

Post-baccalaureate Licensure-only Program:
Checklist for Completing Requirements
Watson School of Education - University of North Carolina Wilmington

- ❑ Apply to (or re-enroll in) UNCW as a special undergraduate student. Write “teacher licensure only” for intended major; do not specify teaching area (elementary education, etc.). Extension students should mark “extension” and indicate county. For re-enrollment information and application, contact the UNCW Registrar’s Office (910)962-3125 or www.uncw.edu/reg to re-enroll as a non-degree certification-only student. To request an undergraduate application, contact the Undergraduate Admissions Office at (910)962-3243. For an electronic version of the application, or for application download, visit www.uncw.edu/admissions/.
- ❑ Review program options on the Watson School Website: www.uncw.edu/ed/advising/.
- ❑ Meet with a designated advisor to develop a Plan of Study. Bring copies of all college transcripts to this meeting.
Advisor: Mr. Sam Black – All non-degree, post-baccalaureate licensure programs (910) 962-3912 or black@uncw.edu
- ❑ Register for the first courses designated by your assigned advisor.
- ❑ Complete the Watson School of Education admissions requirements:
 1. Schedule Praxis I (reading, writing, and math) as soon as possible. To schedule the computer-based version, call UNCW’s Testing Center at (910)962-7444 for an appointment. Study materials are available in the UNCW Bookstore, Randall Library, or online at www.ets.org/praxis. *NOTE: UNCW must be listed as a score recipient in order to receive official scores. Praxis I is waived for students holding a master’s degree, or having an SAT score of 1100 and higher (ACT = 24 composite).*
 2. The GPA requirement is a minimum of 2.7 cumulative on one’s bachelor’s degree. A contract called “Fresh Start” has been developed for students who have an undergraduate GPA below 2.7. Students must earn a grade point average of 3.0 on the first 12 semester hours of coursework, which may include the education professional core.
 3. Completion of university requirements in English, Math, and one Laboratory Science course (“C” or better).
 4. Complete EDN 200 + EDNL 200 or SEC 200, 210, 220 (Secondary Licensure Block 1) with a grade of “C” or better, and a minimum of 12 semester hours of UNCW credit (which can include the aforementioned courses).
- ❑ Apply to the Watson School of Education (WSE). Applications are available on the WSE website. Applications are reviewed at the end of each semester; the application should be submitted prior to the exam period. *Students must be admitted to the WSE to take EDN/SEC/SED courses numbered higher than EDN 303 or SEC 210 (dependent upon licensure program chosen).*
- ❑ Meet with designated advisor each semester to monitor progress and obtain SeaNet alternate PIN (registration code).
- ❑ Take the appropriate Praxis II Specialty Area exams. Study materials are available online at www.ets.org/praxis
NOTE: UNCW must be listed as a score recipient in order to receive official scores. Praxis II Specialty Area tests are required for all Elementary and Special Education students. For all other licensure programs, Praxis II is not required if the entire teacher education program (including internship/student teaching) is completed. Persons hired as lateral-entry teachers previous to completing the teacher education program must take the appropriate Praxis II test(s).
- ❑ Complete all courses on the plan of study developed by your advisor.
- ❑ Complete the internship/practicum semester. Applications for licensure are completed as part of the practicum, or
- ❑ Lateral entry/licensure-only program teachers or individuals adding an area of licensure who will be using teaching experience in lieu of the student teaching practicum should schedule an appointment with Dr. Hank Weddington, Associate Dean for Academic Programs, to complete the licensure paperwork. Lateral entry teachers and persons adding an area must submit the following items:
 1. Official transcripts from the institution where degree(s) were earned. The transcripts should be mailed directly to Dr. Hank Weddington at the address below and submitted in sealed envelopes.
 2. Letter on school letterhead from the principal verifying successful completion of required teaching in the licensure area (one year for lateral entry). The letter should be addressed to Dr. Hank Weddington, Watson School of Education – UNCW, 601 S. College Rd., Wilmington, NC 28403-5991
 3. A check made payable to SDPI for \$55.00 for the licensure fee
 4. A check made payable to UNCW for \$5.00 for UNCW transcript fee. To download a copy of UNCW’s Transcript Request Form, go to <http://www.uncw.edu/reg/students-transcripts.htm>.