



# ECU.

## COLLEGE OF EDUCATION

### **Licensure Only Step-by-Step Guide**

#### **Licensure Only Plan of Study Request**

Send a \*scanned\* copy your official transcripts which denote a conferred degree and a letter requesting a licensure only plan with your desired area of licensure AND personal contact information (mailing address, phone, email address) to:

Office of Alternative Licensure  
College of Education  
109 Speight Building  
East Carolina University  
Greenville, NC 27858  
(252) 328-2700

Or

e-mail them to

[alternativelicensure@ecu.edu](mailto:alternativelicensure@ecu.edu)

To create a Plan of Study, we do not require the official sealed and signed copies of your transcript that you would send to ECU Admissions. There are limited licensure areas that are distance education friendly so please inquire at [alternativelicensure@ecu.edu](mailto:alternativelicensure@ecu.edu) prior to making your request as our office can help you determine if your licensure area of interest will consist of face to face main campus courses or distance education options.

#### **Affiliating with East Carolina University**

Review the licensure only plan and other requirements emailed 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 \$75. 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 [https://www1.cfnc.org/applications/East\\_Carolina\\_University/apply.html?applic](https://www1.cfnc.org/applications/East_Carolina_University/apply.html?applic) for application links and directions. Contact the Undergraduate Admission Office at 252-328-6640 or [admis@ecu.edu](mailto:admis@ecu.edu).
- Once admitted to ECU, contact the Office of Alternative Licensure to activate your plan of study. Phone: 252-328-6272 Email: [alternativelicensure@ecu.edu](mailto:alternativelicensure@ecu.edu)
- Contact your advisor identified in your activation email.
- Obtain a Welcome to Teacher Education Handbook either *online* at <http://www.ecu.edu/cs-educ/teached/index.cfm> or *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 2.7 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.



# ECU.

## COLLEGE OF EDUCATION

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. The EDTC 5010 Technology in Education course will fulfill the Upper Division computer competency requirement and should be taken during your first semester.

Your advisor will work with you to register for your licensure courses through Banner. You will look-up course availability in Pirate Port: <https://pirateport.ecu.edu/portal/>. For Banner assistance 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 2.7. General requirements are listed below, and detailed requirements are located in the Welcome to Educator Preparation handbook. You will be able to monitor your admission status via Pirate Port.

- GPA of 2.7 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 2.7.*)
- 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 of study prior to internship semester.
- Only grades of C or better will count toward licensure. C- is not acceptable.
- Must maintain a 2.7 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 placements 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.

- You must attend an internship application meeting the semester prior to beginning your internship to complete and submit the application. Please bring a copy of your cumulative GPA and Upper Division admittance date to the meeting.
- Deadlines for completing the internship application are as follows:
  - End of first summer session for Fall/Spring internships.
  - Prior to the opening day of Spring semester for Spring/Fall internships



# ECU.

## COLLEGE OF EDUCATION

### Internship I

In the first semester (Internship I), the intern visits the school site the equivalent of one day a week. The purpose of Internship 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 Internship I seminar
- Report to school site the equivalent of one full day per week
- Bring the completed physical form to the required Internship I seminar
- Complete the Senior Summary form with your advisor if not completed previously
- Summarize the Internship I Activities on the Internship I Agreement Form

### Internship II

In the second semester (Internship II), the intern reports to the school site full-time (5 days a week) according to the dates in the Teacher Education Intern II Calendar. With guidance from the clinical teacher, the intern gradually assumes teaching responsibilities until he/she teaches a minimum fifteen consecutive all-days (10 all-days if placed in co-teaching). Major events include:

- Participate in the beginning Intern II seminar
- Report to the school site each day and follow the school site calendar
- Participate in an initial visit conducted by the university supervisor (within the first 10 days of Internship 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
- Complete all required documents by the due date
- Teach 15 consecutive all-days or the requirements of co-teaching if participating in that program
- Participate in the concluding Intern II licensure seminar

### PRAXIS II

All testing requirements for each program area can be found in the *Welcome to Teacher Education Handbook*, located here: [http://www.ecu.edu/cs-educ/OTE/upload/2018\\_Apple\\_Book\\_Final.pdf](http://www.ecu.edu/cs-educ/OTE/upload/2018_Apple_Book_Final.pdf)

### SUBMITTING LICENSURE MATERIALS

The concluding Intern II licensure seminar will assist students, who have completed all coursework requirements per the licensure only plan of study, with applying for licensure with the NC Department of Public Instruction using NCDPI's online licensure system.