

Individual Lateral Entry Step-by-Step Guide

Plan of Study request:

- ✧ Secure one 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 Reading, Writing, and Math tests.
 - ✧ 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, telephone, email) to:

Office of Alternative Licensure
College of Education
109 Speight Building
East Carolina University
Greenville, NC 27858
(252) 328-2700
alternativelicensure@ecu.edu

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.
 - ✧ For application links and directions, visit http://www.ecu.edu/cs-educ/alternative_licensure/resources.cfm
 - ✧ To contact the Office of Undergraduate Admissions, please call (252) 328-6640.
- ✧ Once admitted to ECU, contact the Office of Alternative Licensure to activate your file.
 - ✧ Please email alternativelicensure@ecu.edu or call (252) 328-2700.

- ✧ 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
 - ✧ You will need to login to your OneStop account to access Self-Service Banner. Follow the directions on your admission letter. Contact the IT Help Desk for login assistance or to reset your password at 800-340-7081.
 - ✧ All students are given a Banner/ECU ID number. This Banner/ECU ID will become your official ECU Student ID replacing your social security number. You can find your Banner/ECU ID number by logging into OneStop, clicking the Tools tab and under 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 towards licensure, with an overall GPA of 2.5 or better.
 - ✧ Must receive prior permission from the Coordinator of Alternative Licensure to enroll in an equivalent course at an institution other than ECU for credit towards your Plan of Study. This includes the 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.
- ✧ Official transcripts from all institutions where you have completed courses for this Plan of Study with a GPA of 2.5 or better
 - ✧ Official ECU transcripts – 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, 109 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)
- ✧ Documentation from your Local Education Agency (LEA) that you’ve taught successfully for one full year (180 days) as evidenced by a letter from the Central Office verifying “one successful year of teaching” and an offer of re-employment for the following school year.