

## Add-On Licensure Step-by-Step Guide

**WHAT?** Requesting a plan of study to add another licensure area to your present license.

**WHO?** People who hold a current NC teaching license.

**HOW?** Send the items listed below to the following address:

Office of Alternative Licensure  
College of Education  
109 Speight Building  
East Carolina University  
Greenville, NC 27858  
Fax: 252-737-2998

- letter of intent requesting a plan of study for the area you wish to add
- a copy of current license
- copies of all transcripts

**\*\*\*North Carolina requires an evaluation from an international education evaluation service, along with a copy of a current work authorization visa, a permanent resident card, or a US passport for individuals presenting foreign transcripts or credentials. The North Carolina Department of Public Instruction accepts evaluations from World Evaluation Services, Josef Silny & Associates, or International Education Evaluators, Inc. In order to be issued a North Carolina teaching license, an individual must be a US citizen or hold a valid US work visa.**

Subsequently, the Office of Alternative Licensure at East Carolina University requires an evaluation and translation from one of the recognized international education evaluation services in order to formulate a plan of study.

### Affiliating with East Carolina University:

- Complete the Undergraduate **Post Baccalaureate Teacher Licensure** application. There will be an application fee of \$70. To complete your application you will be required to provide the Office of Undergraduate Admissions with a sealed official transcript from the institution where your bachelor's degree was conferred.

Visit [https://www1.cfnc.org/applications/East\\_Carolina\\_University/apply.html?applic](https://www1.cfnc.org/applications/East_Carolina_University/apply.html?applic) for application links and directions

*Undergraduate Admission Office: 252-328-6640*

**SPECIAL NOTE:** If you are admitted and attempt registration after the opening week of registration (check "academic calendar" at <http://www.ecu.edu/fsonline/senate/fscalend.cfm>) available seats in courses will be limited and continue to decrease as you get closer to the beginning of the term of registration.

- Once you receive your admission letter from Undergraduate Admissions you will need to contact [alternativelicensure@ecu.edu](mailto:alternativelicensure@ecu.edu) to **activate** your file and receive an academic advisor.
- Once your file is activated by our office you will need to contact your advisor for an appointment. The Office of Alternative Licensure will provide you with the name and contact information of your advisor upon activating your file
- Register for your Add-On courses through Banner

*You will need to login to your OneStop account to access Banner. In this system, all students are given a Banner/ECU ID number. This Banner/EDU ID will become your official ECU Student ID replacing your social security number which you currently use.*

**You can find your Banner/EDU ID number by logging into OneStop on the TOOLS tab in the BANNER section under "What is my Banner ID".**

For additional Banner information and tutorials visit <http://www.ecu.edu/cs-admin/banner/>

**TO SUBMIT LICENSURE MATERIALS:** Notify your department/advisor that you have completed the courses listed on your plan of study. Complete your paperwork as per the instruction of your department. Your department/advisor will forward your recommendation for licensure to the Office of Teacher Education.

**REVISION OF ADD-ON LICENSURE POLICY-**In May 2006, the State Board of Education approved a revision to the Add-On Licensure testing policy to allow an individual who holds a clear license in a teaching area to add additional teaching areas to their license by satisfying the Praxis II testing requirements.