

## Individual Lateral Entry Step-by-Step Guide

### Lateral Entry Plan of Study request:

- Secure 1 copy of:
  - All official transcripts (undergraduate and any post-baccalaureate coursework)  
*If your undergraduate GPA is below 2.5 you will need to take the PRAXIS I tests (Reading, Writing & Math)*
  - Employment Contract with Local Education Agency (LEA)

AND/OR

- Lateral Entry Provisional License issued by DPI
- Send the documents listed above and a letter requesting a Lateral Entry Plan of Study with your desired area of licensure AND personal contact information (address, phone, email) to:  
Karli Ruscoe  
Office of Alternative Licensure  
College of Education  
108 Speight Building  
East Carolina University  
Greenville, NC 27858  
(252) 328-4125  
[ruscoek@ecu.edu](mailto:ruscoek@ecu.edu)

### Affiliating with East Carolina University:

- Complete the Undergraduate **Post Baccalaureate Teacher Licensure** application. There will be an application fee of \$60. 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 [http://www.ecu.edu/cs-educ/alternative\\_licensure/resources.cfm](http://www.ecu.edu/cs-educ/alternative_licensure/resources.cfm) for application links and directions  
Undergraduate Admission Office: 252-328-6640*
- Your Plan of Study remains valid if:  
*You remain employed as a Lateral Entry Teacher in a North Carolina Public School  
You hold an unexpired provisional license in the area for which you have been hired  
The licensure area on your Plan of Study matches the licensure area on your Provisional License*

### First semester at ECU:

- Identify registration dates for ECU at <http://www.ecu.edu/fsonline/senate/fscalend.cfm>  
*It is in your best interest to register as soon as possible as many of the courses fill up quickly*
- Review courses identified on your Lateral Entry Plan of Study
- Register for your Lateral Entry courses through Banner (beginning Fall 2007 registration)  
*You will need to login to your OneStop account to access Banner. Follow the directions on your admission letter. Contact the IT Help Desk for login assistance or to reset your pass word at 800-340-7081.*  
*In Banner, 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. **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 Banner information and tutorials for students visit <http://www.ecu.edu/cs-admin/studentbanner/>*

### **Lateral Entry coursework:**

- Register for and pass **all courses** on your Lateral Entry plan of study

*Only grades of C or better will count toward licensure, with an overall 2.5 or better GPA*

*Must receive prior permission from the Coordinator of Alternative Licensure to enroll in an equivalent course at an institution other than ECU for credit toward your Plan of Study (this includes North Carolina Model Teacher Education Consortium courses as well)*

*Must complete at least 50% of your coursework at ECU – Consortium classes satisfy this requirement (with prior permission from ECU's Office of Alternative Licensure)*

### **PRAXIS II:**

- Achieve and submit passing scores on the PRAXIS II Specialty Area exam(s) identified on your Letter from DPI

### **Required documents for Licensure:**

- Completed forms V and U -*Provided by your Central Office Licensure Officer or see attached*
- Official transcripts from all institutions where you have completed course from this Plan of Study with a GPA of 2.5 or better

*Official ECU Transcript – Due to the Family Educational Rights and Privacy Act, we are no longer allowed to request your transcript. Contact the Registrar's Office to request that your ECU transcript be sent to the Office of Alternative Licensure, 108 Speight. Original transcripts are required by DPI in order to verify completion of your licensure coursework. There is NO charge for the transcript as long as you disclose that it is needed in order to clear your teaching license.*

- Passing scores on the appropriate PRAXIS II exam(s)
- At standard or better ratings on the most current Summative TPAI (Teacher Performance Assessment Instrument)