STEP 1: Affiliating with East Carolina University:
**The following licensure areas are offered by ECU** http://www.coe.ecu.edu/teached/certi.htm

- **Submit Transcript(s)** (ECU transcripts available through the Registrar’s Office http://www.ecu.edu/cs-acad/registrar/TranscriptInfo.cfm).
- **Copy of your contract with your school system**
- **Letter stating the area of licensure you wish to earn** *(this is the area on your provisional (temporary) license)*
- **Copy of your provisional (temporary) license from the state** *(when you receive it)* to the attention of:

  Dr. Melva Burke  
  Coordinator of Alternative Licensure  
  College of Education  
  108 Speight  
  East Carolina University  
  Greenville, NC 27858.  
  Phone (252) 328-4125; Fax 328-0105 E Mail burkem@mail.ecu.edu.

Then, the Coordinator of Alternative Licensure will verify that you have a GPA of 2.5 overall from an accredited four-year college or university. If you do not have this, you will be contacted about the necessity of taking the Praxis I tests (Reading, Writing and Math) before the development of any plan of study. Once a plan is developed, the Coordinator of Alternative Licensure will send a plan of study outlining the courses needed to remove the “provisional” status from your license. This will be sent to your LEA (local education agency/school system) with a copy for you. It normally takes 3 weeks to have this process completed. The Office of Alternative Licensure will establish a file for you that is housed within our office for the duration of your licensure process.

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.

STEP 2: Applying for Admission to East Carolina University:

- **Apply** to the ECU Graduate School as a non-degree graduate student. *(Non-degree means that you have already earned a bachelor’s degree and are not currently enrolled in a Master’s program.)* You must apply to the Graduate School as a non-degree student before you can register for classes at ECU. The Graduate School office is housed in Ragsdale Building, Room 131, (252) 328-6012. You may contact them directly, download an application packet from the website at http://www.ecu.edu/gradschool/apps/nondegap.htm, or you may option to apply and pay the application fee completely online at http://www.ecu.edu/gradschool/ecuhtm_files/appinfo.htm.

- **Remember** that fifty percent of your courses must be taken at ECU. Consortium classes satisfy this requirement because ECU is a consortium member. For further information concerning the North Carolina Model Teacher Education Consortium, their web address is http://www.ncmtec.com/partners.htm.
STEP 3: Registering for your lateral entry courses:

- **Plan** your class schedule in preparation for registration. In order to register you will need the course name, course number and section number for the course. Course catalogs are available online at [http://www.registrar.ecu.edu/ErReg.htm](http://www.registrar.ecu.edu/ErReg.htm). You can find distance education courses at [http://www.ecu.edu/cs-acad/options/](http://www.ecu.edu/cs-acad/options/).
- **Register** online or by telephone when registration begins. If you register by telephone always have your social security number plus the course name, course number and section number ready to give to the person registering you.
- **Register** during registration periods.
- **Register** for ECU consortium classes through Continuing Studies at 800-398-9275 or (252) 328-6321.
- **Remember** your first option for registration is to contact the department, since many classes are now only accessible for registration by the department that houses the course. Registration contacts for each department are located at [http://www.ecu.edu/cs-acad/options/courses/registration.cfm](http://www.ecu.edu/cs-acad/options/courses/registration.cfm). Make sure you have already been admitted to the Graduate School as a non-degree graduate student. Also, have the course name, course number and section number of the course in which you wish to register available to give to the person registering you. Course information is available on OneStop at [https://onestop.ecu.edu/onestop/](https://onestop.ecu.edu/onestop/).
- **Remember** your second option is to call the Office of Alternative Licensure (252 328-4125 or 6272).
- **Access** the course catalog by logging onto OneStop, either by using your email username and password, or by using the word “demo” as both your username and password.
- **Registration** is also available via the Registrar’s Office at (252) 328-6527 or (252) 328-1728.
- **Check** the East Carolina University Academic Calendar [http://www.ecu.edu/fsonline/fscalend.htm](http://www.ecu.edu/fsonline/fscalend.htm) for the beginning and ending registration dates.

**ALTERNATIVE STRATEGIES FOR REGISTERING FOR CLASSES**

Once a class closes, neither the Coordinator of Alternative Licensure nor the office staff can register you for the course. Admission into a closed class is completely at the discretion of the department. Still, there are several strategies available to you if you are unable to register for a closed class.

- **Substitute** a comparable class by registering for a class through the North Carolina Model Teacher Education Consortium. East Carolina University is a Consortium member, so you may be able to substitute one of their course offerings with one listed on your plan of study. *Remember. You must obtain approval from the Coordinator of Alternative Licensure before you substitute a course. Following completion of a course at another institution, you must send an official transcript showing your passing grade in order to receive credit. Grade sheets are not acceptable.* For more information about the North Carolina Model Teacher Education Consortium, contact 800-280-6985 or email [staff@ncmtec.org](mailto:staff@ncmtec.org). The web address is [www.ncmtec.org](http://www.ncmtec.org).
- **Register** for a comparable course through another state accredited teacher education program. *Remember. You must obtain approval from the Coordinator of Alternative Licensure before you substitute a course. Following completion of a course at another institution, you must send an official transcript showing your passing grade in order to receive credit. Grade sheets are not acceptable.* Links to those institutions are provided through the Department of Public Instruction’s website at [http://teach4nc.org/certification/](http://teach4nc.org/certification/).
- **Register** for a comparable college-transfer level course at your local community college. *Remember. You must obtain approval from the Coordinator of Alternative Licensure before you substitute a course. Following completion of a course at another institution, you must send an official transcript showing your passing grade in order to receive credit. Grade sheets are not acceptable.*
STEP 4: Distance Education and ECU One Stop:

- **Remember**, distance education (internet) courses follow the same academic schedule as on-campus courses. Normally, the instructor will contact you via ECU email prior to the start of the course to advise you regarding the manner in which you should access their course. However, if you are not contacted, it is your responsibility to contact the instructor and request directions.

- **Access** the academic calendar, the course catalog, registration information, your course schedule, your unofficial transcript, and other pertinent information using your [ECU ONE STOP](https://www.ecu.edu/) account. One Stop contains all information regarding your student life here at ECU. Your initials, your birth month and day and your social security number determine your default username and password. For example, the username for John Q. Public born 01/01/01 would be JPQ0101. His default password would be the last six digits of his social security number.

STEP 5: Submitting Your Licensure materials:

We cannot forward recommendations to the State Department of Public Instruction until all pertinent documentation is filed with the Office of Teacher Education. Upon completion of the classes listed on your plan of study, it is imperative that you send the following to the Coordinator of Alternative Licensure at ECU:

- Forms V and U. You can contact your Central Office for copies of the form or download the forms from the DPI website at: [http://www.ncpublicschools.org/licensure/app_packet](http://www.ncpublicschools.org/licensure/app_packet).
- A copy of your Provisional License (please send this as soon as you receive it).
- Passing scores on the appropriate PRAXIS II tests (normally taken within first two years of teaching).
- At standard or better ratings on most current Summative TPAI (Teacher Performance Assessment Instrument).
- Official Transcripts from all institutions where you have completed courses from this Plan of Study.
- Official ECU Transcript—*Due to the Family Educational Rights and Privacy Act, we are no longer allowed to request your transcript. Please mail a request that includes your original signature to the Registrar’s Office asking them to forward your transcript to the Office of Alternative Licensure, 108 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.*

Note: Please be sure to let us know about changes in your status, including changes in your employment, address or name changes (marriage, etc.) so that we can have the most current information to serve you as efficiently as possible.

Prepared by the Office of Alternative Licensure, School of Education, East Carolina University 06/2005