Individual Lateral Entry Step-by-Step Guide

Plan of Study Request
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 (mailing address, telephone, email address) to the Office of Clinical Experiences and Alternative Licensure:

- Scanned copies of all official transcripts (undergraduate and any post-baccalaureate coursework). If your undergraduate GPA is below 2.7, you will need to take the PRAXIS CORE: Reading, Writing, and Math tests. (To create a Plan of Study, we do not require the official sealed and signed copies you would send to ECU Admissions. Just a copy will do.)
- Employment contract with Local Education Agency (LEA) and/or lateral entry provisional license issued by DPI.
- Copy of your provisional license or Request for Lateral Entry Plan of Study completed by your Licensure Specialist

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

Or
e-mail them to
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 $75. 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, visit: http://www.ecu.edu/cs-edu/alternative_licensure/resources.cfm. Contact the Office of Undergraduate Admissions with any application-related questions, (252) 328-6640 or admis@ecu.edu.

Once admitted to ECU, contact the Office of Alternative Licensure to activate your file.

Please emailalternativelicensure@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**

- Once you activate your plan of study, you will be assigned an advisor for the length of your coursework at ECU.
- All students are given a Banner/ECU ID number upon admission to ECU. 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 Pirate Port, 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/
- Your advisor will assist you through the registration process. Review courses identified on your Lateral Entry Plan of Study. Register for your Lateral Entry courses through Banner. You can look-up course availabilities using Pirate Port: https://pirateport.ecu.edu/portal/. It is in your best interest to register as soon as possible as many of the courses fill up quickly.
- You will need to login to your Pirate Port 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.

**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 2.7 or better. Grades of C- or below are unacceptable.
- Must receive prior permission from the Lead Coordinator of Alternative Licensure to enroll in an equivalent course at an institution other than ECU for credit towards your plan of study.
- Must complete at least 50% of your coursework at ECU.

**PRAXIS II**

Achieve and submit passing scores on the Praxis II Specialty Area exam(s) and/or Pearson tests identified on your letter from DPI.

**Licensure Clearance & Application**


Upon completion of your lateral entry plan of study, have passing test scores, and have a letter denoting a successful year of teaching from your LEA, you will receive information from the Office of Alternative Licensure about how to complete your online licensure information application. To complete this application online, you will need official transcripts from all institutions where you have completed courses for this plan of study with a GPA of 2.7 or better.