



## MEMORANDUM

**TO:** Prospective Student

**FROM:** Office of Alternative Licensure Programs,  
Advisement & Recruitment

**RE:** Licensure-only Admission

Thank you for your interest in North Carolina Central University-School of Education. The first step in the application process is to obtain a transcript evaluation for the area of your choice. Please make sure that the area in which you wish to be licensed in is listed on the application. Please make sure that you have included the necessary documents (listed below) along with the application. Please have all official transcripts sent to you and then send them to us with the application. Your application cannot be processed until we have received all of the information needed. We do not have an application deadline, but the evaluation process takes approximately 30 days from the date of receipt. When you begin the program will depend upon whether the transcript evaluation is complete before or during the registration period. If you have any further questions, please feel free to contact me at (919) 530-7790 or [aburgess@ncu.edu](mailto:aburgess@ncu.edu).

- Official Transcript (You must have a completed bachelor degree to be accepted)
- Licensure-only Application
- \$40 Application Fee (Check or Money Order)
- Transcript Evaluation Request Form
- International Transcript Evaluation (If applicable)
- A copy of your clear current NC license (Add-on Licensure Students only)

Please mail your documents to:  
NCCU-School of Education  
Alternative Licensure Programs  
712 Cecil Street  
Durham, NC 27707

\*Incomplete Applications Will Be Returned.  
Revised November 10, 2007

# SCHOOL OF EDUCATION GRADUATE PROGRAMS: LICENSURE-ONLY STUDENT APPLICATION (\$40.00 Fee)

**TERM OF EXPECTED ENTRANCE:** Year \_\_\_\_\_  
**HAVE YOU EVER BEEN A STUDENT AT NCCU?**

Fall \_\_\_ Spring \_\_\_ Summer I \_\_\_ Summer II \_\_\_  
 Yes \_\_\_ No \_\_\_ If so, when? \_\_\_\_\_

**NAME** \_\_\_\_\_  
 (Last, First, Middle/Maiden)

**SOCIAL SECURITY** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Permanent Address (Street or Route) \_\_\_\_\_  
 Daytime Phone Number \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**SEX:** Female \_\_\_ Male \_\_\_

**MARITAL STATUS:** Single \_\_\_ Married \_\_\_ Other \_\_\_

**RACE ETHNIC GROUP:**  
 African American (not of Hispanic origin) \_\_\_  
 Asian or Pacific Islander \_\_\_  
 Hispanic (Regardless of Race) \_\_\_  
 Native American/Alaskan \_\_\_  
 White (not of Hispanic origin) \_\_\_

**MILITARY STATUS:**  
 Veteran \_\_\_ Non-Veteran \_\_\_ Active \_\_\_

Are you applying for Military Benefits?  
 Yes \_\_\_ No \_\_\_

**DATE OF BIRTH:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**RESIDENCE INFORMATION (Use Codes on Back)**

State of legal residence \_\_\_\_\_. If legal resident of North Carolina, indicate the date of initial residence \_\_\_ / \_\_\_ / \_\_\_\_\_.  
 If foreign, indicate nationality \_\_\_\_\_. Last place of residence, if N.C. enter county code, otherwise enter state code or name of foreign country \_\_\_\_\_

Is your Parent, Guardian, or spouse currently on Active Duty with the Armed Forces or employed by the Federal Government?  
 Yes \_\_\_ No \_\_\_ If Parent, Guardian or Spouse is a Legal Resident of North Carolina, indicate the date of initial residence \_\_\_\_\_.

**NEAREST RELATIVE:**

(Name/Relationship) \_\_\_\_\_ (City/State/Zip) \_\_\_\_\_ (Telephone) \_\_\_\_\_

**Undergraduate degree earned at** \_\_\_\_\_ **Year** \_\_\_\_\_  
 (Name of University or College)

**Are you currently teaching in North Carolina?** Yes \_\_\_ No \_\_\_

If yes, list school? \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

**\*I will be licensed by** NCCU \_\_\_ RALC (Regional Alternative Licensure Center) \_\_\_ NCDPI (Continuing) \_\_\_  
 Other University-Complete special student application through NCCU Undergraduate Admissions \_\_\_

**\*Please check below intended/licensure degree sought.** Birth-Kindergarten Education \_\_\_ Elementary Education (Grades K-6) \_\_\_

Middle Grades Education (Grades 6-9)	Special Areas (K-12)	Add-on Licensure
Language Arts ___	Art Education ___	Academically and Intellectually Gifted (AIG) ___
Mathematics ___	Family and Consumer Sciences Education ___	English as a Second Language (ESL) ___
Science ___	Modern Foreign Language French ___	Reading ___
Social Studies ___	Modern Foreign Language Spanish ___	School Administration ___
<b>Secondary Education (Grades 9-12)</b>	Music Education ___	Special Ed.-Learning Disabilities* ___
English ___	Physical Education ___	Special Ed.-Behavioral-Emotional Disabilities* ___
Mathematics ___	Special Education ___	Special Ed.-Early Education & Literacy (B-K)* ___
Comprehensive Science ___	Theatre Arts Education ___	Special Ed.-Mental Disabilities* ___
Comprehensive Social Studies ___		Special Ed.-Visual Impairment** ___
		*For applicants who already have their master's degree in special education.
		**Students may add-on licensure without a master's degree.

**I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

**Required Documents to be submitted with application for admission**

**NCCU Lateral Entry/Licensure Only Programs**  
 Licensure-only Student Application (\$40 Fee)  
 Transcript Evaluation Request Form  
 Official Transcript

**RALC/NCDPI Affiliation**  
 Licensure-only Student Application (\$40 Fee)  
 Official Plan of Study from licensing agency

**Add-On Licensure**  
 Licensure-only Student Application (\$40 Fee)  
 Transcript Evaluation Request Form  
 Official Transcript  
 NCDPI Current Clear License



15. If you or your spouse had other N.C. addresses in the past 5 years, give the following information for those addresses:

Yours:		
Spouse:		

Address (Street, City, State) Lived there from (Date) To (Date)

16. Give the last address outside N.C. (Street, City, State) for each person listed below.

Yours		
Spouse		
Father		
Mother		
Guardian		

Address (Street, City, State) Lived there from (Date) To (Date)

17. Are you an Alien? Yes \_\_\_ No \_\_\_ Please list Visa # \_\_\_\_\_
18. Was a N.C. State Income Tax Filed? Yes \_\_\_ No \_\_\_ What year? \_\_\_\_\_
- a. Filed state intangible tax return? Yes \_\_\_ No \_\_\_
- b. Listed personal property for taxation? Yes \_\_\_ No \_\_\_

IF ADDITIONAL INFORMATION IS NEEDED. THE APPLICANT WILL BE NOTIFIED.

I hereby acknowledge that completion of item 1 (Social Security Number) is voluntary. It is requested by the institution solely for administrative convenience and record keeping accuracy, and is required only to provide a personal identifier for the internal records of the institution.

I hereby acknowledge that the institution may verify all the information I have set forth herein as true to the best of my knowledge, pursuant to my reasonable inquiry where needed.

I hereby acknowledge that the institution may verify the information set forth herein from sources accessible under law to the institution but that the institution may divulge the contents of this application only as permitted under the family educational Rights and Privacy Act of 1974 if I am, or have been in attendance at this institution.

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date

NORTH CAROLINA COUNTY CODES

001	Alamance	026	Cumberland	051	Johnston	076	Randolph
002	Alexander	027	Currituck	052	Jones	077	Richmond
003	Alleghany	028	Dare	053	Lee	078	Robeson
004	Anson	029	Davison	054	Lenoir	079	Rockingham
005	Ashe	030	Davie	055	Lincoln	080	Rowan
006	Avery	031	Duplin	056	Macon	081	Rutherford
007	Beaufort	032	Durham	057	Madison	082	Sampson
008	Bertie	033	Edgecombe	058	Martin	083	Scotland
009	Bladen	034	Forsyth	059	McDowell	084	Stanly
010	Brunswick	035	Franklin	060	Mecklenburg	085	Stokes
011	Buncombe	036	Gaston	061	Mitchell	086	Surrey
012	Burke	037	Gates	062	Montgomery	087	Swain
013	Cabarrus	038	Graham	063	Moore	088	Transylvania
014	Caldwell	039	Granville	064	Nash	089	Tyrrell
015	Camden	040	Greene	065	New Hanover	090	Union
016	Carteret	041	Guilford	066	Northampton	091	Vance
017	Caswell	042	Halifax	067	Onslow	092	Wake
018	Catawaba	043	Harnett	068	Orange	093	Warren
019	Chatham	044	Haywood	069	Pamlico	094	Washington
020	Cherokee	045	Henderson	070	Pasquotank	095	Watauga
021	Chowan	046	Hertford	071	Pender	096	Wayne
022	Clay	047	Hoke	072	Perquimans	097	Wilkes
023	Cleveland	048	Hyde	073	Person	098	Wilson
024	Columbus	049	Iredell	074	Pitt	099	Yadkin
025	Craven	050	Jackson	075	Polk	100	Yancey

# SCHOOL OF EDUCATION

## North Carolina Central University

### Campus Safety Questions

**Student Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**You must answer all questions.** Your “yes” answers to one or more of the following questions will not necessarily preclude your being admitted. However, your failure to provide complete, accurate, and truthful information will be grounds to deny or withdraw your admission, or to dismiss you after enrollment.

For the purpose of the following six questions, “crime” or “criminal charge” refers to any crime other than a traffic-related misdemeanor or an infraction. You must, however, include alcohol or drug offenses whether or not they are traffic related.

1. Have you been convicted of a crime?  Yes  No
2. Have you entered a plea of guilty, a plea of no contest, a plea of nolo contendere, or an Alford plea, or have you received a deferred prosecution or prayer for judgment continued, to a criminal charge?  Yes  No
3. Have you otherwise accepted responsibility for the commission of a crime?  Yes  No
4. Do you have any criminal charges pending against you?  Yes  No
5. Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise subject to any disciplinary sanction by any school, college, or university?  Yes  No
6. If you have ever served in the military, did you receive any type of discharge other than an honorable discharge?  Yes  No  Currently serving  Never served

If you answered “yes” to any of the six questions above, please explain the circumstances (if you need additional space, attach a separate sheet and include your name, social security number, and sign and date the sheet.

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You must promptly notify the Associate Dean for Graduate Programs in the School of Education in writing of any criminal charge, any disposition of a criminal charge, or any school, college, or university disciplinary action against you, or any type of military discharge other than an honorable discharge that occurs at any time after you submit this application. Your failure to do so will be grounds to deny or withdraw your admission, or to dismiss you after enrollment.

I affirm that all information supplied is complete and accurate. I understand my failure to provide complete, accurate, and truthful information on this application will be grounds to deny or withdraw my admission, or dismiss me after enrollment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# North Carolina Central University

## School of Education

### Office of Alternative Licensure Programs

#### Transcript Evaluation Request Form

You must request a transcript evaluation along with other requirements listed below before being admitted into a licensure-only program unless you are receiving licensure through another university or alternative licensure agency. This evaluation serves to design an individual plan of study based on your licensure subject interest.

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Email Address: \_\_\_\_\_

**PLEASE PRINT CLEARLY**

List all universities attended: \_\_\_\_\_

#### Licensure-Only Program Area Interest (Check only one)

Birth-Kindergarten Education

Elementary Education (Grades K-6)

Middle Grades Education (Grades 6-9)

Language Arts  
 Mathematics  
 Science  
 Social Studies

Secondary Education (Grades 9-12)

English  
 Mathematics  
 Comprehensive Science  
 Comprehensive Social Studies

Special Areas (K-12)

Art Education  
 Family and Consumer Sciences Education  
 Modern Foreign Language-French  
 Modern Foreign Language-Spanish  
 Music Education  
 Physical Education  
 Special Education (K-12)  
 Theatre Arts Education

Add-on Licensure

Academically and Intellectually Gifted  
 English as a Second Language (ESL)  
 Reading  
 School Administration\*  
 Special Ed.-Behavioral-Emotional Disabilities  
 Special Ed.-Early Education & Literacy (B-K)  
 Special Ed.-Learning Disabilities  
 Special Ed. -Mental Disabilities  
 Special Ed.-Visual Impairment

To apply to the Lateral-entry/Licensure-only program submit:

Transcript Evaluation Request Form  
Licensure-only Application (\$40 Fee)  
Official Transcript

To apply to the Add-on licensure program submit:

Transcript Evaluation Request Form  
Licensure-only Application (\$40 Fee)  
Official Transcript  
NCDPI Current Clear License

\*If you are applying to the School Administration Add-on Licensure program, you must also submit:

Two Recommendation Forms  
Internship Assurance Form

**RETURN TO:**  
NCCU-School of Education  
Office of Alternative Licensure Programs  
712 Cecil Street  
Durham, NC 27707