Add-On Licensure Step-by-Step Guide

WHAT: Requesting a plan of study to add another licensure area to your current license.

WHO: People who hold a current NC teaching license.

HOW: Send the items listed below to the following address:

Office of Alternative Licensure
East Carolina University College of Education
109 Speight Building
Greenville, NC 27858
Fax: 252-737-2998 Email: alternativelicensure@ecu.edu

- A letter or email requesting a plan of study for the area you wish to add including your address and phone number.
- A copy of current license (Unless an undergraduate)
- Scanned copies of all transcripts. Scans are preferable at this stage since we are not the Admissions Office and we would hate for people to pay for two set of transcripts when they only need one.

*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 evaluate a transcript to write a plan of study.

AFFILIATING WITH EAST CAROLINA UNIVERSITY

- Complete the **Undergraduate Post Baccalaureate Teacher Licensure** application. There is a $75 application fee. 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-acad/admissions/apply.cfm for application links and directions. Contact the Undergraduate Admission Office: 252-328-6640 or admis@ecu.edu with any questions.

- Once you receive your admission letter from Undergraduate Admissions, you will need to contact alternativelicensure@ecu.edu to **activate** your file and receive an academic advisor.

- Once your file is activated, you will need to contact your advisor for an appointment. The Office of Alternative Licensure will provide you with the name and contact information of your advisor upon activating your file. Your advisor will assist you with registration.

- Register for your add-on courses through Banner. **Special Note:** If you are admitted and attempt registration after the opening week of registration, available seats in courses will be limited and will continue to decrease closer to the beginning of the term of registration. Check "academic calendar" at http://www.ecu.edu/fsonline/senate/fscalend.cfm.

- You will need to login to your Pirate Port account to access Banner. In this system, 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 Pirate Port on the TOOLS tab in the BANNER section under "What is my Banner ID".** For additional Banner information and tutorials visit http://www.ecu.edu/cs-admin/banner/.

SUBMITTING LICENSURE MATERIALS

- Once all coursework has been completed, educators completing requirements for a NC license must access the NCDPI's new Online Licensure System. All applications will be electronic. Paper applications **will not be accepted** by NCDPI. Departments have been informed of this *very recent* change.
- Educators will access the new online system at https://vo.licensure.ncpublicschools.gov. On the lower left hand corner, click on NCDPI Registration under the shaded green phrase, Educator Registration. For add-on licensure areas, please choose "Yes" to indicate that you have been issued a NC Educator's license
- The statement of applicant must be completed before the application can be submitted.
- All educators will need to upload and submit the following items:
  - Official transcripts
  - Test scores (if applicable)
  - Any other pertinent information needed for the add-on licensure area
  - Nonrefundable $60 fee, paid by credit card
- The application will not be processed by DPI until ECU has completed the recommendation for the licensure area(s). If you upload an unofficial transcript or do not include applicable test scores, ECU cannot recommend you.
  - To request an electronic, official ECU transcript, visit this link: www.ecu.edu/registrar. There is a fee for all transcript requests.
- The application will **only** be routed to ECU for recommendation once the **nonrefundable** processing fee is submitted.
- To avoid an additional fee later, do not submit your application or pay your fee until all required items are uploaded. Applications that have been created, but not completed will expire after 30 days. *Note: the processing fee is nonrefundable.

REVISION OF ADD-ON LICENSURE POLICY-In May 2006, the State Board of Education approved a revision to the Add-On Licensure testing policy to allow an individual who holds a clear license in a teaching area to add additional teaching areas to their license by satisfying the Praxis II testing requirements.