a user guide with information about each of the courses including the course numbers for registration in NCEES. The guide is linked [EC Processes and ECATS Courses: A User Guide for Local EC Leadership-CANVAS Courses-Revised 07/2021](#)

Why is it that some of our teachers who have access to NCEES cannot register for the EC Process and ECATS courses?

At the start of the school year, there is a sync process coordinated between multiple technologies at DPI to update/import all the accounts in the state, including NCEES and Canvas. This process can take up to a week of turnaround time to complete. Importing/Updating of staff from NCEES to Canvas occurs during the summer and at the beginning of the school year.

How do I find the EC Process and ECATS courses in NCEES to register for them?

Here are some links that are helpful explaining how to access PD in NCEES: [NCEES Instructions for accessing the Professional Development System](#), for [finding, enrolling in, and withdrawing from courses](#), and for [accessing your transcript/certificate](#).

Here is a [NCEES Quick Video on Finding PD](#) (about 7 minutes long)

Any teachers who have NCEES access will also need DPI Canvas accounts to register for courses created in Canvas. If a staff member has access to NCEES but cannot register for the EC Process and ECATS Courses, please follow the steps listed below:

PSU staff should contact their principal/[local NCEES lead](#) and that lead should open a ServiceNow Ticket.

- The tickets should include verbiage for the DPI support desk that the staff is signing up for courses in NCEES but cannot get into the Canvas course.
- Include the staff UID and location.

Otherwise, use the open-a-ticket process until and after the staff import update.

ServiceNow Portal: https://ncgov.servicenowservices.com/sp_dpi (log in with NCID)

ServiceNow Phone: 919-716-1840