

## Licensure Only Step-by-Step Guide

### Affiliating with East Carolina University:

Review the Licensure Only plan of study and other requirements mailed to you. If you choose to affiliate with East Carolina University and begin your coursework, you will need to:

- ✧ 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 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](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](mailto:alternativelicensure@ecu.edu) or call (252) 328-2700.
- ✧ Contact the advisor identified in your activation email.
- ✧ Obtain a Welcome to Teacher Education Handbook.
  - ✧ Online at <http://www.ecu.edu/cs-educ/teached/index.cfm> and for purchase at the ECU Ronald E. Dowdy Student Stores
  - ✧ 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.

### 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 recommended course sequence identified on your Licensure Only plan of study.
  - ✧ The Early Experience (EE) course is one of the Upper Division (UD) requirements and should be taken during your first semester.
  - ✧ EDTC 5010: Technology in Education will fulfill the Upper Division computer competency requirement and should be taken during your first semester.
- ✧ 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/>

### Application for Upper Division:

Upper Division is the official step in applying and being formally admitted into a teacher education program. Non-degree students seeking initial licensure in education must be admitted to Upper Division of Teacher Education. Upper Division application requirements can be completed after your first semester or upon establishing a GPA of 2.5. General requirements are listed below. Please see the Welcome to Teacher Education Handbook for detailed requirements. You will be able to monitor your admission status on OneStop under Courses, Teacher Education.

- ✧ GPA of 2.5 overall and in content area courses
- ✧ Complete "Early Experience" with a minimum grade of C
- ✧ 250 word essay
- ✧ Meet required computer competency
- ✧ Submit passing PRAXIS I scores (only for individuals with undergraduate cumulative GPA below 2.5)
- ✧ Complete application for Admission to Upper Division of Teacher Education and CPL Data form
- ✧ Satisfactory program area interview

### **Licensure Coursework:**

- ✧ Register for and pass **all courses** on your Licensure Only plan of study **prior** to internship semester
  - ✧ Only grades of C or better will count towards licensure.
  - ✧ Must maintain a 2.5 GPA on all college work attempted at ECU to remain in Upper Division
  - ✧ Must complete 12 hours at ECU prior to internship.

### **Internship Placement Process:**

The internship is a full year experience in the same public school classroom with a specially trained clinical teacher. Internship assignments will be located within the Latham Clinical Schools Network. You can view the participating counties on the internship application. The Office of Clinical Experiences, in conjunction with the program area coordinators, identifies an appropriate school placement for each eligible student. You must be admitted to Upper Division prior to applying to the internship placement.

- ✧ Obtain an internship application in the Welcome to Teacher Education Handbook.
  - ✧ Online at <http://www.ecu.edu/cs-educ/teached/upload/A4internship.pdf>
- ✧ Submit the completed internship application to the program area coordinator for your area.
  - ✧ End of first summer session for Fall/Spring internships
  - ✧ Prior to the opening day of Spring semester for Spring/Fall internships

### **Senior I Internship:**

In the **first semester (Senior I)**, the intern visits the school site the equivalent of one day per week. The purpose of Senior I is to participate in select activities and responsibilities determined by the clinical teacher and to implement requirements from methods coursework. Major events include:

- ✧ Participate in the required Senior I seminar
- ✧ Report to the school site the equivalent of one full day per week
- ✧ Complete the Senior Summary form with your advisor
- ✧ Schedule an appointment for the internship health examination
- ✧ Summarize the Senior I activities on the Senior I Agreement Form

### **Senior II Internship:**

In the **second semester (Senior II)**, the intern reports to the school site full-time (5 days per week) following the dates in the Teacher Education Senior II Calendar. With guidance from the clinical teacher, the intern gradually assumes teaching responsibilities until he/she teaches fifteen consecutive all days. Major events include:

- ✧ Participate in the beginning Senior II seminar
- ✧ Report to the school site each day and follow the school calendar
- ✧ Participate in an initial visit conducted by the university supervisor (within the first 10 days)
- ✧ Assist the clinical teacher and university supervisor in designing a long range plan
- ✧ Be observed by the university supervisor a minimum of four times
- ✧ Submit a portfolio to the university supervisor
- ✧ Teach 15 consecutive all days
- ✧ Participate in the ending Senior II seminar

### **PRAXIS II:**

The following individuals, pursuing a Licensure Only plan of study, must achieve and submit passing scores on the PRAXIS II Specialty Area exam(s) as one of their Licensure Only plan requirement:

- ✧ Elementary Education K-6
- ✧ Special Education-General Curriculum
- ✧ Special Education-Adapted Curriculum
- ✧ For all other areas-Individuals with less than 24 semester hours of core coursework  
(see your advisor if you are unsure about your hours)

### **Required Documents for Licensure:**

- ✧ Completed licensure forms (provided at the final Senior II seminar)
- ✧ Official ECU transcripts showing completion of all Licensure Only courses
- ✧ \$55.00 check made payable to SDPI
- ✧ Passing PRAXIS II score(s) if appropriate (see previous PRAXIS II section)