

Licensure Only Step-by-Step Guide

Licensure Only plan request:

- Send 1 copy of your official transcripts and a letter requesting a Licensure Only plan 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

Affiliating with East Carolina University:

Review the Licensure Only plan 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 \$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 for application links and directions
Undergraduate Admission Office: 252-328-6640

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

Phone: 252-328-4125
Email: ruscoek@ecu.edu

- Contact your advisor identified in your activation email
- Obtain a Welcome to Teacher Education Handbook

Online at <http://www.ecu.edu/cs-educ/teached/index.cfm>
Available for purchase at the ECU Ronald E. Dowdy Student Stores

First semester at ECU:

During your first semester at ECU you will be establishing your GPA. This step is important as you must obtain a 2.5 or better to be admitted in to Upper Division.

- 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 licensure courses fill up quickly

- Review recommended course sequence identified on your Licensure Only plan

The Early Experience course is one of the Upper Division 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 licensure courses through Banner

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/>

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, 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" (*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 & CPL Data form
- Satisfactory program area interview

Licensure coursework:

- Register and complete **all courses** on your Licensure Only plan prior to internship semester

Only grades of C or better will count toward licensure

Must maintain a 2.5 GPA on all college work attempted at ECU to remain in Upper Division

Must complete 12 hrs 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 for 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 Internship)** the intern visits the school site the equivalent of one day a 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 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 a week) according to 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 of Senior II*)
- 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, must achieve and submit passing scores on the PRAXIS II Specialty Area exam(s) as one of their Licensure Only plan requirements.

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 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)*