



College of Education

East Carolina University

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Process to be followed for a non-licensure waiver:

All advanced level licensure program applicants who do not hold an appropriate, valid, current NC license must sign the NON-LICENSURE WAIVER FORM. By signing this waiver, such applicants understand that they are completing an advanced level licensure program as a non-licensure candidate. All coursework requirements will be the same as in a licensure program, including Graduate Evidences, as they are COURSE requirements. This non-licensure designation means that upon degree completion, such candidates will not be recommended for advanced licensure in the state of North Carolina. Any arrangements for advanced level licensure in any other state or country must be initiated and facilitated by students themselves. An advanced level licensure recommendation may be completed at such time a candidate receives an appropriate, valid, current NC license.

Circumstances when a non-licensure waiver may be needed:

- a) Out-of-state applicants who hold an applicable license in another state
- b) International applicants
- c) Applicants with an expired SP1 NC teaching license
- d) Newly graduated applicants who have not yet acquired an initial teaching license
- e) Other (to be specified on waiver form)

The following steps must be taken by Grad Director/Coordinators in order to ensure official documentation of advanced level licensure program non-licensure status:

- 1) After an advanced level licensure program candidate signs the NON-LICENSURE WAIVER FORM, a copy must be uploaded in Xtender to archive this designation.
- 2) The Registrar's Office has created a non-licensure Banner attribute *LNNC* [licensure not NC] to be added in SGASADD. Ensure that this attribute is added to each non-licensure student's Banner by notifying Novine Kros (krosn@ecu.edu) in the Registrar's Office. (REMOVE LNNC IF #5 BELOW PERTAINS.)
- 3) Records/files for non-licensure (LNNC) students must be kept by Grad Directors/Coordinators in the candidate's program area.
- 4) The Office of Teacher Education must be notified by Grad Directors/Coordinators upon completion of each LNNC candidate's program.
- 5) It is a student's responsibility to contact the graduate program director/coordinator to have the non-licensure waiver removed from his/her record if an appropriate, valid, current NC license is issued prior to completion of the advanced level licensure program. A copy of the appropriate, valid, current license must be submitted to the ECU Graduate School and to the grad program director/coordinator in order for the waiver to be removed. Grad Directors/Coordinators must ensure that all LLNC candidates are aware of this responsibility.